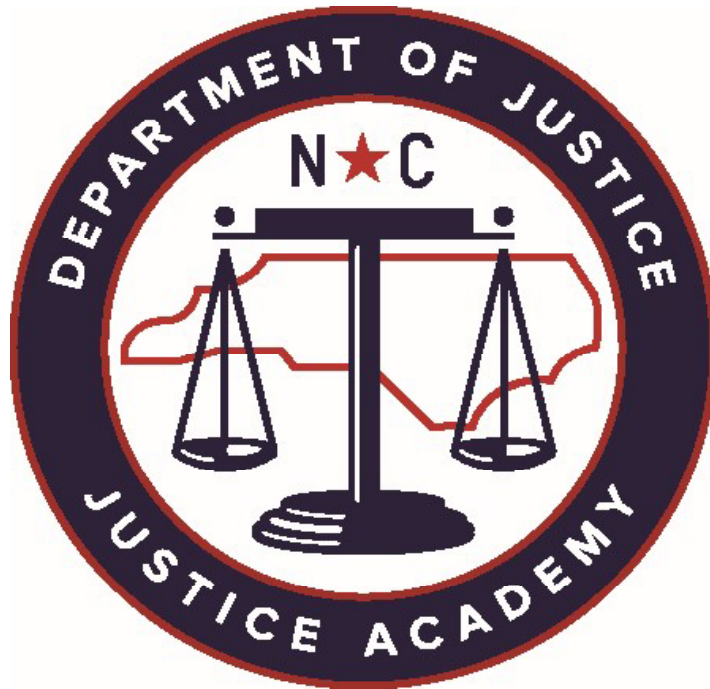


# Mandated In-Service Training Manual



# 2026

The Criminal Justice Standards Division and Sheriffs' Standards Division present this *Mandated In-Service Training Manual* to assist you in finding answers to frequently asked questions. Information for both the Sheriffs' and the Criminal Justice Commissions is included, with a Table of Contents at the beginning of each of those sections.

Whether you are an agency head, school director, in-service training coordinator, instructor, or student, the Commissions appreciate the work you do for your profession.

## TABLE OF CONTENTS

|                                                        | <u>Pages</u> |
|--------------------------------------------------------|--------------|
| SHERIFFS' EDUCATION AND TRAINING STANDARDS.....        | 3 - 27       |
| CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS..... | 28 - 46      |

# Sheriffs' Education & Training Standards Commission



# TABLE OF CONTENTS

What’s New.....5

Reminders.....5

Training Together.....6

General Information.....7

Instructors.....9

Lesson Plan Information.....11

Delivery Issues.....15

Certification Issues.....19

In-Service Training Coordinator.....24

## SHERIFFS' EDUCATION & TRAINING STANDARDS COMMISSION IN-SERVICE TRAINING

### WHAT'S NEW?

- 12 NCAC 10B .2014 Annual Firearms Qualification Specifications Requirements for completion of the Accuracy Qualification and Decision-Making Qualification courses are outlined.
- Effective 12/5/2025 The Commission approved the use of digital signatures on the Firearm Qualification Record (F-9A).
- Telecommunicator Certification

Effective 7/1/2022, all telecommunicators employed by municipal police departments must be reported for certification with the Sheriffs' Education and Training Standards Commission. Refer to the "Frequently Asked Questions for Telecommunicator Certification" document for additional information.

<https://ncdoj.gov/law-enforcement-training/sheriffs/>

- Instructor Testing (Eligibility to Teach)

Beginning with 2024 training material, the electronic testing for instructors has changed. There is no longer a link to the electronic tests on the In-Service Instructor page. Now, the instructor tests are found in the Acadis Training Portal and eligibility to teach is connected to the user's training history. FAQ #11.

### REMINDERS

- If a Sheriff's Office or Telecommunicator Agency is going to conduct in-service training in-house, they must first have an In-Service Training Coordinator (ISTC) designated by Sheriffs' Standards. Merely being a School Director does not satisfy the requirements. Refer to the rule for additional information. For information about the course required for this designation, please contact Caroline Klatt at [cklatt@ncdoj.gov](mailto:cklatt@ncdoj.gov). Reference: 12 NCAC 10B .2003
- A person who has prior service as either a local or state law enforcement officer between January and July 2026 is under an obligation to complete the 2026 in-service training even if they do not transfer or move to active status with a Sheriff's Office until July 1st or later. This also applies if an individual was active status with

a Sheriff's Office or Telecommunication Agency and transfers or made active with another Sheriff's Office or Telecommunication Agency. The obligation to complete in-service training follows officers as they move from one agency to another.

- Make certain you are using Commission-certified instructors, as several instructors have failed to renew their certifications, resulting in many individuals having to repeat training.
- In-Service Firearms Training and Qualification yields 4 credits for 2026. If additional firearms training is used as a choice topic, then that separate lesson plan must be provided with your F-2100 report (compliance report) and kept on file by your agency.
- Instructor Certification Procedure

All certified General and Specialized instructors are required to complete the 1-hour General Instructor Update course once per calendar year. Reference 12 NCAC 09B .0303.

- This course is offered via the NCJA's online training portal. The required 2025 course is called: 2026 General Instructor Update: What's My Age Again? Multi-Generational Learning. This course was assigned by the CJ Standards Division to everyone who held a General Instructor Certification on January 1, 2026. Check your Acadis dashboard or profile for this training.
- To maintain certification as a Specialized Instructor you will continue to be required to deliver a minimum of 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.

Note: Pursuant to 12 NCAC 09B.0305, in order to renew a Specialized Firearms Instructor certification, the applicant must have met the minimum score of 92 on day and night BLET firearms qualification courses. For Specialized Physical Fitness, applicant must have passed the POPAT. Proficiency for both must be completed during the three-year period of certification preceding the application for renewal and administered by a like-certified instructor.

## TRAINING TOGETHER

This year, the course wherein telecommunicators and deputies may train together is 2026 Committed to Integrity. The courses wherein telecommunicators and detention officers may train together are 2026 Professionalism in the Workplace and 2026 Leadership from Within.

## GENERAL INFORMATION

### 1. ***What are the in-service training requirements for deputy sheriffs?***

The in-service training requirement for 2026 is 24 credits of mandatory training. The following are the required topics (20 credits):

- 2026 Youth Focused: Strategies and Responses- 2 credits
- 2026 Legal Update – 4 credits
- 2026 Legislative Update - 2 credits
- 2026 Firearms Training and Qualification - 4 credits
- 2026 Understanding the Roles and Authority of Private Protective Svcs.- 2 credits
- 2026 Committed to Integrity - 2 credits
- 2026 Critical Decision-Making Model - 2 credits
- 2026 Illegal Business Activity – 4 credits

Any remaining credits may be topics of the Sheriff's choosing. See FAQ #26 for more information on lesson plans and topics of choice.

