

**SUBCHAPTER 09I – FORMS FOR CRIMINAL JUSTICE EMPLOYMENT, EDUCATION, AND TRAINING**

**SECTION .0100- FORMS FOR USE IN TRAINING PROGRAMS AND INSTRUCTOR CERTIFICATION**

**12 NCAC 09I .0101 INSTRUCTOR AND PROFESSIONAL LECTURER CERTIFICATION FORMS**

The following Commission-approved forms shall be used by individuals applying for initial or renewal of certification as an instructor or professional lecturer, pursuant to 12 NCAC 09B .0300:

- (1) Form F-12, Application for Instructor or Professional Lecturer Certification, shall contain the following information:
  - (a) name of applicant;
  - (b) address, phone number, email address, date of birth, age, last four of Social Security Number, and academy ID number;
  - (c) current agency or firm, status (Retired, Civilian, Sworn), agency address, and business phone number;
  - (d) type of instructor certification applying for;
  - (e) supporting documents for specific certification sought;
  - (f) highest education level, school attended, school location, and graduation date;
  - (g) criminal justice experience;
  - (h) signature of applicant;
  - (i) Commission-accredited school taught at, course title, hours taught, course dates, and whether the course was a requirement of Mandatory In-Service Training; and
  - (j) signature of certifying School Director or In-Service Training Coordinator, school or agency name, phone number, and email address.
- (2) Form F-16, Criminal Justice Instructor Evaluation, shall contain the following information:
  - (a) instructor's name, date of birth, and academy ID number;
  - (b) evaluator's name and academy ID number;
  - (c) block of instruction, date, location, and total hours of instruction;
  - (d) scores for Instructional Ability and Strategies; and
  - (e) Presentation Evaluation Criteria.

*History Note:* Authority G.S. 17C-6;  
Eff. February 1, 2026.

**12 NCAC 09I .0102 COURSE MANAGEMENT FORMS**

The following Commission-approved forms shall be used by certified School Directors during the administration of Commission-approved courses:

- (1) Form F-10A, Pre-Delivery Report of Training Course Presentation, shall include the following:
  - (a) Name of delivery site (academy);
  - (b) Proposed Commission course being requested to administer;
  - (c) Number of course hours;
  - (d) Location of course delivery;
  - (e) Commencement and completion dates;
  - (f) Anticipated class size;
  - (g) Names of all delivery site (academy) staff requiring administrative access to the course page on the North Carolina Justice Training and Certification Portal; and
  - (h) Name and signature of certified School Director.
- (2) Form F-10B and Web Form F-10B, Post Delivery Report of Training Course Presentation, shall include the following:
  - (a) Name of delivery site (academy);
  - (b) Commission course administered;
  - (c) Number of course hours;
  - (d) Location of course delivery;
  - (e) Commencement and completion dates;
  - (f) Final class size; and
  - (g) Name and signature of certified School Director.

- (3) Form F-23, Commission Exam Admission Form, shall include the following:
  - (a) Course pre-delivery number, exam location, and exam date;
  - (b) First-Time Exam Admission information;
  - (c) Re-Examination Admission information;
  - (d) Name and signature of certified School Director; and
  - (e) List of all trainees.
- (4) Web Form WF-6, CJ Standards Specialized Training Departure Report, shall include the following:
  - (a) Course name, course dates, and training location;
  - (b) Departing student's name, date of birth, and academy ID number; and
  - (c) Date, reason for, and explanation of departure.

*History Note:* Authority G.S. 17C-6;  
Eff. February 1, 2026.

### **12 NCAC 09I .0103 BASIC LAW ENFORCEMENT TRAINING (BLET) COURSE FORMS**

The following Commission-approved forms shall be used by certified School Directors and instructors during the administration of a Commission-approved Basic Law Enforcement Training (BLET) course:

