

## MINUTES

### NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

#### EDUCATION AND TRAINING COMMITTEE

February 14, 2018

The Education and Training Committee of the North Carolina Criminal Justice Education and Training Standards Commission met in Room 1826 of the Public Safety Training Center, Wake Technical Community College, Raleigh, NC. Vice-Chair Steve Johnson called the meeting to order at 1:00 pm. Those in attendance were:

- \*Steve Johnson, Appointment by the General Assembly- Speaker of the House
- \*Lee Farnsworth, NC Law Enforcement Officers' Association
- \*Tracy McPherson, Department of Community Colleges- Ex-Officio Member
- \*Chris Blue, NC Police Executives Association
- \*Nathan Mizell, Jr., NC Law Enforcement Training Officers' Association
- \*David Rose, Appointment by the Attorney General - Citizen
- \*Bob Schurmeier, Director of NC State Bureau of Investigation
- Jane Gilchrist, General Counsel, NC Department of Public Safety
- Ricky Hooks, NC Department of Public Safety-NC State Highway Patrol
- \*Stephanie Freeman, Appointment by the Governor- Correctional Officer-OSDT
- \*Jeff McCracken, NC Police Executives Association

#### **Visitors**

Chief William Hollingsed, NC Police Executives Association  
Eddie Caldwell, NC Law Enforcement Officers Association  
James Fisher-Davis, Commissioner  
Pam Pope  
Peggy Shafter, Program Coordinator for the National Certification Program

#### **Staff**

Steven Combs, Director, NC Criminal Justice Standards Division  
Dawn Suffel, NC Criminal Justice Standards Division  
Michelle Schilling, NC Criminal Justice Standards Division  
Charminique Williams, NC Criminal Justice Standards Division  
Jason McIntyre, NC Criminal Justice Standards Division  
Erica Reid, NC Criminal Justice Standards Division  
Trevor Allen, Director, NC Justice Academy  
Stacy Holloman, Deputy Director, NC Justice Academy  
Bill DuBois, NC Justice Academy  
Perry Harris, NC Justice Academy  
Vicki Helms, NC Justice Academy

\*Committee Members

#### **WELCOME/SWEARING-IN/ROLL CALL**

Vice-Chair Steve Johnson welcomed members and guests. The meeting was called to order with an introduction to the newest member Chief Jeff McCracken with the UNC Chapel Hill Police Department. He was officially sworn in and accepted his position on the Education and Training Committee. Commissioner Steve Johnson welcomed Commissioner McCracken to the committee. The roll was called and a quorum was present. Meeting was called to order.

## **MINUTES**

Prior to the approval of the November 2017 minutes, Jane Gilchrist requested one change to the November minutes found on Page 1. She requested the letter “e” in the word “*Gilchrøst*” changed to the letter “i” reflecting the correct spelling for the word “*Gilchrist*”.

With no additional requests, Commissioner Chris Blue proposed a **motion** to accept the recommended change for the November 2017 minutes with a **second** from Commissioner Lee Farnsworth. **Motion carried.**

## **COMMISSION ACTION**

### **ADMINISTRATIVE CODE – PROPOSED RULE REVISION - GENERAL INSTRUCTOR TRAINING REVISION**

On behalf of the Instructor Training Revision Committee, Perry Harris, North Carolina Justice Academy presented the proposed rule revision for changes in the topic names and course delivery hours for administrative code 12 NCAC 09B .0209 & 12 NCAC 09G .0414.

Topic Name Changes:

1. “The Evaluation of Learning” to “The Evaluation Process of Learning”.
2. “Student Performance: First 30 -Minute Presentation and Second 30 -Minute Presentation” both changed to 35 -Minute.
3. “8- Minute Talk and Video Critique” to “8 -Minute Introduction and Video Critique”

Course Delivery Hour Changes:

1. “Student Performance: First 35-Minute Presentation” - increased from 5 to 6 hours.
2. “Second 35-Minute Presentation” – increased from 5 to 6 hours.
3. “Classroom Management” - decreased from 5 to 3 hours.

