

## HOW TO APPLY FOR AN AWARD

1. Compute your qualifications. You may use a CJ Professional Certificate worksheet for your assistance.
2. Compare your education, accumulated points, and your total experience as a permanent, paid member of a criminal justice agency with the certificate requirements listed in this brochure.
3. If you are qualified to receive an award, complete the Application for Award of Criminal Justice Certificate Form F6 (DAC) and attach the necessary documents to verify your qualifications. **Education and training MUST be supported by official transcripts, copies of diplomas, official training records, or other documentation.**
4. Return the application and other documentation to your agency head or training coordinator for their endorsement and recommendation.
5. Have your agency head or training coordinator forward your application and other documentation to the Office of Staff Development and Training by email at SVC\_OSDT\_PRO\_CERTS@dac.nc.gov.
6. If the Commission elects to grant the Advanced Certificate award, you will have the opportunity to receive your award during the quarterly Commission Meeting or have it mailed to your agency. Applicants should note that the Advanced Certificate applications must be presented to the Commission for approval at quarterly meetings. This requirement may result in a 3- to 4-month processing period for the Advanced Certificate award.

## ELIGIBILITY AT A GLANCE

CRIMINAL JUSTICE	
The INTERMEDIATE CERTIFICATE may be awarded upon the attainment of one of the following combinations:	Years of Experience
30 points (600 hours)	4
The ADVANCED CERTIFICATE may be awarded upon the attainment of one of the following combinations:	Years of Experience
80 points (1600 hours)	9

## EDUCATION

DEGREES	
AA / AAS Degree	7 points (~70 hours)
BS / BA Degree	12 points (~120 hours)
Grad / Pro Degree	15 points (~155 hours)
1 Credit Hour / Semester Hour	.1 Training point

## QUESTIONS?

Email the Professional Certificates Program Manager at [cjprocerts@ncdoj.gov](mailto:cjprocerts@ncdoj.gov) or SVC\_OSDT\_PRO\_CERTS@dac.nc.gov.



## NORTH CAROLINA DEPARTMENT OF JUSTICE CRIMINAL JUSTICE STANDARDS DIVISION

### CRIMINAL JUSTICE PROFESSIONAL CERTIFICATES

(Revised December 2025)

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## PROGRAM PURPOSE

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The purpose of the Criminal Justice Officers' Professional Certificate Program is to recognize the level of competence of criminal justice officers serving the governmental agencies within the state, to foster increased interest in college education and professional criminal justice training programs, and to attract highly qualified individuals into a criminal justice career. This program is a method by which dedicated officers may receive recognition for education, professional training, and on-the-job experience.

## POINT COMPUTATION FORMULA

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Awards are based upon a formula which combines formal education, criminal justice training, and actual experience as a criminal justice officer. Points are computed in the following manner:

- Education – Each semester hour of college credit shall equal .1 of a point and each quarter hour shall equal .015 of a point.
- Training – Twenty classroom hours of Commission-approved criminal justice training shall equal one point.
- Experience – Only experience as a permanent, paid member of a criminal justice agency or equivalent experience shall be acceptable for consideration.

## GENERAL PROVISIONS

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An officer can qualify for a **Professional Award** if he or she:

- Holds general criminal justice officer/state youth services officer certification OR has previously held general criminal justice officer/state youth services officer certification, but is presently, by virtue of promotion or transfer, serving in a position not subject to certification.
- Is not serving under a probationary certification, subject to suspension or revocation proceedings, or under investigation for possible decertification action by the NC Criminal Justice Education and Training Standards Commission, the Company and Campus Police Program, or the NC Sheriffs' Education and Training Standards Commission.
- Is a permanent, paid member of a criminal justice agency within the state.

## INTERMEDIATE CERTIFICATE

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An officer can qualify for the **Intermediate Certificate** if he or she:

- Meets the qualifications to receive a Professional Award; and
- Has accumulated at least thirty (30) points and at least four (4) years of creditable experience

## ADVANCED CERTIFICATE

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An officer can qualify for the **Advanced Certificate** if he or she:

- Meets the qualifications to receive a Professional Award; and
- Has accumulated at least eighty (80) points and at least nine (9) years of creditable experience

## ADVANCED CERTIFICATE CHALLENGE COINS

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An officer who is awarded an Advanced Certificate may **ONLY** receive a challenge coin by attending the Advanced Certificate Award Ceremony at Commission Meeting quarterly.