### 2. ***What are the in-service training requirements for detention officers?***

The in-service training requirement for 2026 is 16 credits of mandatory training. The following topical areas are the required topics (16 credits):

- 2026 Expect the Unexpected - 2 credits
- 2026 Professionalism in the Workplace - 4 credits
- 2026 Leadership from Within - 2 credits
- 2026 The Detention Officer's Critical Role - 2 credits
- 2026 Committed to Integrity - 4 credits
- 2026 Purpose and Responsibility – 2 credits

Though the course offerings satisfy the required 16 credits for in-service training, the Sheriff or agency head may choose additional training as topics of choice to exceed the minimum requirement.

### 3. ***What are the in-service training requirements for telecommunicators?***

The in-service training requirement for 2025 is 16 credits of mandatory training. The following topical areas are the required topics (16):

- 2026 Committed to Integrity - 2 credits
- 2026 Leadership from Within - 2 credits
- 2026 Surviving Operations Disruptions - 2 credits
- 2026 Professionalism in the Workplace - 4 credits

- 2026 How Can I help you? Customer Service - 2 credits
- 2026 Railroad Safety – 2 credits
- Court Preparation and Testimony – 2 credits

Though the course offerings satisfy the required 16 credits for in-service training, the Sheriff or agency head may choose additional training as topics of choice to exceed the minimum requirement.

**4. *When is the deadline for deputy sheriffs, detention officers, and telecommunicators to complete their in-service training requirement?***

2026 In-Service training must be completed by December 31, 2026.

**5. *How does a deputy sheriff, detention officer, and telecommunicator get his/her training?***

The Sheriff/Agency Head is responsible for ensuring that all required deputy sheriffs, detention officers, and telecommunicators receive the training. Often, they will designate an In-Service Training Coordinator (ISTC) to assist personnel in meeting the yearly training requirements. Agencies may use properly certified instructors to conduct traditional classroom training, refer personnel to NCJA for online training, or use other delivery sites such as community colleges to complete the mandated training. If you need assistance in finding and/or signing up for annual in-service, please contact your agency's ISTC. If you do not have an ISTC or if you are the ISTC and have questions, contact Caroline Klatt at [cklatt@ncdoj.gov](mailto:cklatt@ncdoj.gov).

**6. *How will sheriff's offices document compliance with the in-service training requirements?***

By January 15, 2026, agencies will report in-service training to the Sheriffs' Commission staff by filing a report confirming Active or Inactive status during 2026 and indicating who did and did not complete the required training for the year. Agencies will keep a copy of the roster and/or certificates showing attendance at the training for inspection.

Agencies should also keep test results and a master copy of each test administered.

**7. *Why are HazMat, Bloodborne Pathogens, Legal Update, and Juvenile Minority Sensitivity Training required by the Commissions for mandatory training?***

The Commission **does not** mandate agencies to conduct annual HazMat and Bloodborne Pathogens training. These requirements are made by the Federal



Government. Juvenile Minority Sensitivity Training (JMST) and Legal Update was mandated by the North Carolina General Assembly. If a Sheriff would like instruction in HazMat and Bloodborne Pathogens to be credited toward the Commission-mandated in-service training, please review the instructional requirements stated in this document. See FAQs 31 and 32 regarding Bloodborne Pathogens and HazMat.

## INSTRUCTORS

**8. *Do all instructors teaching mandated in-service training need to be instructor-certified?***

Instructors conducting mandated in-service training **MUST BE** certified by the Criminal Justice Education & Training Standards Commission or Sheriffs' Standards Commission. The use of guest participants is permitted provided they are subject to the direct on-site supervision of a Commission-certified instructor. General Telecommunicator Instructor Certification and General Detention Officer Instructor Certification are not required to teach the topics to telecommunicators or detention officers. See FAQ 29 in reference to exceptions.

**9. *Do I have to attend the In-Service Instructor Update sessions to teach a block of instruction for in-service training?***

No. The In-Service Instructor Updates courses are optional only and provided on both the east and west campuses of the NCJA so that training coordinators and instructors hear directly from the lesson plan developers. This may be helpful when deciding on topics of choice and choosing the best instructor for those blocks.

**10. *Where can I find a listing of In-Service Instructor Update courses?***

In-Service Instructor Updates are listed in the *NC Justice Academy Training Calendar*. You can sign up for the course through your Acadis Training Portal.

**11. *Do instructors who conduct the required in-service training have to complete the required test before providing instruction?***

Traditional Classroom:

Instructors must pass a written test on course materials requiring testing PRIOR to teaching a block of instruction. The School Director/In-Service Training Coordinator should administer the test to instructors.

Alternatively, instructors in good standing may enroll in the Instructor Test for the block they are teaching through their Acadis Training Portal. A record of this

electronic test is then connected to their training history in Acadis. Instructors can search for the electronic tests by entering "2026 In-service Instructor Test" in the keyword box in Acadis.

\*To receive credit towards their own in-service requirement, there must be documentation that verifies the instructor passed the written test and their name must be on the course roster as the instructor.

On-line Training:

Instructors must take the course and pass the test to administer the course in an on-line format.

**12. *If an instructor teaches an in-service topic in a traditional setting, does that instructor have to attend an offering of that topic when delivered by another instructor?***

No. The instructor is not required to teach and attend the same block of instruction. However, the instructor must teach **or** attend the entire block of instruction and have proof of successful test completion and documentation of either being a student on the roster or the instructor of record.

**13. *Who can teach the Legal Update topic for in-service?***

All instructors who teach in-service training must be Commission-certified instructors (Legal Update requires a General Instructor). If an agency wishes to use an attorney and he/she is not already a Commission-certified instructor, they must apply for a Professional Lecturer Certification.

**14. *What happens if I do not complete the required 1-hour Instructor Update during a given calendar year?***

General or Specialized Instructors failing to complete the 1-hour Instructor Update during a given calendar year must deliver eight hours of evaluated Commission-mandated basic or Commission-recognized in-service training **and** complete the 1-hour Instructor Update before March 1 of the following year. Note: The eight hours of evaluated training must take place between January 1 and March 1 of the following year.

Failure to complete both steps will result in a loss of **ALL** instructor certifications.

Note: If you hold a DOCC or TCC instructor certification that is dependent on a Criminal Justice Standards Division general instructor certification, you are required to complete the annual instructor update.

**15. *What schools or agencies will offer the 1-hour annual Instructor Update?***

The NCJA will be the only school offering the annual Instructor Update course. This course is available January 1 via the NCJA online portal and was assigned to all Acadis users who held a General Instructor certification on January 1, 2026.

**16. *If I am a trainer, do I get my in-service training credit by attending an In-Service Instructor Update?***

In-Service Instructor Updates are generally delivered in a modified version highlighting delivery techniques and recommendations for instructors. However, for Instructor Updates with courses delivered in their entirety and as designed, instructors will receive in-service credit, provided attendance and testing requirements are met.

