

## **INSTRUCTOR CERTIFICATION PROCEDURE – eff. 1/1/17**

A new process for obtaining and maintaining certification as a General and/or Specialized Instructor issued by the Criminal Justice Education and Training Standards Commission will become effective on January 1, 2017.

Beginning on 1/1/17 all certified General and Specialized instructors are required to complete a one hour (1-hr.) instructor update training course once per calendar year. This course will be offered via the NC Justice Academy's online training portal.

Also beginning 1/1/17, in order to maintain certification as a General Instructor, there will no longer be a requirement to deliver a specific number of instructional hours. However, to maintain certification as a Specialized Instructor you will continue to be required to deliver a minimum of twelve (12) evaluated hours of instruction in a Commission-mandated basic or Commission-recognized in-service training course every three years. This instruction must be delivered in each topical area for which the instructor holds specialized certification.

The following '*frequently asked questions*' will address the notable revisions to this process, as well as specific questions we anticipate will be of concern.

- Q1: *What happens if I do not complete the required 1-hour instructor update during a given calendar year?*
- A1: General or Specialized Instructors failing to complete the 1-hr. instructor update during a given calendar year must deliver eight (8) hours of evaluated Commission-mandated basic or Commission-recognized in-service training and complete the 1-hr. instructor update before March 1 of the following year. Failure to complete both of these steps will result in a loss of all instructor certifications.
- Q2: *What schools or agencies will offer the 1-hr. annual instructor updates?*
- A2: The NC Justice Academy will be the only school offering the instructor update. This will be offered via their online portal. All instructors are encouraged to set up an account via this link: <https://ncja-portal.acadisonline.com/acadisviewer/login.aspx>
- Q3: *If my General Instructor certification expires on Dec. 31, 2016, do I need to submit a Form F-12A (Renewal of Instructor Certification) to the Standards Division?*
- A3: Yes. General Instructor certifications expiring on or after Jan. 1, 2017 will no longer be required to submit Form F-12A. Probationary and Specialized Instructors will be required to submit Form F-12A in order to maintain certification.
- Q4: *Starting 1/1/17, will instructors holding Probationary status still be required to deliver 12 hours of evaluated instruction?*
- A4: No. Beginning 1/1/17 instructors holding Probationary status will be required to deliver eight (8) evaluated hours of instruction in a Commission-mandated basic or Commission-recognized in-service training course.
- Q5: *Are there any changes to the certification requirements for Professional Lecturers?*
- A5: No. Professional Lecturers are not required to complete the annual instructor updates, yet are still required to submit Form F-12A for recertification once every three (3) years.