

IN-SERVICE TRAINING COORDINATOR

Agency Record of Person Designated as In-Service Training Coordinator

Form F-18 (ITC)
(Rev. 03-2023)

Criminal Justice Standards Division
Post Office Drawer 149
Raleigh, NC 27602
(919) 661-5980
Fax (919) 779-8210

Email Completed Form to: Instructor@ncdoj.gov

Sheriffs' Standards Division
Post Office Box 629
Raleigh, NC 27602 (919) 779-8213 Fax (919)
662-4515

Email Completed Form to: sevans@ncdoj.gov

Must Be on File with Criminal Justice Standards Division or Sheriffs' Standards Division Prior to Agency Authorizing this Person to Sign In-Service Training Records

Attach Copy of NCJA Training Course Completion Certificate

Instructions:

1. Please type or print clearly.
2. This form is to be completed by the applicant, signed by the agency head/designee, and submitted to the Commission at the address listed above.
3. The applicant must have four (4) years of practical experience as a criminal justice officer or as an administrator or specialist in a field closely related to the criminal justice system **and** hold general instructor certification **and** have successfully completed the In-Service Training Coordinator Course.
4. **NOTE:** A new form F-18 **MUST** be completed and submitted to the Standards Division whenever a new In-Service Training Coordinator is designated by an agency.

Agency Name: _____ Phone Number: _____

Agency Address: _____
(Street/PO Box, City, Zip)

Applicant Name: _____ Email Address _____
(First, Middle, Last)

Instructor Certificate # (REQUIRED): _____ Date of Birth _____

In-Service Training Coordinator Course: _____
(Location and Date Completed)

I attest that the above named applicant meets the requirements as set forth above.

Agency Head (Print Name)

Agency Head Signature & Date

Email Address

(Staff Use Only)

The above named applicant is hereby authorized to perform the duties and responsibilities of In-Service Training Coordinator as set out in 12 NCAC 09E .0110 or 12 NCAC 10B .1706.

Division Authorizing Representative Signature

Date