**17. *Do I need to submit Form F-12 (Renewal of Instructor Certification) to the Criminal Justice Standards Division?***

General Instructor certifications no longer require submission of Form F-12. The requirement is completion of the yearly 1-hour General Instructor Update class.

Note: Probationary and Specialized Instructors will be required to submit Form F-12 in order to maintain certification. Also, DOCC and TCC instructor renewal procedures have not changed. **DOCC and TCC instructors are still required to submit a renewal application with supporting documentation to renew certification(s).**

**18. *What is the teaching requirement for Probationary instructors?***

Instructors holding Probationary status are required to deliver eight hours of evaluated instruction in a Commission-mandated basic or Commission-recognized in-service training course.

**19. *Are there any changes to the certification requirements for Professional Lecturers?***

No. Professional Lecturers are not required to complete the annual 1-hour General Instructor Update. However, they are still required to submit Form F-12 for recertification once every three years.

## **LESSON PLAN INFORMATION**

**20. *Are we required to use the lesson plans written by the NCJA?***

No. The Sheriff or designee may approve a lesson plan developed by another entity or may develop one on their own. If not using an existing lesson plan, the instructor must develop an actual lesson plan utilizing the Instructional Systems Development (ISD) model as taught in the General Instructor Certification Course. Also, see FAQ 26.

**21. *Does the Sheriff's Office have to physically keep a lesson plan from such places as a community college or the NCJA?***

No. When the training is delivered through a community college or the NCJA, a certificate or roster is satisfactory.

Yes. **IF** the Sheriff or designee opts to develop and deliver their own lesson plan written by personnel within the agency (using the ISD Model) or uses a lesson plan developed and delivered by an entity other than a community college or the NCJA.

**22. *How long will the training provider have to keep the lesson plans?***

The training provider should keep the lesson plan(s) indefinitely (preferably a hard copy in case technology changes).

**23. *Is the instructor required to provide each student a copy of the student lesson plan/outline when teaching mandated in-service training?***

Yes. It is required that instructors provide each student a copy of the student lesson plan during the course delivery. 12 NCAC 10B .2009

**24. *What counts as the annual firearms qualification requirement?***

Sheriff's offices must still follow the 12 NCAC.10 B .2100 and the In-Service Firearms Qualification Manual. **\*Note: The Manual was recently updated and is available on the NCJA and the Standards Divisions' webpages. It is imperative that you properly evaluate your agency's courses of fire to ensure they are in compliance.**

As before, re-qualification consists of:

- Instruction on Use of Force, Safety, and Review of Basic Marksmanship Fundamentals (see Rule .2103)
- Day and low-light handgun qualification (**see updated Rule 10B .2104**)
- Day and low-light decision-making course (**see updated Rule 10B .2104**)

- Day and low-light off-duty/secondary handgun qualification
- Effective 1/1/2020, if officers are also authorized to carry a shotgun, rifle, automatic weapons, or specialty weapons they must also qualify day and low-light. In short, day AND low-light qualifications are required on all firearms that are carried or issued to an individual officer.

Completion of the in-service firearms requirement includes range qualification, as well as the classroom requirement. Classroom training alone is not credited when the range qualification has not been completed during the same year.

**25. *Can additional firearms hours (above the four required) be used for a portion of the Department Topic of Choice requirement?***

Yes, but the firearms training must be different than the required training and must be accompanied by a separate lesson plan that is kept on file.

**26. *What lesson plans are developed by the NCJA for 2026?***

Sheriff's offices, regional jails, district confinement facilities, or voluntarily reporting telecommunication agencies may develop their own lesson plans or use the following lesson plans available through the NCJA. These agencies can also choose to tailor the NCJA-developed lesson plans and still be compliant provided the academic checklist is updated to reflect that it has been revised, by whom and when, and the agency physically keeps the revised copy of the lesson plan. The NCJA lesson plans are not required to be used. Below are the lesson plans that are available through the NCJA.

**Deputy Sheriffs:**

Required:

2026 Youth Focused: Strategies and Responses- 2 credits  
 2026 Legal Update – 4 credits  
 2026 Legislative Update - 2 credits  
 2026 Firearms Training and Qualification - 4 credits  
 2026 Understanding the Roles and Authority of Private Protective Svcs.- 2 credits  
 2026 Committed to Integrity - 2 credits  
 2026 Critical Decision-Making Model - 2 credits  
 2026 Illegal Business Activity – 4 credits

**Deputy training list continued:**

Sheriff's/Agency Head Choice:

DWI: Arrest to Conviction – 4 credits

**Detention Officers:**

Required:

2026 Expect the Unexpected - 2 credits  
2026 Professionalism in the Workplace - 4 credits  
2026 Leadership from Within - 2 credits  
2026 The Detention Officer's Critical Role - 2 credits  
2026 Committed to Integrity - 4 credits  
2026 Purpose and Responsibility – 2 credits

Sheriff's/Agency Head Choice:

None

**Telecommunicators:**

Required:

2026 Committed to Integrity - 2 credits  
2026 Leadership from Within - 2 credits  
2026 Surviving Operations Disruptions - 2 credits  
2026 Professionalism in the Workplace - 4 credits  
2026 How Can I help you? Customer Service - 2 credits  
2026 Railroad Safety – 2 credits  
Court Preparation and Testimony – 2 credits

Sheriff's/Agency Head Choice:

None

**27. *Can a prior year's lesson plan developed by the NCJA be used for a Topic of Choice?***

Yes, agencies may use a prior year's lesson plan under the following conditions:

- a) The lesson plans are reviewed for correctness.
- b) The academic checklist is updated to reflect that it is reviewed, by whom and when.
- c) The footer is updated to reflect the current training year.
- d) The Sheriff or designee will have to physically keep the revised copy of the lesson plan.

**28. *How do I get the in-service training materials produced by the NCJA?***

There are two methods to obtain materials from the NCJA:

- a) Instructor and student lesson plans, PowerPoint shows, handouts, and any other in-service training material may be purchased from the Academy Bookstore. These materials are available on a flash drive. You can email the bookstore at [ncjabookstore@ncdoj.gov](mailto:ncjabookstore@ncdoj.gov) or call 910-926-6099 to order material at cost.
- b) Training materials will also be available for download at no cost, via the NCJA's In-Service Instructor webpage. If you are the Sheriff, his/her designee, the Training Coordinator, or an instructor, e-mail:

Stacy Travis at [stravis@ncdoj.gov](mailto:stravis@ncdoj.gov) to obtain the access information for law enforcement, detention, and telecommunicator in-service material.

**The download feature is recommended so that instructors receive the most current material at the time they access it.**

## DELIVERY ISSUES

### 29. *What are the Commission's criteria for training delivery?*

- Training must be documented by a roster which includes: student names, date/time of training, instructional topic, credits taught, instructor's name, test results, and training provider.