The request would require a rule change for the following rules:

- 12 NCAC 09B .0209 – Criminal Justice Instructor Training
- 12 NCAC 09G .0414 – Instructor Training

Mr. Harris presented name and title revisions to rule 12 NCAC 09B .0209- Criminal Justice Instructor Training to mirror code 12 NCAC 09G .0414- Instructor Training. These are the final revisions from the last pilot program for the General Instructor Training Curriculum. The rule was approved for implementation by January 1, 2018. The last pilot program administered was in January. The course hours of instruction remains the same at 78 hours. Mr. Harris will also request the pilot program to end.

Several discussions were made regarding the possible route revisions would be implemented when considering the outcome for a possible rule review. Several suggestions were made to determine when the earliest date of implementation would occur. Concern was also shared to ensure guidelines are adhered to when administering pilot programs to allow adequate time for material changes implemented for everyone involved. Commissioner Johnson requested all materials ready 30 days prior to an implementation date and to ensure no undue burden will be placed on anyone.

The Committee Members shared several outcomes for possible implementation dates and the entire process these changes may require. A reminder was suggested to consider everyone involved through the implementation to allow enough time for adequate updates and changes made for a smooth transition for implementation.

Mr. Harris suggested setting an implementation date for Instructor Training as done with the Basic Law Enforcement Training. BLET dates are scheduled for January 1<sup>st</sup> and July 1<sup>st</sup>. He recommended a date of September 1<sup>st</sup> instead of January 1<sup>st</sup>, and to consider the schedule for community colleges a date of March 1<sup>st</sup> and September 1<sup>st</sup> that would occur after the School Directors' conference. This will allow School Directors to discuss changes at their conference and time for an implementation date in September.

Commissioner Mizell shared his desire for programs to be implemented and given time for vetting and proper pilot instruction for the reduction in possible errors.

Commissioner David Rose proposed a **motion** that the Commission authorize the Planning and Standards Committee to conduct a rule making hearing to amend the following revisions to rules ***12 NCAC 09B .0209 – Criminal Justice Instructor Training and 12 NCAC 09G .0414 – Instructor Training.***

#### 12 NCAC 09B .0209 – Criminal Justice Instructor Training

- Modify the language in paragraph (c), subparagraph (9) as follows: Change the hours from “5” to “3.”
- Modify the language in paragraph (c), subparagraph (11) as follows: Change the title to reflect “The Evaluation Process of Learning.”
- Modify the language in paragraph (c), subparagraph (13) as follows: Change the title to reflect “8-Minute Introduction and Video Critique.”
- Modify the language in paragraph (c), subparagraph (14) as follows: Change the time of the first and second presentation from “30” to “35” minutes and change the hours for each from “5” to “6.”

#### 12 NCAC 09G .0414 – Instructor Training

- Modify the language in paragraph (c), subparagraph (9) as follows: Change the hours from “5” to “3.”
- Modify the language in paragraph (c), subparagraph (13) as follows: Change the title to reflect “8-Minute Introduction and Video Critique.”
- Modify the language in paragraph (c), subparagraph (14) as follows: Change the time of the first and second presentation from “30” to “35” minutes and change the hours for each from “5” to “6.”