- (1) Form F-13, Request for Deficiency Remediation, shall include the following:
  - (a) Name of certified School Director and delivery site (academy);
  - (b) Date of request and state exam date;
  - (c) Student's name and academy ID number;
  - (d) Block of instruction and dates of deficiency;
  - (e) Instructor's name and academy ID number;
  - (f) Remediation location and dates of remediation;
  - (g) Details of remediation plan; and
  - (h) Signature of certified School Director.
- (2) Form F-14, Request for Limited Enrollment, shall include the following:
  - (a) Name of certified School Director and delivery site (academy);
  - (b) Date of request and original BLET start date;
  - (c) Student's name and academy ID number;
  - (d) Blocks of instruction for make-up training; and
  - (e) Delivery site (academy) where make-up training will be conducted.
- (3) Form F-17, Student Evaluation of Instructors, shall include the following:
  - (a) Name of delivery site (academy);
  - (b) Instructor's name;
  - (c) Block of instruction and date;
  - (d) Evaluation of delivery of course material by instructor; and
  - (e) Evaluation of organization and presentation of delivery of instruction;
- (4) Form F-25, Criminal Record Conviction History for BLET, shall include the following:
  - (a) Agency name and address;
  - (b) Applicant's full name and former names;
  - (c) Applicant's address; and
  - (d) Name and signature of Agency head.
- (5) Form F-26, BLET Student Absence Report, shall include the following:
  - (a) School or academy name and class name;
  - (b) Student's name and academy ID number;
  - (c) Course topic and date;
  - (d) Hours missed and made up;
  - (e) Reason for missed time;
  - (f) Student's and certified School Director's signature and date; and
  - (g) Name of instructor conducting the make-up training.
- (6) Form F-32, BLET Request for Early Enrollment, shall include the following:
  - (a) Name and signature of certified School Director and delivery site (academy);
  - (b) Student's name and date of birth; and
  - (c) BLET start date and date of state exam.

- (7) Web Form WF-1, BLET Student Injury Report, shall include the following:
  - (a) Student's name, date of birth, and academy ID number;
  - (b) Date and details of injury;
  - (c) Student's status (returned to training on same day or required hospital care); and
  - (d) Email address of School Director.
- (8) Web Form WF-2, BLET Departure Report, shall include the following:
  - (a) Student's name and academy ID number;
  - (b) Date, reason, and details of departure; and
  - (c) Email address of School Director.
- (9) Web Form WF-3, BLET Student Enrollment Questionnaire, shall include the following:
  - (a) Student's demographic information, including gender and employment status;
  - (b) Student's education information, including highest education level, name of institution, and degree earned;
  - (c) Student's military service history, including dates and branch of service and current status; and
  - (d) Student's primary language.
- (10) Web Form WF-4, BLET Student Course Completion Record, shall include the following:
  - (a) Student's name and academy ID number;
  - (b) Student's gender;
  - (c) Student's employment status on last day of class;
  - (d) Student's hiring status with a law enforcement agency; and
  - (e) Course completion information, including whether the student completed all course requirements and passed the state exam.
- (11) Web Form WF-13B, BLET Deficiency, Report of Completed Training, shall include the following:
  - (a) Student's name and academy ID number;
  - (b) Deficiency information, including the number and names of instructional topics which the student is deficient in;
  - (c) Deficiency make-up information, including whether the student completed all required coursework for the instructional topic in which he or she is remediating and whether the remediation occurred outside of the scheduled course hours;
  - (d) Date the deficiency remediation was completed; and
  - (e) School Director's name, signature, and email address.

*History Note: Authority G.S. 17C-6;  
Eff. February 1, 2026.*

## **12 NCAC 09I .0104 COMMISSION-ACCREDITED DELIVERY SITE ADMINISTRATION FORMS**

The following Commission-approved forms shall be used by Commission-accredited delivery sites to administer Commission-approved courses:

- (1) Form F-10, School Director/Qualified Assistant Application, shall include the following:
  - (a) the name of the appointing institution or agency;
  - (b) the applicant's name, date of birth, last four digits of social security number, phone number, email address, instructor certification number, and the location and date the applicant completed orientation training;
  - (c) the applicant's educational background, specifically, the dates of attendance, the institution attended, and the degree or diploma attained from each institution;
  - (d) the applicant's criminal justice experience, specifically, the agency for which the applicant worked, the applicant's duties in each position, and the dates of employment. The applicant shall have acquired four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system. At least one year of the required four years of experience must have been completed while actively participating in criminal justice training as a Commission-certified instructor;
  - (e) the signature of the applicant certifying the accuracy of the contents of the application; and

- (f) the signature of the appointing institution's executive officer signifying recommendation of an applicant to be a School Director; or
  - (g) the signature of the School Director signifying recommendation of an applicant to be a Qualified Assistant.
- (2) Form F-10 (SA), Accreditation of Criminal Justice Schools, shall include the following:
- (a) the name of the requesting institution or agency;
  - (b) the mailing address, phone number, and name of the institution head or executive officer;
  - (c) the name, title or rank, address, and phone number of the School Director;
  - (d) the type of Commission-approved training course in which accreditation is being sought;
  - (e) the type and location of all facilities to be used in administering the Commission-approved training course; and
  - (f) the signature of the institution head or executive officer.