NOTE: An example training roster has been created and training providers are highly encouraged to use it. The form can be downloaded from the Sheriffs' Education and Training Standards webpage at: <https://ncdoj.gov/law-enforcement-training/sheriffs/all-commission-forms-publications/>

- The training must be taught by a Commission-certified instructor, except for instructors:
  - Delivering CPR certifications that include cognitive and skills testing;
  - Delivering use of equipment training conducted by a manufacturer, manufacturer's representative, or a service provider and documented through a certificate of completion; or

Delivering Incident Command System training for NIMS (National Incident Management System) compliance who are certified through FEMA (Federal Emergency Management Agency) as Incident Command Instructors.

- Instructors may use the lesson plans prepared by the NCJA, another entity or may develop their own.
- If the topic requires testing, instructors must ensure students successfully complete tests developed by the delivering agency or as written by the NCJA.
- The training provider should issue a certificate to the officer showing the number of credits or hours completed.
- The training provider (community college, NCJA, or Sheriff's Office) should maintain a copy of the lesson plan(s) indefinitely.
- The training provider should also keep test results and a master copy of each test administered.
- There are now some exceptions for officers to receive in-service credit from attending certain classes delivered by non-CJ certified instructors.
- Training delivered pursuant to National Certification Programs administered by the International Association of Directors of Law Enforcement Standards and Training (IADLEST) may be completed during the mandated in-service year to satisfy in-service training topics in part or in whole. It is not required that this IADLEST training be developed with the Instructional Systems Design (ISD) model or delivered by a Commission-certified instructor. IADLEST courses may only be credited toward Sheriff's choice/Agency Head in-service topics. Mandated topics are still required.

**30. *Does the delivery site (including firing ranges, SCAT room, etc.) for mandated in-service training have to be accredited by the Commission?***

No. However, the site must still be conducive to adult learning.

**31. *Can Haz-Mat and Bloodborne Pathogens be used as a portion of the Department Topic of Choice?***

It is recommended that the instructor teaching Bloodborne Pathogens have some practical experience within this area. It is essential that the employing agency and the instructor delivering the training review OSHA's Bloodborne Pathogens standards to maintain compliance with State and Federal rules. Instructors can access topics related to guidance, enforcement, hazard recognition, controlling exposure, standards, and other resources by visiting:



<https://www.osha.gov/bloodborne-pathogens>

The NCJA does not develop these blocks yearly but can provide the latest lesson plan for Haz-Mat and Bloodborne Pathogens. If you would like to use an older version of NCJA material, please email Caroline Klatt at [cklatt@ncdoj.gov](mailto:cklatt@ncdoj.gov). There are administrative rule requirements governing the use of prior years' lesson plans for the current training year.

**32. *Can Bloodborne Pathogens training be taken via a generic or on-line course?***

The use of a generic or on-line BBP training program is **not** recommended. The effectiveness of the BBP training course is enhanced by instructor/student interaction and is best delivered in traditional classroom settings only.

The requirement in the Bloodborne Pathogens (BBP) Standard, 29 CFR 1910.1030, to provide training lies with the employer of employees who have occupational exposure to blood and other potentially infectious materials. Because the training required by paragraph (g)(2) is to be provided at the time of initial assignment to duties with occupational exposure and annually, it must also include agency site-specific elements such as the location and content of the agency's exposure control plan –

(g)(2)(vii)(D) and the procedures to follow in the event of an exposure incident – (g)(2)(vii)(K)), the use of a generic or on-line training program in bloodborne pathogens may not satisfy all of the training requirements of the standard.

The Bloodborne Pathogens standard at 1910.1030(g)(2)(vii)(N) requires employee training to provide an opportunity for interactive questions and answers with the person conducting the training. On-line or traditional training without direct access to a knowledgeable agency representative who can answer specific agency questions that arise during training does not fulfill this requirement and is in violation of the standard.

**33. *Does training at conferences count toward the in-service training requirement?***

Yes, provided the training is taught by a Commission-certified instructor, a specialized instructor, or a professional lecturer as required by the topic area or is a guest participant as set out in FAQ 8. The training must also be documented by a roster and students must pass tests as explained in FAQ 29.

**34. *What are the requirements for testing?***

- Written tests are now required for each block of instruction taught except for the following:
  - a) In-Service Firearms Training and Qualification (written test is optional);
  - b) CPR certifications that include cognitive and skills testing;
  - c) Use of equipment training (Taser ®, Stop Stick ®, ASP ®, etc.) conducted by a manufacturer, manufacturer's representative, or a service provider and documented through a certificate of completion; and
  - d) Incident Command System training for NIMS (National Incident Management System) compliance, delivered by an instructor certified through FEMA as Incident Command Instructors.
- Officers attending courses requiring testing must be tested with a certified instructor leading the training.
- Testing must include the following:
  - a) All courses requiring testing must have a written test with five questions per credit. Courses that are more than 4 hours in length are required to have a MINIMUM of 20 test questions. The tests created as part of the lesson plans, written by the NCJA, may be used or the training provider may create their own test.
  - b) Scenario-based questions are recommended but not required.
  - c) A minimum score of 70% is required to pass the required test.
- If a student fails to achieve a passing score on a test, it is up to the Sheriff or Department Head to determine what, if any, remediation is needed. This differs from the Criminal Justice Commission, which has set parameters for remediation. If you have individuals that hold deputy sheriff and law enforcement officer certifications, then the remediation requirements set out by the Criminal Justice Commission should be followed in order for the law enforcement officer certification to remain valid.

**35. What are the requirements for the lead instructor when delivering a required test?**

Instructors should comply with the following:

- a) Students are prohibited from collaborating with each other when answering test questions.
- b) Individual student learning must be evaluated and documented immediately following training.
- c) Instructors may allow students to use authorized course materials during testing. However, instructors should consider the amount of material being delivered and its cognitive value before deciding to allow “open book / open notes” testing.

**36. *Will on-line, computer or video training count toward in-service?***

Maybe. If you have a question about whether a certain online (non-NCJA) or video training complies with administrative rules, contact the Standards Division for further clarification.

Instructors teaching in the on-line format should comply with the "Online Training Guide" as approved by the Commission, which is available at:

<https://ncdoj.gov/ncja/commission-courses/in-service/>

See FAQs 31-32 in reference to Bloodborne Pathogens training.

**37. *Does in-service training have to be delivered in days or can smaller increments of training such as roll call training be used?***

In-service training can be broken into smaller increments of training if the Commission criteria for training providers are met as outlined in FAQ 29.