With a **second** from Commissioner Chris Blue, **motion carried.**

## **ADMINISTRATIVE CODE – PROPOSED RULE REVISION - BLET READING LEVEL REQUIREMENT**

On behalf of the North Carolina Community College System, Commissioner Tracy McPherson Director of the Public Safety Training Programs presented the proposed rule change for an additional option to the admissions standard for the Basic Law Enforcement Training in the administrative code 12 NCAC 09B. 0203(e) – Admission of Trainees. The following is requested:

Add: -Scores at or above mastery level on the NROC EdReady™ Skill Inventory for English

*Add: -places into ENG-111 or above at a NC community college as assessed through the NC Community College System placement process*

*Strike: - within one year prior to admission to Basic Law Enforcement Training*

The request would require a rule change for the following rule:

- 12 NCAC 09B .0203 – Admission of Trainees

Commissioner McPherson shared in the 1990's the Commission created a rule requiring a reading assessment standard at the 10<sup>th</sup> grade reading level. This process included a reading assessment that all entering into the BLET Program must pass before further admission into the program. This rule did not specify the type of assessment to administer, but required a certain criteria for passing. The rule defined the national standardized test therefore leaving the BLET School Directors to determine the type of assessment used and whether it met the definition to the rule. Field Auditors were also left to review those records to ensure the instrument used was compliant.

The community college system changed the way placement testing was done a few years ago. The NC Diagnostic Assessment and Placement Test did not meet the rule by definition. The NC College Board created an assessment for use, but this was not defined by the national norm. Elaborate discussions were made to determine an assessment in which all community colleges could utilize and that would meet the rule's definition. The Commission approved the request for an assessment to be specified by name.

Currently the community college system is again changing its process of phasing out the use of the NCDAP and starting a new process with a different assessment used for reading. This new assessment will be administered by colleges through a pilot program and will result again in not meeting the required definition. This new placement process will allow individuals entrance under a certain high school GPA which bypasses the requirement for them to take the reading placement test and allows entrance into English 111.

Commissioner McPherson has requested language change stating "scores at or above mastery level on the NROC EdReady Skill Inventory for English," a request to also name an assessment and for its inclusion among the choices of assessments that can be used for administering the reading assessment. She suggested naming a test so individuals will understand bypassing is not allowed even though the new process allows it.

The test currently used system wide is the North Carolina Diagnostic Assessment and Placement Test which uses scores at or above mastery level on the NROC EdReady Skills Inventory for English. The pilot project will use the EdReady and it will eventually replace the DAP.

Committee members shared several concerns regarding the requested changes when considering not every college will utilize the assessment, what is considered the equating of test scores at the 10<sup>th</sup> grade reading level and the possibility of changing test assessments every 4 years.

Commissioner Johnson requested this item tabled. Staff and counsel will further review this rule for possible generic language change and adjust language for testing required at the 10<sup>th</sup> grade reading level.

The Criminal Justice Standards Division staff will review the overall rule and present its findings and recommendations at a future meeting.

### **ADMINISTRATIVE CODE – PROPOSED RULE REVISION – STATE EXAM WAIVER**

On behalf of the Criminal Justice Standards Division, Director Steven Combs presented the proposed rule change to administrative code 12 NCAC 09B .0406 - Comprehensive Written Exam for Basic Law Enforcement Training. This request would allow the Director of the CJ Standards Division the authority to grant a waiver to this rule to only allow when a student must re-test the POPAT. A student will not be considered a graduate of the BLET program until they have successfully passed the POPAT. This will not include the failing of any other topic.

The request would require a rule change for the following rule:

- 12 NCAC 09B .0406 – Comprehensive Written Examination – Basic Law Enforcement Training

Director Combs shared the Training and Standards Division received a request concerning a student who failed the POPAT but wanted to take the comprehensive state exam with one's class. The student sustained an injury and was not able to retest with the POPAT until the end of the 60 day retest period. The student felt at disadvantage toward taking the BLET state exam and wanted to wait.

Director Combs suggested prior to any approval of this waiver a discussion would be held with the School Directors and any written notices will be received stating legitimate reasons to allow a student to test on the state exam with their BLET class. This information would be tracked and the individual would not be considered a graduate of the BLET until the POPAT is passed.

