

12 NCAC 10B .1606 HOW TO APPLY

- (a) All applicants for an award of the basic, intermediate or advanced certificates shall complete an "Application: Professional Certificate/Service Award", (F-6).
- (b) Documentation of education shall be provided by copies of transcripts, diplomas, or certified letters from the accredited institution.
- (c) Documentation of training shall be provided by copies of training records signed by the agency's training officer or department head, or by providing certificates of completion. No out-of-state training shall be accepted, unless the officer is employed in North Carolina during the time of training.
- (d) Documentation of the applicant's length of service in North Carolina shall be based upon the Division's certification records, however, certified letters of verification of employment from present or former employers may be requested of the applicant. No out-of-state length of service shall be applicable to this certificate program.
- (e) The applicant shall submit the "Application: Professional Certificate/Service Award", (F-6) to the agency head who shall attach his recommendation and forward the application to the Division. Certificates shall be issued to the agency head for award to the applicant.

*History Note: Authority G.S. 17E-4;
 Eff. April 1, 2001;
 Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,
 2018.*