**38. *The NCJA Firearms Training and Qualification lesson plan requires a day and low-light decision-making course of fire. Can you provide additional clarifying information concerning this portion of the lesson plan?***

**Day and low-light Decision-Making Shooting Still Required**

When conducting the portion of the lesson plan on the day and low-light course of fire, there should be some type of “decision-making shooting” component. This shooting requirement could include live fire range courses, simulator training, force-on-force training, and stress-induced training. Officers must demonstrate the ability to pass a day and low-light “decision making shooting” course of fire. The officer will have three attempts within a given day per course of fire to successfully complete these requirements.

Should an officer fail to successfully pass a decision making course of fire, the

course of fire must be modified before another attempt is made. Officers will not be allowed to simply re-try the same decision making course of fire.

## **CERTIFICATION ISSUES**

### **39. *Who needs to attend the required in-service training?***

All deputy sheriffs who are active with any sheriff's office or criminal justice agency on or between January 1 and June 30, 2026, must attend the training.

All detention officers who are active with any sheriff's office or District Confinement Facility on or between January 1 and June 30, 2026, must attend the training.

All telecommunicators who are mandated or voluntarily reported to the Division for certification and who are active with any telecommunication agency or sheriff's office on or between January 1 and June 30, 2026, must attend the training.

### **40. *What is the difference between "active" and "inactive"?***

Sheriff's offices and agency heads vary widely in their various categories of deputy sheriffs (i.e., auxiliary, active reserves, inactive reserves). Regardless of the category, whether paid or unpaid, full-time, or reserve:

- a) A deputy sheriff is considered active if at any time he/she performs any law enforcement function, for even one day in the year.
- b) A detention officer is considered active if at any time he/she performs any detention function, for even one day in the year.
- c) A telecommunicator is considered active if at any time he/she performs any telecommunication function, for even one day in the year.

An "inactive" status would be appropriate for someone on whom certification is being held but is not actually performing any functions.

### **41. *What constitutes a "law enforcement," "detention," and "telecommunication" function?***

A law enforcement function is any duty related to, or arising from, the person's authority as a law enforcement officer.

A detention function is any duty related to, or arising from, the person's authority as

a detention officer.

A telecommunication function is any duty related to, or arising from, the person's authority as a telecommunicator.

**42. *How should the sheriff's office/agency head document who is "active" vs. "inactive"?***

The Sheriff's office/agency head must indicate this status when a person is initially appointed and can change a person's status from active to inactive, or vice versa, by using a Change of Status Form.

**43. *If a deputy sheriff qualified with his/her firearm each year, does that mean he/she is active and must complete the remaining in-service training requirements?***

No. Several sheriff's offices may have inactive deputy sheriffs who continue to maintain their firearms-carrying status. Merely qualifying annually with their firearm(s) does not change such a deputy sheriff's status to "active."

**44. *Can an active deputy still be placed in an "unauthorized to carry" status?***

Yes. That deputy does not need to complete the firearms qualification until he/she is being changed to Authorized to Carry and the Division has received a copy of the qualification record. However, the deputy sheriff must still receive a total of 24 credits of in-service training which meets the Commission's criteria.

**45. *What about individuals who hold multiple certifications under the Sheriffs' Commission?***

Many individuals hold certification not only as deputy sheriffs, but as detention officers, and telecommunicators as well. If an employee holds multiple certifications within the same office/agency, the Sheriff/Agency Head or designee shall decide which is the person's primary certification and he/she will be required to take the mandated training for that certification. If an individual holds multiple and active certifications with more than one agency under the Sheriffs' Commission that individual is required to take all of the mandated training for those certifications.

**46. *What about the deputy sheriffs who also hold DUAL CERTIFICATION under the Criminal Justice Education & Training Standards Commission as law enforcement officers?***

The mandated topic areas are identical. Therefore, an individual who completes

the in-service training as prescribed by the Criminal Justice Commission will also meet the Sheriffs' Commission's in-service training criteria. If such a deputy sheriff/law enforcement officer completes in-service training where the credits do not comply with the Criminal Justice Commission's rules, his/her law enforcement certification may be suspended under that Commission. Therefore, it is recommended that such deputy sheriffs/law enforcement officers comply with the in-service training requirement as set out under the Criminal Justice Commission in order to maintain certification under both Commissions.

**47. *Can an officer miss any of the training?***

Unless the person holds multiple certifications as explained in FAQ 46, all individuals who are active on or between January 1 and June 30 of 2026 must attend 100% of the training by the end of 2026.

**48. *What happens if an active deputy sheriff, detention officer, or telecommunicator has an extended illness, suffers an accident, or is called up for active military duty?***

The Sheriffs' Commission has authorized the Standards Division staff to grant temporary waivers to those who fail to complete the in-service training topics due to extended illness, accident, military service, or other extenuating and unforeseeable circumstances. The agency should place such officers in an "inactive" status by submitting a Change in Status Form (F-9) to the Standards Division. Before the inactive officer may return to active duty, he/she must complete the required in-service training, and documentation of this training must be submitted to the Division **WITH** a Change in Status form reflecting his/her move to active status.

**49. *What if an active deputy sheriff, detention officer, or telecommunicator is not granted a temporary waiver and fails to complete his/her in-service training in 2026?***

Upon notification from a sheriff/agency head that a deputy sheriff, detention officer, or telecommunicator who has been active on or between January 1 and June 30, 2026, has failed to meet the requirements for in-service training and has remained active through the end of 2026, the individual's certification shall be suspended.

**50. *Can the Sheriff's office move a non-compliant deputy sheriff, detention officer, or telecommunicator to an "inactive" status to avoid suspension?***

Yes. However, as with firearms, the person must make-up in-service training before returning to active status. If a person returns to active status in 2026, they must complete the 2026 in-service training and the Standards Division must receive documentation of completion before they can be changed back to

an "active" status.

**51. *If a person's certification is suspended for failing to comply with the 2024 in-service training requirements, can certification be reinstated?***

In order to have the suspension lifted, the person must submit evidence to the Standards Division that they have completed all of the in-service training topics as specified in the rules within one year of the date of suspension. Make-up training can be done one-on-one with a certified instructor.

**52. *If a reinstatement is granted based upon completion of the 2025 in-service training requirements in the year 2026, does this training also satisfy the 2026 calendar year training requirements?***

No. If the person was active between January 1 and June 30, 2026, then they must also complete the 2026 in-service training requirements prior to December 31, 2026.

**53. *If a person completes their basic training requirement in 2025, can some of the topical areas in the basic training course count toward the mandated in-service training?***

No. The only possible exception is BLET firearms training. If it is completed in 2026, it may count towards the officer's 2026 in-service training, with the sheriff's approval.

**54. *When will a newly appointed person need to complete in-service training?***

If a new person is sworn or appointed on January 1, 2026-June 30, 2026, and is active on or between January 1 and June 30, 2026, they must comply with the in-service training requirement for 2026. If the new person is sworn in or appointed **on or after** July 1, 2026, they must complete the in-service training for the next calendar year with the exception of firearms qualification, if applicable.

