

Endorsement of Chief Administrator or Designee

NCJA Leadership Certificate Program (LCP)

From: Name _____
Agency _____
Street Address _____
City, State, Zip _____

To: Kevin Tingen, Program Administrator
NCJA Leadership Certificate Program
North Carolina Justice Academy
P.O. Box 99
Salemberg, NC 28385

Dear NCJA,

Please accept this letter as my endorsement of _____
to participate in the **NCJA Leadership Certificate Program**. I understand that the LCP requires a minimum of 400 hours of leadership-based training, which will at times require this student to be away from regular duties for classes. I commit that our agency will work with the student (as priorities allow) to provide them the time needed to complete the program. I understand that the LCP is designed to prepare individuals for leading at an executive level, and by my signature below, I confirm that this candidate has a minimum of three years of full-time experience in a criminal justice agency, serves at the rank of sergeant or higher or is assigned as a non-sworn supervisor/administrator, and demonstrates a commitment to excellence in leadership.

NOTE: If your candidate does not currently meet all requirements, but you feel there are extenuating circumstances that might otherwise allow them to qualify, you may contact the Program Administrator at ktingen@ncdoj.gov or (910) 926-6076 to discuss a waiver.

Please include any additional comments you wish to add:

Signature of Chief Administrator or Designee: _____

Date Signed: _____