The Committee made several suggestions in addition to the changes requested for this rule. Ms. Jane Gilchrist expressed the rule should include all types of injuries in any given situation. For clarification purposes the committee recommended the following language added, "a trainee who sustains injury to the final PROPAT attempt. Committee members also advised to include the following language "surgeon, physician, physician assistant and nurse practitioner as was indicated in rule 12 NCAC 09B .0203 Admissions of Trainees. The committee also wanted clarified "the trainee must complete the final POPAT attempt within the 120 days of the original

examination date of the final POPAT attempt and a suggestion was made to add the language “state exam” to the last sentence to clarify which exam was referenced.

Commissioner Lee Farnsworth proposed a **motion** that the Commission authorize the Planning and Standards Committee to conduct a rule making hearing to amend the following revisions to rule, **12 NCAC 09B .0406 – Comprehensive Written Examination – Basic Law Enforcement Training.**

- *Modify the language in paragraph (a) as follows: Add “granted a medical waiver by the Director of the Criminal Justice Standards Division.”*
- *Modify the language in paragraph (e), subparagraph (1) as follows: Update the agency website to reflect “[http://ncdoj.gov/getdoc/dcb72ee9-fa01-4664-a7a0-ef33ac0941ee/Exam-Admission-Form\\_F-23\\_4-19-17.aspx](http://ncdoj.gov/getdoc/dcb72ee9-fa01-4664-a7a0-ef33ac0941ee/Exam-Admission-Form_F-23_4-19-17.aspx)”*
- *Change paragraph (f) to read as follows: “A trainee who sustains injury prior to the final POPAT attempt and achieved a passing score on the last attempt and meeting the prerequisites specified in 12 NCAC 09B .0405, with the exception of the final POPAT, may request from the Director of the Criminal Justice Standards Division a medical waiver to take the comprehensive written examination. The request shall consist of a memorandum from the School Director justifying a medical waiver. Providing copies of the last POPAT assessment, medical documentation from a surgeon, physician, physician assistant, or nurse practitioner showing the diagnosis of the injury and the estimated medical release date. The School Director shall submit the medical waiver approval with the comprehensive examination admission form. The trainee must complete the final POPAT attempt within 120 calendar days of the original state written examination date.”*
- *Move the language currently listed in paragraph (f) to a new paragraph labeled “g.”*

With a **second** from Commissioner David Rose, **motion carried.**

## **COMMITTEE ACTION**

### **PROPOSED 2019 IN-SERVICE TRAINING OBJECTIVES**

On behalf of the Joint In-Service Training Committee, Bill DuBois, In-Service Training Coordinator for the NC Justice Academy presented the recommended training objectives for the 2019 In-Service Training Topics. The Joint In-Service Training Committee met on January 31, 2018 to finalize and propose the following training objectives for approval.

#### **PROPOSED LAW ENFORCEMENT 2019 IN-SERVICE TRAINING OBJECTIVES:**

Required Topics:

#### **2019 Firearms Training and Qualification (minimum 4 credits)**

1. *Discuss and use the provisions of N.C. General Statute §15A 401(d)(2) – Use of Deadly Force, as well as any departmental policy relating to the use of force.*
2. *Identify and practice the provisions of N.C. General Statute §14-269 and of Article 54 as it applies to concealed carry by sworn law enforcement personnel.*
3. *Describe and apply firearms safety on and off duty, on the range, and in the home.*
4. *Describe and demonstrate basic marksmanship fundamentals to include grip, stance, sight*

*alignment, sight picture, and the draw.*

- 5. Demonstrate the ability to attain a minimum qualification score of 70 percent or higher if the agency standards exceed state minimums on an approved course of fire for both day and night and also demonstrate the ability to pass a day and night decision-making course of fire. The officer will have three attempts within a given day per course of fire.*

#### 2019 Legal Update (minimum 4 credits)

- 1. Discuss relevant federal and state case law as it applies to North Carolina law enforcement officers.*
- 2. Review relevant North Carolina statutory changes and the practical implications for law enforcement officers.*
- 3. Discuss any changes implemented by the NC General Assembly or other government entities that would impact law enforcement.*

