



Roy Cooper  
Attorney General

State of North Carolina

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:** January 13, 2015

**Re:** Firearms Qualification Record Instructions (Form F-9A) Revised

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As a reminder, the Firearms Qualification Record Instructions (Form F-9A) has been revised. The form can be downloaded via the Criminal Justice Education and Training Standards web site at <http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Education-and-Training-Standards/Forms-and-Publications.aspx> or the Sheriffs' Education and Training Standards web site at <http://ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Sheriffs-Education-and-Training-Standards/All-Commission-Forms-and-Publications.aspx>

You will notice minor format changes to include information at the top of page 2. Please take a moment and review the revised Commission Form and notify your Specialized Firearms Instructors.

Please be aware the Sheriffs' Standards Division currently allows instructors to use "stamped" signatures on the F-9A. However, the Criminal Justice Standards Division does not approve of the use of "stamped" signatures.

We would ask that if an instructor is qualifying someone who holds certification under both Commissions (and is not separately qualifying with the PD) – to make sure that person is in compliance – the instructor should not use a stamp.

As always, 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).