*History Note:* Authority G.S. 17C-6;  
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## **12 NCAC 09I .0105 MEDICAL FORMS**

The following Commission-approved forms shall be used by agencies and Commission-accredited delivery sites during the application for criminal justice certification or Commission-approved training course enrollment:

- (1) Form F-1, Medical History Statement, shall include the following:
  - (a) Applicant's name, date of birth, address, and telephone number;
  - (b) Current medications, allergies, and past medical history;
  - (c) Occupational history;
  - (d) Applicant's signature; and
  - (e) Name and signature of a physician, physician assistant, or nurse practitioner who holds a current license in the United States to practice medicine, as issued by a state medical board.
- (2) Form F-2, Medical Examination Report, shall include the following:
  - (a) Name, date of birth, employing agency, height, weight, and last four digits of the Social Security Number for the person being examined;
  - (b) Results of Vision Acuity;
  - (c) Results of Hearing Acuity;
  - (d) Results of Cardiovascular Examination;
  - (e) Certification that the individual being examined does or does not have any conditions, physical, emotional, or mental, that suggest further medical examination; and
  - (f) Name, signature, and medical license number of the examining medical professional.
- (3) Form F-2A, Tuberculosis Questionnaire, shall include the following:
  - (a) Applicant's name, date of birth, and employing agency;
  - (b) Tuberculosis Risk Questions and individual's response; and
  - (c) Tuberculosis Symptoms Questions and individual's response.
- (4) Form F-2B, Medical Examination Report Addendum, shall include the following:
  - (a) Name, date of birth, and employing agency of individual being examined;
  - (b) Additional Exam Notes, if any;
  - (c) Certification that the individual being examined does or does not have any conditions, physical, emotional, or mental, that suggest further medical examination; and
  - (d) Name, signature, and medical license number of examining medical professional.
- (5) Form F-31, Request for Accommodation, shall include the following:
  - (a) Name, signature, and date of birth of requesting student;
  - (b) Accredited delivery site, and name of certified School Director;
  - (c) Reason for Accommodation; and
  - (d) Proposed Accommodation.
- (6) Web Form WF-5, CJ Standards Specialized Training Student Injury Report for SMI, Instructor Courses, shall include the following:
  - (a) Course name, course dates, and training location;
  - (b) Injured student's name, date of birth, and academy ID number;
  - (c) Date of the injury;

- (d) Details of the injury, including what the injury is, when and where it took place, and how the injury occurred;
- (e) Whether the student was able to return to training on the same day as the injury occurred; and
- (f) Whether the student was transported to a hospital or other medical facility for assessment or treatment of the injury.

*History Note:* Authority G.S 17C-6;  
Eff. February 1, 2026.

**12 NCAC 09I .0106 SPEED-MEASURING INSTRUMENT (SMI) FORMS**

(a) The following Commission-approved forms shall be used by certified SMI instructors during the administration of SMI courses:

- (1) Form SMI-1, Moving/Stationary Radar Motor Skill Performance Test, shall include the following:
  - (A) Trainee's full name, employing law enforcement agency, date of birth, academy ID number, email address, and phone number;
  - (B) Radar instrument being tested on and name of the instrument's manufacturer;
  - (C) Modes being tested on;
  - (D) Verification by the evaluating instructor that the trainee completed each step of the instrument sign-off, evidenced by the instructor's initials;
  - (E) Timing and results of the trainee's motor skills testing; and
  - (F) Name, academy ID number, and signature of each evaluating instructor verifying whether the trainee successfully completed the motor skill performance test.
- (2) Form SMI-1A, Moving/Stationary Radar Instrument Sign-Off, shall include the following:
  - (A) Trainee's full name, employing law enforcement agency, date of birth, academy ID number, email address, and phone number;
  - (B) Radar instrument being tested on and the name of the instrument's manufacturer;
  - (C) Modes being tested on;
  - (D) Verification by the evaluating instructor that the trainee completed each step of the instrument sign-off, evidenced by the instructor's initials; and
  - (E) Name, academy ID number, and signature of each evaluating instructor verifying whether the trainee successfully completed the motor skill performance test.
- (3) Form SMI-13, Lidar Motor Skill Performance Test, shall include the following:
  - (A) Trainee's full name, employing law enforcement agency, date of birth, academy ID number, email address, and phone number;
  - (B) Lidar instrument being tested on and name of the instrument's manufacturer;
  - (C) Verification by the evaluating instructor that the trainee completed each step of the instrument sign-off, evidenced by the instructor's initials; and
  - (D) Name, academy ID number, and signature of each evaluating instructor verifying whether the trainee successfully completed the motor skill performance test.
- (4) Form SMI-16, Written Endorsement to Attend Supplemental SMI Training, shall include the following:
  - (A) Name, academy ID number, date of birth, email address, and employing law enforcement agency of each trainee enrolled in the course;
  - (B) List of speed measuring instruments each trainee is currently certified to operate;
  - (C) Dates and location of training;
  - (D) Name, academy ID number, and signature of each instructor of the course; and
  - (E) Name, employing agency, title, email address, phone number, and signature of School Director, agency head, agency head designee, or in-service training coordinator.