#### 2019 Juvenile Law Update (minimum 2 credits)

- 1. Review current juvenile law and discuss options available to criminal justice professionals.*
- 2. Discuss the importance of promoting relationship building with minority youth as a key to delinquency prevention.*

#### 2019 Individual Wellness: Coping With Stress and PTSD (minimum 2 credits)

- 1. Define stress, including eustress and distress.*
- 2. Describe the positive and negative impacts of stress.*
- 3. Evaluate possible ways to identify and cope with stress, including problem-focused and emotion-focused coping strategies.*
- 4. Identify disorders relevant to stress, including adjustment disorder, acute stress disorder, and posttraumatic stress disorder.*
- 5. Discuss resources available to help criminal justice professionals and family cope with stress and mental disorders relevant to stress.*

#### 2019 Best Practices for Officers During Community Dissent (minimum 2 credits)

- 1. Discuss relevant federal and state law as it applies to speech and lawful gatherings.*
- 2. List five intelligence-led policing objectives when preparing for or encountering community dissent.*
- 3. Describe best practices regarding transparency in communication regarding pre-incident or active incident community dissent.*
- 4. Discuss best practices for actions to be taken during community dissent and reacting to actions by community dissenters.*
- 5. List five areas to include when conducting an after-action elevation report for both private and public review.*

#### 2019 Law Enforcement Intelligence Update: Gangs and Divisive Groups (minimum 2 credits)

- 1. Identify various types of gangs and divisive groups.*
- 2. Discuss key characteristics of gangs and divisive groups.*
- 3. Review available resources and information related to gangs and divisive groups.*

2019 Domestic Violence: Law and Procedure Update (minimum 2 credits)

1. Review current domestic violence laws and procedures as it applies to North Carolina law enforcement officers.
2. Review the requirements for reporting child abuse, neglect, and dependency.
3. Examine methods for conducting a criminal investigation as an evidence-based domestic violence prosecution if the victim is unable or unwilling to cooperate.

2019 Opioid Awareness and Response (minimum 2 credits)

1. Review current trends related to heroin and opioid use.
2. Recognize hazards and risks associated with opioids and fentanyl.
3. Identify resources and information available to assist in hazardous drug-related matters.

Topics of Choice:

Hazardous Materials (minimum 2 credits)

1. Define “hazardous materials” and the risks associated with them during a hazardous materials incident.
2. Describe the duties of an awareness-level first responder at the scene of a hazardous materials incident.
3. List methods used to recognize the presence of a hazardous material, to include the identification of the possible material or substance based on readily available clues.
4. Demonstrate the ability to use the DOT Emergency Response Guidebook in identifying a hazardous material and appropriate first responder actions, to include notifying additional resources.
5. Recognize hazards when responding to potential incidents involving illicit drug laboratories and chemical suicides and how to implement appropriate protective measures.

Bloodborne Pathogens (minimum 2 credits)

1. Review the purpose of the Bloodborne Pathogen Standard in OSHA 29 CFR 1920.1030.
2. Characterize the general symptoms and epidemiology of bloodborne diseases.
3. Distinguish the modes of transmission for bloodborne pathogens.
4. Recognize tasks and other activities which may involve exposure to blood or other potentially infectious materials.
5. Demonstrate methods which prevent or reduce exposure to blood or other potentially infectious materials.
6. Illustrate the appropriate selection, storage, use, and disposal of personal protective equipment.
7. Outline the components of their employer’s Bloodborne Exposure Control Plan to include:
  - a) Appropriate actions and persons to contact in an emergency involving blood or other potentially infectious materials;
  - b) Procedure to follow if an exposure incident occurs; and
  - c) Information on post-exposure evaluation and follow-up.

Leadership and Professional Development (minimum 4 credits)



1. List at least three characteristics of an effective leader.
2. List and describe at least three styles of leadership.
3. Define and describe three purposes of agency vision and mission statements.
4. List three key principles for leading and following organizational change.
5. Describe your role in customer service with regard to your coworkers in your organization.
6. Complete a personality leadership self-assessment to determine your leadership style.

