



NORTH CAROLINA JUSTICE ACADEMY

STATE OF NORTH CAROLINA
DEPARTMENT OF JUSTICE

JOSH STEIN
ATTORNEY GENERAL

TREVOR ALLEN
DIRECTOR

MEMORANDUM

Date: September 1, 2022

To: NC Law Enforcement Agency Heads
Commission-certified School Directors
Chief Chris Blue, CJ Education & Training Standards Commission
Sheriff Alan Cloninger, NC Sheriffs' Education & Training Standards Commission

From: Trevor Allen, Justice Academy Director

RE: Specialized Instructor Training Courses

The North Carolina Justice Academy (NCJA) acknowledges the critical service that Commission-certified Specialized Instructors provide to our many agencies, officers, and stakeholders. To ensure our operational objectives align with the needs of our stakeholders, and while measuring the growing needs for Specialized Instructors, NCJA leadership is implementing a plan to increase training deliveries for Specialized Instructor qualifications and training courses. NCJA will always remain committed to evolving and adapting to the needs of our stakeholders.

The specialized courses will transition to a new registration process at the time of the 2023 training cycle publication. This publication cycle will occur on September 6, 2022, via the NCJA [Acadis Portal](#). The new process provides one registration point for each specialized instructor course by the calendar year in the form of a 'Master List'. This single registration point will create the list of students to fill all future classes during the one-year training cycle. All prospective student names will be organized in one list, date and time-stamped, with all pre-requisite paperwork attached to the student request. Additionally, the student applicant will select the preferred location of training at the time of their request. NCJA is confident this updated procedure will allow for more efficient management of Specialized Instructor qualifications and Specialized Instructor training courses, while eliminating confusion through duplicate student requests for enrollment, and should also eliminate duplication of work during the enrollment and prerequisite verification process.

Lastly, NCJA asks for your support in our effort to streamline this process. That support is best provided by selecting your most qualified instructor candidates available to attend the Specialized Instructor training programs. This support extends to properly preparing your selected student instructor by investing in the practice and refinement of their skills *prior* to attending qualification and training. These efforts will benefit everyone by ensuring that only well-prepared students are enrolled and have the greatest opportunity for success.

I thank you for your partnership and for your trust in NCJA to train and prepare the finest instructor cadre in the United States.