

**CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION
CRIMINAL JUSTICE STANDARDS DIVISION**



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Form F-10(SA)
(Rev. 8/16)

REQUEST FOR SCHOOL ACCREDITATION
(12 NCAC 9C .0401)

INSTRUCTIONS

1. This form is to be completed and executed by the Institution or Agency Executive Officer and School Director.
2. Please **TYPE** or **PRINT** clearly.
3. If necessary, attach additional pages and identify responsive information by item number.

(Check One) ORIGINAL RENEWAL CHANGE

I. APPLICANT

- A. Name of Institution/Agency: _____
B. Mailing Address: _____

Phone No.: _____
C. Institutional/Executive Officer: _____

II. DESIGNATED SCHOOL DIRECTOR

- A. Full Name: _____
B. Current Institutional Title or Agency Rank: _____
C. Professional Address: _____

Phone No: _____
D. Is the School Director currently certified as a Criminal Justice School Director by the Commission?
If not, Form F-10(SD) [Request for School Director Certification] must be submitted. Yes No
E. Is the School Director currently certified as an Criminal Justice Instructor by the Commission? Yes No
Last Four Digits of Social Security No.: _____
F. Name of Qualified Assistant: _____

III. TRAINING COURSE INFORMATION

Indicate the types of Commission training courses that you are currently approved to offer:

- | | | |
|-----------------------------------------------------------|---------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> BLET | <input type="checkbox"/> Juvenile Justice | <input type="checkbox"/> Basic Corrections |
| <input type="checkbox"/> Instructor Training | <input type="checkbox"/> Juvenile Court Counselor | <input type="checkbox"/> Basic Probation and Parole |
| <input type="checkbox"/> SMI Training | <input type="checkbox"/> Chief Court Counselor | |
| <input type="checkbox"/> Specialized Instructors Training | _____ | |

Specify

IV. FACILITIES

Building Name: _____ **Classroom #:** _____ **Alternate Classroom #:** _____

A. A minimum of 24 square feet of floor space per trainee. Yes No

Classroom Dimensions: _____

B. Overhead lighting measuring 50 to 70 foot candles at desk level. Yes No

C. An adult size table and chair for each trainee. Yes No

D. Provide an environment conducive to learning (e.g., proper ventilation, quiet, generally free from distractions). Yes No

E. Briefly describe the audio-visual equipment that is available for use.

V. FACILITIES (LIBRARY)

A. Location: _____

B. Distance from classroom: _____

C. Library maintained for use by trainees. Yes No

D. Library for trainees: use covering the subject matter areas relevant to the training course, maintained in current statuses and having sufficient copies for convenient trainee access. G.S. 14, G.S. 18B, G.S. 20, G. S. 50B, G. S. 90, Law Enforcement periodicals). Yes No

VI. FACILITIES (FIRING RANGE)

A. Location: _____

B. Distance from classroom:

C. Is there a certified firearms instructor present for each six (6) trainees actively involved in practical performance exercises? Yes No

D. An operational public address system of sufficient volume audible to persons wearing ear plugs hearing protection while firearms are being discharged. Yes No

E. An emergency first aid kit on site. Yes No

F. Access limited to criminal justice trainees, criminal justice instructors, and persons authorized by the school director while firearms are being discharged. Yes No

G. Warning signs posted at all access points that clearly identify the area as a criminal justice firing range. Yes No

H. Restrooms, drinking water and a rain resistant shelter for personnel engaged in training. Yes No

I. Telephone or radio communications immediately available to range instructors on site. Yes No

J. Copies of written agreements with entities regarding use of and timely access to Required facility not owned by the institution or agency. Yes No

VII. FACILITIES (DRIVING RANGE)

- A. Location: _____
- B. Distance from classroom:
- C. Secured by barriers from through traffic while training is being conducted on the range. Yes No
- D. Warning signs posted at all vehicle access points that clearly identify the area as a law enforcement driving range and limit access to criminal justice trainees, criminal justice instructors, and persons authorized by the school director. Yes No
- E. An emergency first aid kit on site. Yes No
- F. Access to a least two automobiles designed and equipped for law enforcement driver training. Yes No
- G. Restrooms and drinking water for personnel engaged in training. Yes No
- H. Telephone or radio communications immediately available to range instructors on site. Yes No
- I. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency. Yes No

VIII. FACILITIES (SUBJECT CONTROL & ARREST TECHNIQUES)

- A. Location: _____
- B. Distance from classroom:
- C. Permanent or portable cushioned floor matting. Yes No
- D. An emergency first aid kit on site. Yes No
- E. Telephone or radio communications immediately available to defensive tactics instructors on site. Yes No
- F. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency. Yes No

IX. FACILITIES (PHYSICAL FITNESS)

- A. Location: _____
- B. Distance from classroom:
- C. An obstacle course designed and constructed according to specifications outlined in the "Basic Law Enforcement Training Course Management Guide". Yes No
- D. Appropriate space for running, weight training, calisthenics, and aerobics. Yes No
- E. Restrooms and drinking water for personnel engaged in training. Yes No
- F. Shower facilities, if physical fitness training is conducted prior to classroom training. Yes No
- G. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency. Yes No

X. SCHOOL DIRECTOR'S STATEMENT

I, as the designated School Director, do hereby certify that I have read and understand the minimum standards for criminal justice schools, criminal justice programs or courses of instruction and the responsibilities of a School Director as specified in 12 NCAC 9B .0200.

Signature of School Director

Date Signed

XI. REQUEST AND CERTIFICATION:

I, as executive officer of the applicant institution/agency, herewith request the Criminal Justice Education and Training Standards Commission to grant accreditation for a five year period with due recognition to deliveries of Commission-accredited training courses for criminal justice officers in accordance with 12 NCAC 9C .0402. I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and the answers are true and correct to the best of my knowledge and belief.

Signature of Executive Officer

Title

Date Signed

FOR OFFICE USE ONLY

Date request received: _____

Date approved: _____

Approved by: _____
(Staff Member)