**55. *When will a transferring person need to complete in-service training?***

A person who is sworn or appointed in an active status on or between January 1, and June 30, 2026, must comply with the in-service training requirement for 2026. If the transferring person had no prior active service with a criminal justice agency or sheriff's office and is sworn or appointed **on or after** July 1, 2026, they are not obligated to complete the 2026 in-service training. Persons applying in 2026 to receive deputy certification who have prior service as a local or state law enforcement officer between January and June of a prior year and who failed to complete the in-service training for that year, must complete the in-service training program prescribed for the year immediately preceding the year in which the

officer is being activated as a deputy.

**56. *What if a previously inactive person is moved to an active status sometime during 2026?***

As of January 1, 2015, if a person returns to active status and was under obligation to have completed in-service training for a prior year and failed to do so, the person can be made active **ONLY AFTER** completing the in-service training required for the year directly preceding the year in which the person wishes to become active.

In addition, if the person is returned to active status January 1, 2026-June 30, 2026, and is active on or between January 1 and June 30, 2026, he/she must comply with the in-service training requirement for 2026. If they changed to active status **on or after** July 1, 2026, and remains active after December 31, 2026, they must complete the in-service training for the next calendar year with the exception of firearms qualification, if applicable.

**57. *Is an individual who holds certification in an “inactive” status under the Sheriffs’ Commission as deputy sheriff allowed to laterally transfer to the Criminal Justice Commission?***

In order to qualify for a lateral transfer to the Criminal Justice Commission, deputies who have been certified in an “inactive” status with the Sheriffs’ Commission must complete annual MIST requirements (excluding firearms training) during the calendar year for each calendar year that they were in an “inactive” status. Any year the deputy was in an “inactive” status and did not complete their MIST during the calendar year the MIST was required, will be classified as having a break in service by the Criminal Justice Commission.

A deputy sheriff who is certified in an “active” status with the Sheriffs’ Commission and is later changed to an “inactive” status and is determined to have a break in service of more than one year and less than three years will have to complete partial Basic Law Enforcement Training (BLET) as identified by the training evaluation conducted by the Criminal Justice Commission. Deputies determined to have a break in service of more than three years will be required to complete the BLET program in its entirety and pass the state comprehensive written examination in order to become certified with the Criminal Justice Commission.

If an “inactive” deputy is also certified as an active Detention Officer and/or Telecommunicator and has completed MIST annually for one of those positions, they will not be treated as having a break in service.

## **IN-SERVICE TRAINING COORDINATOR**



**58. *Can an instructor teaching in-service training receive credit for such instruction toward maintaining his/her instructor certification?***

Yes. Instructor evaluations can be completed by either having a similarly certified instructor evaluate the performance of the instructor or a Commission-recognized School Director or a Commission-recognized In-Service Training Coordinator may perform an instructor evaluation.

In addition, if a Sheriff's Office chooses to conduct its own in-service training, then the Sheriff **must** also appoint an "In-Service Training Coordinator" who meets the following criteria:

- Has four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system
- Holds General Instructor certification
- Has successfully participated in the "Coordinating In-Service Training" course presented by the NCJA for the purpose of familiarization with trainee and instructor evaluation

The individual seeking this designation must submit an application for appointment to the Standards Division for approval of this designation (Form F-18). The certificate from the "Coordinating In-Service Training" course must be attached with the F-18 application. FAQ #60.

**59. *What are the responsibilities of an In-Service Training Coordinator?***

An In-Service Training Coordinator shall (12 NCAC 10B .2003):

- Administer the delivery of the course curriculum.
- Select and schedule instructors.
- Ensure that each instructor utilizes a lesson plan previously approved by the Sheriff or his/her designee.
- Monitor, or designate a certified instructor to monitor the presentations of instructors during course deliveries and prepare a written evaluation of their performance and suitability for subsequent instructional assignments.
- Maintain records of all in-service training received by the agency's deputies to include, at a minimum:

- a) Course title
- b) Delivery credits of course
- c) Course delivery dates
- d) Names and addresses of instructors utilized for each topic
- e) A roster of enrolled trainees documenting class attendance
- f) Test results from in-service training

**60. *How do I apply to be an In-Service Training Coordinator?***

The individual who has been selected by their Sheriff must complete an Application for In-Service Training Coordinator form (F-18) and submit the form to the Sheriffs' Standards Division for approval, with documentation of completion of the Coordinating In-Service Training course.

**61. *Does the In-Service Training Coordinator have to attend the Coordinating In-Service course on an annual basis to stay current?***

No. There is no additional required training.

**62. *If my agency has an In-Service Training Coordinator, who may attend our in-service training?***

The in-service training will be primarily for the In-Service Training Coordinator's agency. With approval from the Sheriff /Agency Head, the In-service Training Coordinator may invite certified law enforcement officers from other agencies to attend the in-service training.

**64. *May a community college employee who manages in-service training attend the Coordinating In-Service course?***

Yes. In-Service Training Coordinator is an official designation outlined in North Carolina Administrative Code and it applies only to designated employees of local law enforcement agencies. Community colleges may have personnel designated by the college to manage in-service training in partnership with local agencies, but the official in-service training coordinator designation/authority outlined in code does not apply to these college-employed personnel.

**65. *If our agency currently has an In-Service Training Coordinator***

***designated/approved by Sheriffs' Standards, may we still send additional training staff to the Coordinating In-Service Training course for informational purposes and to have a backup readily available should the agency decide to make application to change coordinators?***

Yes.

- 66. *May an agency have more than one In-Service Training Coordinator designated/approved by Sheriffs' Standards Division?***

Yes.

- 67. *Will I be notified when the In-Service Instructor log-in credentials change?***

No. The NCDOJ Information Technology division periodically changes the username and password for all secure pages. If you are unsuccessful logging into the In-Service Instructor Resources page, please contact your In-Service Training Coordinator **first**, in case they already have the updated credentials. If they also do not have the credentials, please ask the In-Service Training Coordinator to contact Stacy Travis at [stravis@ncdoj.gov](mailto:stravis@ncdoj.gov) for the updated credentials. If you do not have an In-Service Training Coordinator, you may request the information. When making the request, please be certain your instructor certification is in good standing and include your Acadis number in your request.

# **Criminal Justice Education & Training Standards Commission**



# TABLE OF CONTENTS

WHAT'S NEW.....30

INSTRUCTOR CERTIFICATION PROCEDURE..... 31

GENERAL INFORMATION.....32

INSTRUCTORS.....33

LESSON PLAN INFORMATION.....36

DELIVERY ISSUES/TESTING.....37

CERTIFICATION ISSUES.....42

IN-SERVICE TRAINING COORDINATOR..... 43

## WHAT'S NEW?

Administrative Code changes:

12 NCAC 09E .0303 State or Local Law Enforcement Agency Head Responsibilities: Annual In-Service Training

- Rule was amended to indicate that only the NC Justice Academy or a community college can provide online training for mandatory in-service.

