

HOW TO APPLY FOR AN AWARD

1. Compute your qualifications. You may use a Law Enforcement worksheet for your assistance.
2. Compare your education, accumulated points, and your total experience as a full-time, sworn, paid member of a law enforcement agency with the certificate requirements listed in this brochure.
3. If you are qualified to receive an award, complete the Application for Award of Law Enforcement Certificate Form F-6 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 Criminal Justice Education and Training Standards Division by mail, fax, or email.
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

LAW ENFORCEMENT

The INTERMEDIATE CERTIFICATE may be awarded upon the attainment of the following combination:	Years of Experience
30 points (600 hours)	4
The ADVANCED CERTIFICATE may be awarded upon the attainment of the following combination:	Years of Experience
60 points (1200 hours)	9

EDUCATION

DEGREES

AA / AAS Degree	7 points
BS / BA Degree	12 points
Grad / Pro Degree	15 points
1 Credit Hour / Semester Hour	.1 Training point

QUESTIONS?

Email the Professional Certificates Program Manager at cjprocerts@ncdoj.gov.



NORTH CAROLINA DEPARTMENT OF JUSTICE CRIMINAL JUSTICE STANDARDS DIVISION

LAW ENFORCEMENT PROFESSIONAL CERTIFICATES

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PROGRAM PURPOSE

The purpose of the Law Enforcement Officers' Professional Certificate Program is to recognize the level of competence of law enforcement officers serving the governmental agencies within the state, to foster increased interest in college education and professional law enforcement training programs, and to attract highly qualified individuals into a law enforcement 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

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

- Education – Each semester hour of college credit shall equal one point and each quarter hour shall equal two-thirds of a point.
- Training – Twenty classroom hours of Commission-approved law enforcement training shall equal one point.
- Experience – Only experience as a full-time, sworn, paid member of a law enforcement agency or equivalent experience shall be acceptable for consideration.

GENERAL PROVISIONS

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

- Holds general law enforcement officer certification OR has previously held general law enforcement officer certification, but is presently, by virtue of promotion or transfer, serving in a non-sworn 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 familiar with and subscribes to the Law Enforcement Code of Ethics.
- Is a full-time, sworn (or has promoted or transferred to a non-sworn position not subject to certification), paid member of a law enforcement agency within the state.

INTERMEDIATE CERTIFICATE

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

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 sixty (60) points and at least nine (9) years of creditable experience

ADVANCED CERTIFICATE CHALLENGE COINS

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.

