

**You MUST Use Google Chrome or Microsoft Edge Browser  
DO NOT ATTEMPT TO DO THIS ON YOUR PHONE/TABLET**

## PORTAL USER INSTRUCTIONS

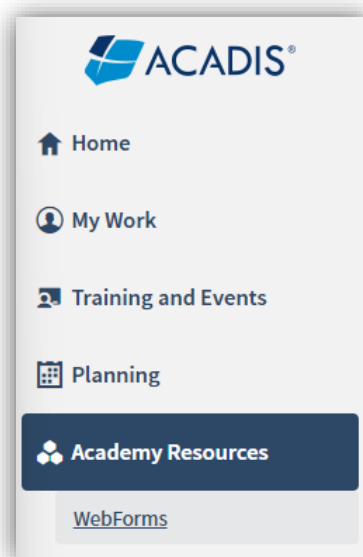
### Requesting Initial RLEO Certification

Start by logging into the [North Carolina Justice Training & Certification Portal](#). If have ever been previously certified in NC as a RLEOF, CCH Instructor or Law Enforcement Officer, but have never accessed your Portal account, please email [CJAcadisHelp@ncdoj.gov](mailto:CJAcadisHelp@ncdoj.gov) and include your full name, date of birth, and current email address. Please mention in the email that you are RLEOF and are trying to gain access to the Portal.

If you have **never** been certified in NC and don't have an account, you will need to click on the WebForms link in the lower right corner and follow the **New User Account** instructions first.




Once you've logged in, navigate to **Academy Resources**, then **Find & Complete a WebForm**.

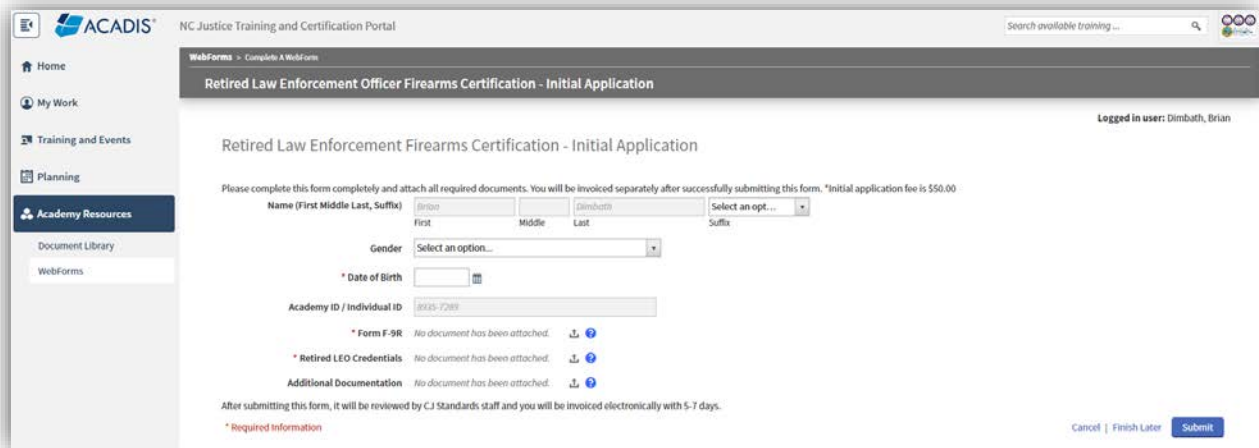


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Select **Retired Law Enforcement Officer Firearms Certification - Initial Application** from the list.

WebForm	Description
CCH Certificate Request Form - For CCH Instructor Use Only	Concealed Carry Handgun Instructors use this form to purchase blank CCH Certificates.
CCH Instructor Certification Initial Application	Prospective Concealed Carry Handgun Instructors use this form to request initial certification issuance.
CCH Instructor Certification Renewal Request	Current Concealed Carry Handgun Instructors use this form to request certification renewal.
Data Update form	to update SSN and DOB within Acadis
Edneyville Range Operation	Use this form to open and close the range. Also used to report maintenance needs and caliber and round count.
FTA - BAT Mobile Unit Request - Traffic Safety Presentation	Request a BAT Mobile unit for a Traffic Safety Presentation.
FTA - Intox EC/IR II Permit Card Request	Replacement Intox permit card request form.
FTA - SFST Instructor Candidate WebForm	This WebForm is to be used only by North Carolina SFST Instructor Candidates who have completed an approved SFST Instructor Development Course within the preceding six months.
FTA - SFST Instructor Recertification WebForm	This WebForm is to be used only by North Carolina SFST Instructors seeking recertification. This form is to be used after the SFST Instructor has completed the required SFST Instructor Refresher training.
FTA - SFST/IDD Training Request Form	This WebForm is to be used by certified NC SFST Instructors to submit DWI Detection & Standardized Field Sobriety Testing (SFST), SFST Refresher, and Introduction to Drugged Driving Class Request(s) to FTA.
New User Account ,	Welcome to the NC Justice Academy training portal! Complete this form to create a new account . If you need to make changes to your account please email NCJAcadishelp@ncdoj.gov with your changes.
<b>Retired Law Enforcement Officer Firearms Certification - Initial Application</b>	<b>Initial Application for Retired Law Enforcement Firearms certification.</b>
Retired Law Enforcement Officer Firearms Certification - Renewal	Initial Application for Retired Law Enforcement Firearms certification.
Submit your RapBack Release of Information Form to Criminal Justice Standards	Please use this WebForm to add your signed Rap Back Release of Information form to your Acadis profile.

Complete the WebForm, being careful to upload the correct documentation by clicking on the  link for each required item. Please note that your Academy ID/Individual ID will auto-populate as shown below.



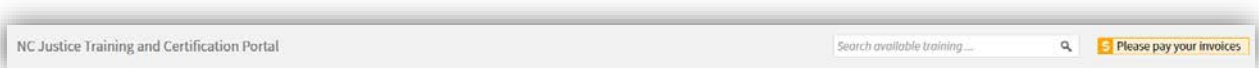
The next step is to watch your email. Once we have reviewed your application, we'll either reach out with questions or send you an email to let you know that you're ready to move on to the next step, which is logging into the [North Carolina Justice Training & Certification Portal](#) to pay your application fee.

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Below is an example of the email:



In your portal account you see a yellow “Please pay your invoices” link:



Click on the link to make the payment.

Once payment has been received and recorded, you will receive another email confirming the certification has been issued:

