

**NORTH CAROLINA SHERIFFS' EDUCATION AND TRAINING  
STANDARDS COMMISSION**



**12 NCAC 10B .2201 Certification Forms**

**Public Hearing**

May 14, 2024 @ 9:00am  
1700 Tryon Park Drive  
Raleigh, NC 27610

**Instructions for Oral and Written Comments**

The public comment period begins on April 15, 2024 and ends at 5:00 p.m. on June 14, 2024. Public comments shall be in writing and shall be directed to:

Melissa Bowman  
North Carolina Department of Justice  
Sheriffs' Education and Training Standards Division  
Post Office Box 629  
Raleigh, NC 27602-0629

*“Public Comment” is defined by NCGS 150B-21.3A(a)(5) as a written objection to all or part of a rule. Additionally, pursuant to NCGS 150B-21.3A(c)(2), in order for the Rules Review Commission to determine whether the public comment has merit, the public comment must address the specific substance of the rule and address any of the standards of Commission review, as set forth in NCGS 150B-21.9(a).*

**\*\*\*If approved, this change would become effective August 1, 2024\*\*\***

1 12 NCAC 10B .2201 is proposed for amendment as follows:  
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3 **SECTION .2200 – FORMS**  
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5 **12 NCAC 10B .2201 CERTIFICATION FORMS**

6 (a) The following are Commission approved forms to be used by agencies in making reports, applications, or requests  
7 for certification of justice officers:

- 8 (1) Form F-1, Medical History Statement, is completed by an applicant and consists of the applicant's  
9 medical information including medication, allergies, and immunizations, present and past physical  
10 conditions, injuries, diseases, or operations.
- 11 (2) Form F-2, Medical Examination Report, is a form provided to the examining physician to record  
12 the results of the applicant's medical examination. The form consists of information about the  
13 applicant's vision, hearing, cardiovascular and circulatory health, urinalysis, TB skin test, other  
14 medical conditions relevant to the applicant's physical fitness to perform the duties of a justice  
15 officer, biographical information about the applicant, and the medical professional's  
16 recommendation and concerns as to an applicant's physical fitness to perform the duties of a justice  
17 officer.
- 18 (3) Form F-2C, Psychological Screening Examination, is a form completed by the psychologist  
19 completing the examination. The form consists of the name of the psychologist completing the  
20 examination, the psychologist's license number, date of the examination, the psychologist's  
21 recommendation of suitability, and information disclosed by the applicant involving any reported  
22 criminal offenses, drug use, involuntary commitments, or employment terminations due to  
23 misconduct or rule violations.
- 24 ~~(3)~~(4) Form F-3, the Personal History Statement, is completed by the applicant and consists of information  
25 regarding the applicant's work, residential, military, and criminal history; financial condition; and  
26 references.
- 27 (4) ~~Form F-8, the Mandated Background Investigation Form, is completed by an agency's background~~  
28 ~~investigator and consists of the applicant's biographical data, family data, scholastic data,~~  
29 ~~employment data, criminal history, interviews and references, and a summary of the background~~  
30 ~~investigator's findings.~~
- 31 (5) Form F-4 and F-4T, Report of Appointment, is completed by the reporting agency for the  
32 appointment of justice officers and shall contain a checklist indicating the applicant's progress  
33 toward completing the requirements for certification; the applicant's appointment date, position title,  
34 and status; the applicant's contact information; and prior certification history. The F-4 form is  
35 utilized for appointments as a deputy sheriff or detention officer. The form F-4T is utilized for  
36 appointments as a telecommunicator.