After the proposed training objectives were reviewed, Commissioner Lee Farnsworth proposed a **motion** to accept the recommended 2019 In-Service Training Objectives as presented with a **second** from Commissioner Chris Blue. **Motion carried.**

### **INSTRUCTOR TRAINING REVISION COMMITTEE – CANCEL PILOT TRAINING**

On behalf of the Instructor Training Revision Committee, Perry Harris, North Carolina Justice Academy, presented minor changes to the Instructor Training Curriculum and has requested the pilot training which began in 2017 be cancelled. All pilot training materials have been revised and established for state wide training that became effective January 1, 2018.

Commissioner Stephanie Freeman proposed a **motion** to accept the recommendations for minor changes and request to cancel pilot with the Instructor Training as presented with a **second** from Commissioner Chris Blue. **Motion carried.**

### **IN-SERVICE CHIEF'S CHOICE – CREDIT FOR NATIONAL CERTIFICATION PROGRAM IADLEST**

On behalf of the Criminal Justice Standards Division, Director Steven Combs presented a proposal requesting the training approved by the National Certification Program (NCP) via the International Association of Directors of Law Enforcement Standards and Training (IADLEST) be accepted as N.C. Mandatory In-Service Training for Chiefs Choice. Ms. Peggy Schaefer was also present and represented the program.

The Training and Standards Division received numerous inquiries concerning the requests for accepting outside training for Mandatory In-Service Training of Chief's Choice. Director Combs and Chief Smythe with the Burlington Police Department both discussed this issue and it was requested this be addressed before the Commission. Director Combs expressed the desire for the Chief's with the ability to use these programs for Chief's Choice and In-Service Training. He asked the committee for direction since this issue often arises and his division does not have the capability to review training for the approved courses.

Ms. Peggy Schaefer presented in great detail several advantages of the IADLEST Program. This program began in 2015 and has been established for 3 years. It's an inter-national association made up of all of the post directors, training academy directors, trainers as well law enforcement associations worldwide. It is a non-profit organization that networks with many associations for better training for law enforcement officers. The National Certification Program was designed to eliminate many of the problems associated with the lack of standardization with police training. The IADALEST National Certification Program sets minimum standards for vendors providing police continuing education and ensures training content meets quality standards. The standards designed meet or exceed any individual state certification requirement ensuring that IADLEST certified training is accepted by all participating POST

organizations across the nation for training credit. Training curriculum in every state is held at the highest level, therefore receiving the IADLEST seal.

Commissioner Johnson stated this would be a major move from the current process. The ISD format is currently required. He is in favor to any program that provides quality training for North Carolina under the Chiefs Choice Program and would like further research and review prior to any decision made. He also shared he would even like to see something in place to eliminate pilot authority that's done yearly for some conferences.

Commissioner Farnsworth shared this would expand the possibility of quality training beyond North Carolina that's developed in other parts of the country, therefore saving the state money. He requested additional research and the viability for N.C. and the current training requirements.

Commissioner Johnson requested staff to return with further assessment and a potential review and rule change. Director Combs also suggested he would return to address the issue regarding conferences.

The Committee requested the Standards Division staff to further review the application of the program and present its findings and recommendations at a future meeting.

### **SCHOOL ACCREDITATION SUBCOMMITTEE – RE-ACCREDITATION OF JAMES SPRUNT COMMUNITY COLLEGE**

On behalf of the School Accreditation Subcommittee, Deputy Director Michelle Schilling, Criminal Justice Standards Division presented and recommended the re-accreditation of James Sprunt Community College's BLET Program and accreditation of their new SMI Program for a period of five (5) years for the delivery of Commission-Accredited courses in accordance with **12 NCAC 09B .0200 and 12 NCAC 09C .0401.**

James Sprunt Community College: BLET & SMI

Deputy Director Schilling shared the new School Director Eric Sellers has worked with field representative Mike Rim who found the BLET program was compliant for re-accreditation, and the new SMI Program met the requirements for certification. Mr. Eric Southerland is the qualified SMI Instructor who will oversee James Sprunt's new program.