12 NCAC 09E .0104 Instructors: Annual In-Service Training

- Instructors who teach a required in-service training topic shall achieve a passing grade on a topic specific test developed by the NC Justice Academy or by the agency delivering the training **before** delivering the topic of instruction.

\*There are some exceptions for officers to receive in-service credit from attending certain classes delivered by non-CJ certified instructors. Refer to the North Carolina Administrative Code for these exceptions. 12 NCAC 09E .0104

12 NCAC 09E .0106 Annual Firearms Qualification Specifications

- Requirements for completion of the Accuracy Qualification and Decision-Making Qualification courses are outlined.

12 NCAC 09E .0111

- Rule was adopted to make law enforcement officers responsible for completing mandatory in-service training.
- All mandatory in-service training involving motor skills assessment and/or qualification shall be conducted using certified Specialized Instructors, pursuant to 12 NCAC 09B .0304.

## **Instructor Certification Procedure**

All certified General and Specialized instructors are required to complete the 1-hour General Instructor Update course once per calendar year. Reference 12 NCAC 09B .0303.

This course is offered via the NCJA's online training portal. The required 2026 course is called: 2026 General Instructor Update: What's My Age Again? Multi-Generational Learning. The course was assigned to everyone holding a General Instructor Certification on January 1, 2026.

To maintain certification as a Specialized Instructor, you will continue to be required to deliver a minimum of 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.

Pursuant to 12 NCAC 09B.0305(d), for Specialized Firearms Instructor certification, the renewing instructor must have met the minimum score of 92 on day and night BLET firearms qualification courses.

Pursuant to 12 NCAC 09B .0305(e) for Specialized Physical Fitness Instructor certification, the renewing instructor must have passed the POPAT.

Pursuant to 12 NCAC 09B .0305(f) for Specialized Driving Instructor certification, the renewing instructor must achieve a minimum score of 85 on two out of three attempts for the "Off[1]Set Lane Maneuver" and "Serpentine" courses during the daytime, a minimum score of 85 on two out of three attempts for the "Precision" course during both day and night evaluation, a score of "Pass" on two out of three attempts for each command for the "Evasive Action/Maneuver" course during the daytime, and a score of Pass on two out of three attempts in each direction for the "Fixed Radius Curve" course during the daytime.

Proficiency for each of these specialty instructor certifications must be completed during the three-year period of certification preceding the application for renewal and administered by a like-certified instructor.

### **Specialized Instructor Certification - CPR requirement**

Per 12 NCAC 09B .0304, applicants for Specialized Instructor Certification shall possess a valid CPR certification that includes cognitive and skills testing, through the American Red Cross, American Heart Association, American Safety, and Health Institute, or National Safety Council.

Applicants for initial Specialized Instructor Certification and those applying for renewal, can now send a copy of the completion certificate of the CPR course, or a copy of the class roster signed by the instructor, along with the required Specialized Instructor Certification application, and other documents as listed in 12 NCAC 09B .0304 and 12 NCAC 09B .0305. Criminal Justice Standards no longer require a copy of the CPR card due to their increasing cost.

## **GENERAL INFORMATION**

### **1. *What are the in-service training requirements?***

Administrative Code 12 NCAC 09E outlines the in-service training requirements. In summary, these rules require that every law enforcement officer certified by the Criminal Justice Education and Training Standards Commission must receive 24 credits of in-service training annually.

### **2. *What are the required topics for 2026?***

The in-service training requirement for 2026 is 24 credits of mandatory training. The following are the required topics (20 credits):

- 2026 Youth Focused: Strategies and Responses – 2 credits
- 2026 Understanding the Roles and Authority of Private Protective Services – 2 credits
- 2026 Committed to Integrity – 2 credits
- 2026 Firearms Training and Qualification – 4 credits
- 2026 Critical Decision Making Model – 2 credits
- 2026 Illegal Business Activity – 4 credits
- 2026 Legal Update – 4 credits
- 2026 Legislative Update – 2 credits

Any remaining credits may be topics of the Chief's choosing. These may be accomplished by training in the classes listed in #3, or when officers attend other qualified courses during the calendar year.

### **3. *What is the topic of choice for 2026?***

DWI: Arrest to Conviction – 4 credits

### **4. *When will officers have to have their in-service training completed?***

All sworn law enforcement officers must complete 2026 training between January 1- December 31, 2026.



\*Officers having completed Basic Law Enforcement Training as a full-time student or lateral transfer and passed the comprehensive state final examination in this same calendar year must complete the annual in-service training for the year if they were sworn in between January 1<sup>st</sup> and June 30<sup>th</sup> of that year. Officers sworn in between July 1<sup>st</sup> and December 31<sup>st</sup> must complete the annual in-service training by June 30<sup>th</sup> of the following year

**5. *Who is responsible for creating the in-service material, and how can an officer obtain that training?***

The Administrative Code directs the NCJA to develop instructor and student lesson plans and training aids for the "Required In-service Training Topics." Additionally, the NCJA will develop lesson plans that may be used for any Department Topic of Choice.

These materials may be obtained at cost from the Academy Bookstore and are also accessible for download via the Instructor's In-Service page. The agency head is responsible for ensuring that all certified officers receive the training.

**6. *Can an officer miss any of the training?***

No. All sworn officers in the current calendar year must attend 100% of the training. Failure to participate in and successfully complete all of the required annual in-service training during the calendar year of service will result in the suspension of the officer's certification by the Director of the Criminal Justice Standards Division.

**7. *If a lesson plan is developed for a specific number of hours, what happens if an instructor completes that training in less than or more than the hourly increment?***

Lesson plans are designed to be delivered in approximate hourly increments; however, a person completing the training in less than or more than the hourly increment will receive the number of credits that correspond to the number of hours (i.e., Legal Update designed to be delivered in 4 hours, will yield 4 credits) as long as all materials are covered in their entirety and as designed.

It is possible and appropriate for an agency to augment any NCJA course to include additional agency-specific content. If the added training adds an hour or more to the class, the agency may prepare an approved outline, teach the expanded course, and give additional credit for the additional hour(s) of training.

## **INSTRUCTORS**

**8. *Do all instructors teaching mandated in-service courses need to be Commission-certified?***

Instructors teaching mandated in-service training courses **must be** certified as a General Instructor or Professional Lecturer by the Criminal Justice Education and Training Standards Commission. The use of guest participants is permitted, provided they are subject to the direct on-site supervision of a Commission-certified instructor.

**9. *Do I have to attend the In-Service Instructor Updates course to teach the blocks of instruction for in-service training?***

No. The Instructor Updates courses are optional and provided on both the east and west campuses of the NCJA for Training Coordinators and instructors to hear directly from the developers. This may be helpful by providing insight into how to deliver the courses and in choosing the best instructor for those blocks.