(b) The following Commission-approved forms shall be used by individuals applying for certification as a Radar operator:

- (1) Form SMI-14, Trainee's Statement of Prior Radar Training, shall be filled out by a trainee enrolled in a radar or radar/lidar operator training course, as prescribed by 12 NCAC 09B .0212(a) and .0242(a), who has previously been certified by the Commission as a radar operator. The trainee shall sign and date the form prior to submission. The form shall also include the following:

- (A) Trainee's full name, academy ID number, date of birth, and employing law enforcement agency;
  - (B) Name of the institution or agency at which the trainee received prior training;
  - (C) Location where the prior radar training took place; and
  - (D) End date and total hours of prior radar training.
- (2) Form SMI-15, SMI Operator Supervised Field Instruction/Practice Log, shall be completed by a trainee completing Supervised Field Practice within the 90 days following the completion of a SMI operator course, pursuant to 12 NCAC 09B .0409(a)(4) and (c). The form shall include the following:
- (A) Trainee's full name, employing law enforcement agency, academy ID number, email address, and phone number;
  - (B) Dates and times of supervised field practice;
  - (C) Name, academy ID number, and signature of each evaluator providing supervision;
  - (D) Location and end date of the trainee's SMI operator course;
  - (E) Name and modes of instrument used during the supervised field practice;
  - (F) Total time of supervised field practice; and
  - (G) Trainee's signature and date of form completion.
- (c) The following Commission-approved forms shall be used during annual accuracy tests of speed measuring instruments:
- (1) Form SMI-9, Record of Radar Instrument Calibration and Accuracy Tests, shall include the following:
    - (A) Agency or organization name;
    - (B) Instrument model, manufacturer, serial number, modes, and features;
    - (C) Accuracy test results for the counter box, antennas, and tuning forks; and
    - (D) Name, license or certification information, and signature of the testing technician verifying that the instrument passed the tests.
  - (2) Form SMI-12, Record of Lidar Instrument Calibration and Accuracy Tests, shall include the following:
    - (A) Agency or organization name;
    - (B) Instrument model, manufacturer, serial number, modes, and features;
    - (C) Accuracy test results as indicated by Pass or Fail; and
    - (D) Name, license or certification information, and signature of the testing technician verifying that the instrument passed the tests.

*History Note: Authority G.S. 8-50.2; 17C-6;  
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## **12 NCAC 09I .0107 PROFESSIONAL CERTIFICATES FORMS**

The following Commission-approved forms shall be used by individuals to apply for a new or replacement Professional Certificate:

- (1) Form F-6 (LE), Application for Award of Law Enforcement Certificate, shall include the following:
  - (a) Applicant's name, date of birth, and last four digits of Social Security Number;
  - (b) Applicant's address, phone number, and email address;
  - (c) Applicant's employing agency and agency address;
  - (d) Type of award applying for;
  - (e) Law enforcement experience (agencies and years of law enforcement experience);
  - (f) Completed law enforcement training courses;
  - (g) Level of college education;
  - (h) Name and signature of applicant; and
  - (i) Name and signature of agency head or In-Service Training Coordinator.
- (2) Form F-6 (DAC), Application for Award of Criminal Justice Certificate, shall include the following:
  - (a) Applicant's name, date of birth, and last four digits of Social Security Number;
  - (b) Applicant's address, phone number, and email address;
  - (c) Applicant's employing agency and agency address;

- (d) Type of award applying for;
  - (e) Criminal justice experience (agencies and years of criminal justice experience);
  - (f) Completed criminal justice training courses;
  - (g) Level of college education;
  - (h) Name and signature of applicant; and
  - (i) Name and signature of agency head or In-Service Training Coordinator.
- (3) Form F-6 (DJJ), Application for Award of Juvenile Justice Certificate, shall include the following:
- (a) Applicant's name, date of birth, and last four digits of Social Security Number;
  - (b) Applicant's address, phone number, and email address;
  - (c) Applicant's employing agency and agency address;
  - (d) Type of award applying for;
  - (e) Juvenile justice experience (agencies and years of juvenile justice experience);
  - (f) Completed juvenile justice training courses;
  - (g) Level of college education;
  - (h) Name and signature of applicant; and
  - (i) Name and signature of agency head or In-Service Training Coordinator.
- (4) Form F-7, Request for Replacement of Professional Certificate, shall include the following:
- (a) Awardee's name, date of birth, and last four digits of Social Security Number;
  - (b) Awardee's address, phone number, and email address;
  - (c) Type of replacement certificate;
  - (d) Printed name and signature of awardee; and
  - (e) Name and signature of agency head or In-Service Training Coordinator, if still employed at an agency.

*History Note: Authority G.S. 17C-6;  
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