Commissioner Johnson stated there have been previous problems with James Sprunt and requested the school be closely monitored. Deputy Director Schilling said according to field representative Mike Rim, James Sprunt has taken serious efforts to maintain compliance.

The Criminal Justice Standards Division found James Sprunt Community College has met the standards for accreditation established by 12 NCAC 09B .0200 and 12 NCAC 09C .0401 and request accreditation for a period of (5) five years for the delivery of Commission-accredited courses.

Commissioner Nathan Mizell proposed a **motion** to accept the recommendation as presented with a **second** from Commissioner Lee Farnsworth. **Motion carried.**

## **INFORMATIONAL ITEMS**

### **Re-Accreditation Compliance Update - Martin Community College**

On behalf of the School Accreditation Subcommittee, Deputy Director Michelle Schilling, Criminal Justice Standards Division, provided a compliance update on the previously approved re-accreditation of Martin Community College's BLET Program. In August 2017, Martin Community College received re-accreditation for a 1 year probationary period of unannounced audits and quarterly updates to ensure they were remaining compliant with their re-accreditation. This is the 3<sup>rd</sup> quarter of their first year in their probationary period. The last 2 quarters Martin Community College was diligent to continue following the instructions of field representative Alex Setzer. There were repeated unannounced spot audits made and with confidence Martin has continued to adhere to the established rules for re-accreditation.

### **Accreditation of Schools – Required Square Footage per Trainee**

On behalf of the Criminal Justice Standards Division, Director Steven Combs presented the following for reduction of the minimum square feet of floor space per trainee which is required by the Basic Law Enforcement Training (BLET) Course Management Guide. The Training and Standards Division would like the BLET Revision Committee to study and make any recommended changes regarding this issue. The square footage per student in a classroom is currently at 24 ft. Director Combs suggested this issue further researched by the BLET Revision Committee to determine all possible suggestions statewide. This issue will be readdressed before the Commission for further discussion at a future meeting.

### **School Accreditation Subcommittee – General Instructor Certification**

On behalf of the Criminal Justice Standards Division, Deputy Director Michelle Schilling, Criminal Justice Standards Division, presented information regarding an update on the number of instructors who did not complete online renewal training required by December 31, 2017. One hundred and sixty nine (169) General Instructors have not completed the required one (1) hour online renewal training. Those instructors are now required to teach eight (8) hours of instruction and complete the one (1) hour online renewal training prior to March 1, 2018 to maintain their General Instructor Certifications.

Deputy Director Schilling shared there are over 7,000 General Instructors in the state of North Carolina. Last year numerous rule requirements were established for instructors to complete a (1) hour online renewal course prior to December 31, 2017. The NC Justice Academy provided the Training and Standards Division monthly updates on instructors who completed the training. In October 2017, there were over 900 instructors who had not completed the online renewal course. Instructors were notified to renewal before December 31<sup>st</sup>. At the end of December, there were still currently 169 instructors who had not taken the online renewal course. Those 169 now have 60 days to complete the 2017 online renewal course and complete 8 hours of instruction during the period of January 1<sup>st</sup> and February 28<sup>th</sup>, 2018. As of today, only 8 out of the 169 instructors have completed the required training. School Directors were emailed and advised to ensure instructor certifications were current and all documentation available prior to any course scheduling and teaching. The Training and Standards Division can be contacted to verify whether an instructor is in the process of certification.

New or old business – None addressed.

Motion to adjourn made by Commissioner Nathan Mizell, second made by Commissioner Stephanie Freeman.

With no further business, meeting adjourned at 3:39 p.m.