- 1 (6) Form F-6 and F-6R, Professional Certificate/Service Award, consists of information regarding the  
2 education, training, and experience qualifying the applicant for various levels of professional  
3 recognition under the Sheriffs' Education and Training Standards Commission's Professional  
4 Certificate Program. The F-6 form is utilized for full-time justice officers and the F-6R form is  
5 utilized for reserve justice officers.
- 6 (7) Form F-7 and F-7T, Request for Certification, is completed by institutions and agencies requesting  
7 certification to deliver Detention Officer and Telecommunicator Courses. The form consists of  
8 information regarding the institution name, institution or agency head, school director, and facilities.  
9 Form F-7 is used when requesting certification to deliver Detention Officer courses and Form F-7T  
10 is used when requesting certification to deliver Telecommunicator courses.
- 11 (8) Form F-7A and F-7A-T, Pre-Delivery Report of Training Course Presentation, is completed by the  
12 institution or agency delivering Detention Officer and Telecommunicator Training Courses and  
13 consists of information on the course delivery location, school director, class schedule, anticipated  
14 date of the State Comprehensive Exam, and any planned instructional hours exceeding the minimum  
15 requirements. Form F-7A is utilized for Detention Officer courses and Form F-7A-T is utilized for  
16 Telecommunicator courses.
- 17 (9) Form F-7B and F-7B-T, Post-Delivery Report of Training Course Presentation, is completed by the  
18 institution or agency delivering Detention Officer and Telecommunicator Training Courses and  
19 consists of information on any substitutions of instructors as originally reported on the Pre-Delivery  
20 Report, any trainees who were not recommended for the state exam due to withdrawal or  
21 deficiencies, and the students who participated in and completed the course. Form F-7B is utilized  
22 for Detention Officer courses and Form F-7B-T is utilized for Telecommunicator courses.
- 23 (10) Form F-8, the Mandated Background Investigation Form, is completed by an agency's background  
24 investigator and consists of the applicant's biographical data, family data, scholastic data,  
25 employment data, criminal history, interviews and references, and a summary of the background  
26 investigator's findings.
- 27 ~~(10)~~(11) Form F-9 and F-9T, Change in Status, is completed by the employing agency and consists of any  
28 change in status for justice officers including full-time or part-time status, active or inactive status,  
29 changes to identifying information, and changes to firearms status. Form F-9 is utilized for any  
30 change in status for justice officers appointed as a deputy sheriff or detention officer. Form F-9T is  
31 utilized for any change in status for a justice officer appointed as a telecommunicator.
- 32 ~~(11)~~(12) Form F-9A, Firearms Qualification Record, is completed by the employing agency to record the  
33 annual In-Service Firearms Training and Qualifications for justice officers who are authorized by  
34 the Sheriff to carry a shotgun, rifle, automatic weapon, or handgun. The form consists of training  
35 and qualification scores completed by the officer.

1           ~~(12)~~(13) Form F-16, Criminal Justice Instructor Evaluation, is completed by the Certified School Director  
2                           and In-Service Coordinator of the school and consists of a rating of instructional ability, student  
3                           participation, and presentation of the lesson plan by the Instructor.

4           ~~(13)~~(14) Form F-20, School Resource Officer Certification, is completed by an employing agency requesting  
5                           certification of a justice officer as a School Resource Officer. The form consists of the officer's  
6                           name, date of birth, name of agency and address, date awarded general certification, completion  
7                           date of School Resource Officer training, and date assigned as a School Resource Officer.

8           ~~(14)~~(15) Form I-2 and I-2-T, Request for Instructor Certification, is completed by an applicant for  
9                           certification as an Instructor to deliver Detention Officer and Telecommunicator courses. The form  
10                          consists of information about the applicant's experience and qualifications. Form I-2 is utilized by  
11                          an applicant for certification as an Instructor to deliver Detention Officer courses and Form I-2-T is  
12                          utilized by an applicant for certification as an Instructor to deliver Telecommunicator courses.

13 (b) All forms contained in this Rule may be accessed on the agency's website at [http://ncdoj.gov/law-enforcement-](http://ncdoj.gov/law-enforcement-training/sheriffs/all-commission-forms-publications/)  
14 [training/sheriffs/all-commission-forms-publications/](http://ncdoj.gov/law-enforcement-training/sheriffs/all-commission-forms-publications/).

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16 *History Note:*     *Authority G.S. 17E-4; 17E-7;*  
17                           *Eff. April 1, 2023;*  
18                           *Amended Eff. August 1, 2024; November 1, 2023.*

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