



Roy Cooper  
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Department of Justice

## North Carolina Justice Academy



Mark J. Strickland  
Director

### **Memorandum**

**To:** All In-Service Training Coordinators and Community College Contacts for MIST

**From:** Bill DuBois  
In-Service Coordinator  
North Carolina Justice Academy

**Date:** February 20, 2015

**Re:** Frequently Asked Questions (FAQs) Revised – (Dated 2/19/15)

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The FAQs have been revised.

You will notice the addition of an FAQ directly related to requirements for instructors when delivering a Commission required test. Instructors should comply with the following:

- a) Students are prohibited from collaborating with each other when answering test questions.
- b) Individual student learning must be evaluated and documented immediately following training. (Take home testing is not allowed for traditional classroom delivery.)
- c) Instructors may allow students to use authorized course materials during testing. However, instructors should consider the amount of material being delivered and its cognitive value before deciding to allow “open book / open notes” testing.
- d) For on-line training, required testing may be administered and submitted electronically.

In addition, an FAQ was added which simply reminds agencies that they can have more than one In-service Training Coordinator designated/approved by the appropriate standards division should the need arise.

Please take a moment and review the revised FAQs. It is important you notify your instructors to ensure your Commission required in-service training (delivery, testing, records, etc.,) continues to meet compliance with Commission requirements.

Please continue to check the NCJA in-service web site and the Education and Training Standards web sites to ensure you are using the most current materials available.

If you have any questions or need further assistance in this matter, do not hesitate to contact me at 910-525-4151, ext. 268 or by email at [bdubois@ncdoj.gov](mailto:bdubois@ncdoj.gov).