



**NORTH CAROLINA DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE STANDARDS DIVISION**

**JOSH STEIN
ATTORNEY GENERAL**

**PO DRAWER 149
RALEIGH, NC 27062-0149
PHONE: (919) 661-5980 • FAX: (919) 779-8210**

**JEFFERY SMYTHE
DIRECTOR**

April 1, 2024

**To: All Concealed Carry Instructors
From: Bob Overton, CCH Program Manager
Re: Launch of ACADIS Online System**

The Division has been working with our Acadis Software partners for the past year to develop a streamlined and user-friendly online process for the submission of Concealed Carry Handgun (CCH) Instructor applications and purchase of CCH certificates.

The ACADIS online application and payment system is now ready for use as an online platform for initial and renewal applications, and for student certificate orders. With the assistance of several select CCH instructors, we have administered two successful pilot programs (test runs) involving the application and certificate purchase processes. We are ready to provide this online system to all CCH Instructors.

Effective April 1, 2024, using the Acadis system, CCH instructors will be able to submit their initial or renewal application information and orders for CCH certificates. You will also be able to make payments for the applications and certificates using the online payment process. You will no longer have to mail in documents or money orders. The only use of the mail system will be for mailing out student certificates from our office. **The Acadis system also will provide each instructor with the ability to print off their CCH Instructor Certification from their page on the ACADIS Portal (see attached instructions).**

Most CCH Instructors should already have an ACADIS Account as this was a requirement to register for your initial instructor course taken at the NC Justice Academy. Some of you have already accessed your portal account and are more familiar with how it works. Others have not and will need to complete a few simple steps to get their account into an ACTIVE Status. Instructions for this will be provided to you in separate attachments.

****NOTE:** You must use one email address in the Acadis portal. The Acadis platform will not allow for multiple email addresses. Ensure the email address identified in your account is the one you want to establish as your priority email address.

As we transition to a full online system, any paperwork mailed to our office will be processed accordingly. Our goal is to be fully online by October 1, 2024. Your assistance in using the Acadis system will help us reach that goal. This online system will provide for less chance of delays and problems with the mail system regarding applications and orders.

Before using the Acadis system, please take a moment to review the instructional guides that have been sent with this letter. These three instructional guides provide screenshots and steps for each function to include the completion of an initial application, renewal application and/or CCH certificate orders.

You will be notified by email if your application is incomplete or missing required documentation.

We ask that you carefully read all the instructions and follow the process. Should you have any issues or questions after doing this, please contact Russel Henderson at rhenderson@ncdoj.gov for technical questions or Bob Overton at boverton@ncdoj.gov for CCH related questions.

*****NOTE: Please ensure you are using an updated web browser, such as Google Chrome or Microsoft Edge.**

The process for applications is broken down into three separate parts:

- All instructor initial applications or renewals must be done separately from CCH certificate orders.
- As you navigate through the system, you will utilize the provided **WEBFORM** for the respective action you are taking (initial application, renewal or certificate order).
- You will receive automated emails from ACADIS prompting you to pay your invoice and when your application has been completed and paid in full. All payments will be completed utilizing the online payment system with your credit card.

Initial Application

This section will be used only for instructors who are initially applying for their CCH Instructor Certification. Per the webform, you must upload your supporting documentation (current NRA, USCCA, LEO or DAC instructor certification, copy of course completion certificate from the NC Justice Academy, and a copy of the course outline that you will be teaching).

The cost of the Initial Application is \$50.00, and payment will be made online by credit card.

See the attached instructions for initial applications attached to this email.

Renewal Application

This section will be used only for renewals. Per the webform, you must upload a copy of your current NRA, USCCA, LEO or DAC instructor certification. You will not need to upload a copy of your course outline unless it has changed.

The cost of the Renewal Application is \$50.00, and payment will be made online by credit card.

See attached instructions for renewal applications attached to this email.

Certificate Orders

This section will be used for student certificates only. Per the webform, you will indicate how many certificates you would like to order. Certificates are broken down for order in lots of 25, 50, 75, 100, 200 and 500.

Note: for each month you can only order a particular lot size once within that month. You can, however, order a different lot size within the same month. For example, if you order 25 certificates on March 5, you cannot order another 25 certificates on March 20th. On March 20th you would be required to order 50 or more. You could also wait until April 1 to again order 25 certificates. This is a unique and unintended feature of the system that we have been unable to change thus far.

Certificates are \$2.00 each, and payment will be made online by credit card.

See attached instructions for student certificate orders attached to this email

Again, make sure to read through all the instructions and follow them as written. This will greatly simplify the process and make it easier on everyone as we navigate this new and exciting evolution in the CCH Program.