You can register for Instructor Updates courses through your Acadis portal.

**10. *If I am an instructor and attend the In-Service Instructor Updates course, do I earn my own in-service credit?***

The Commission has approved in-service credit for courses delivered in their entirety and as designed. If you are an instructor, attend the block in its entirety, sign the roster, and successfully pass the test, you will receive your own in-service credit for that block. Those same requirements must be followed for each block offered during In-Service Instructor Updates in order to receive in-service credit. If you have an Acadis account, this training history will be accessible to you. At no time can in-service credit be earned for the upcoming year if the course is offered earlier than 60 days prior to December 31 of the current year.

**11. *Who can teach the Legal Update in-service training course?***

A Commission-certified General Instructor may teach Legal Update. However, if an agency wishes to use an attorney and he/she is not already a Commission-certified instructor, they must submit an application for Professional Lecturer Certification and be issued that certification.

**12. *Do I get my own in-service credit by teaching that block of instruction in the traditional classroom?***

If you are the instructor teaching a course in a traditional classroom setting, then you can earn in-service credit for that course upon successful completion of the mandated testing requirement. Documentation that verifies passing the course

test test, and your name on the course roster as the instructor should be on record with the training provider.

**13. *Do I get my own in-service credit by teaching that block by a method other than a traditional classroom setting?***

If you are the instructor teaching a course by a method other than a traditional classroom setting (example: online delivery), then you do not earn in-service credit for that course.

**14. *What happens if I fail to complete the 1-hour Instructor Update course by December 31 of the current year?***

Failure to complete the 1-hour Instructor Update course by December 31 of the current year will result in a loss of **ALL** instructor certifications.

Professional lecturers are not required to complete the 1-hour update course.

**15. *When do General Instructors get credit for purposes of initial instructor certification or as part of the make-up for missing the 1-hour Instructor Update course teaching in-service blocks of instruction?***

Assuming all lesson plans are written in accordance with Commission standards, instructors will receive credit towards their instructor renewal for teaching any Commission-recognized in-service topic delivered in the traditional classroom format for which the Commission has certified them to teach. Instructors will receive credit for evaluation purposes for the number of hours actually taught in Commission courses, regardless of the number of credits that may be issued for successful completion of the course.

Probationary and General Instructors will receive credit for teaching any in-service topic not considered a specialized topic as outlined in 12 NCAC 09B.0304 except for those delivered on-line.

12 NCAC 09B.0304 places additional responsibilities on Specialized Instructors to teach classes every three years.

**16. *Which school or agency will offer the 1-hour Instructor Update?***

The NCJA is the only school offering this course. It was assigned to you through your online training portal if you held a General Instructor Certification on January 1, 2026. To create a training portal account, follow this link:  
<https://ncdoj.gov/ncja/nc-justice-academy-training-portal/>

**17. *Do I need to submit an F-12 (Renewal of Instructor Certification), to the Standards Division?***

Probationary Instructors must submit a Form-12 to the Standards Division once requirements have been met to apply for full General Instructor certification.

General Instructors are no longer required to submit the Form F-12. Submit all documents to [Instructor@ncdoj.gov](mailto:Instructor@ncdoj.gov).

Note: Specialized Instructors and Professional Lecturers are required to submit a Form F-12 every three years in order to renew certification.

**18. *How many evaluated hours of teaching are required for Probationary status instructors?***

Instructors holding Probationary status are required to deliver eight hours of evaluated instruction in a Commission-mandated basic or Commission-recognized in-service training course.

## **LESSON PLAN INFORMATION**

**19. *Does the agency have to use the newly developed lesson plan each year or can they utilize previously developed lesson plans?***

Departments must use the current lesson plan as a minimum for “Mandatory In-Service Training Topics.” Previously developed lesson plans may be used for the Department Topic of Choice under the following conditions:

- a) The lesson plans are reviewed for correctness.
- b) The academic checklist is updated to reflect whether it was reviewed and/or revised, by whom, and when.
- c) The footer is updated to reflect the current training year.
- d) The lesson plan is kept on file with the agency.

**20. *Do I have to teach the lesson plan as-is, or may I modify the information in the lesson plan?***

Instructors are required to teach the lesson plan as written including videos and discussion points to the best of their ability. Information may be added to the lesson plan to enhance the student’s learning experience; however, the information should be appropriate in relation to the topic and in accordance with agency policy. The Chief/Designee should approve of any additions to the lesson plan. The updated lesson plan shall be retained on file with the agency.

**21. *Is the instructor required to provide the student with a copy of the student lesson plan or outline when teaching mandated in-service training?***

The Administrative Code stipulates that the mandated in-service courses developed by the NCJA shall be applied as a minimum curriculum. Although not specifically required in the Rule, it is strongly encouraged that instructors provide each student with a copy of the student lesson plan during the course delivery.

**22. *Does the department have to physically keep the lesson plan from such places as community colleges or the NCJA?***

No, a certificate or roster is satisfactory. The entity that provides the training is required to keep the lesson plan.

**23. *How long will the provider have to keep the lesson plans?***

The training provider shall keep the lesson plan(s) indefinitely.

**24. *Can additional firearms hours (above the 4 required) be used for a portion of the Department Topic of Choice requirement?***

Yes. The firearms training must be different than the required training and must be accompanied by a separate lesson plan that is kept on file.

**25. *Does the agency have to teach the topical areas listed as department choices, or can the agency teach something else?***

The NCJA agrees to develop topical areas for delivery under the department choice category annually. These topics are **NOT** required to be taught as the department's choice. An agency can teach any topic which the Chief approves as long as all Commission requirements (09E .0104) for training delivery are met.

**26. *How do I get the annual in-service training material from the NCJA?***

There are two methods to obtain materials:

Flash drives containing all of the material can be purchased from the Academy Bookstore. Visit <https://ncdoj.gov/ncja/bookstore/> for an order form and other related information. You may also call the Bookstore at 910-926-6099.

The same in-service training material is also available on the NCJA's In-Service webpage for no cost. Visit <https://ncdoj.gov/ncja/commission-courses/in-service/> for access to the material and additional resources. If you are an Agency Head,

School Director, or Training Coordinator, e-mail Stacy Travis at [stravis@ncdoj.gov](mailto:stravis@ncdoj.gov) to obtain the log-in credentials to the material.

## DELIVERY ISSUES/TESTING

### 27. *What are the Commission's criteria for training delivery?*

- a) Training must be documented by a roster that includes: student(s) name(s), date/time of training, instructional topic, credits taught, instructor's name, test results, and training provider.

**NOTE:** An example training roster has been created, and training providers are highly encouraged to use it. You can download the form from the Criminal Justice Standards Division webpage at <https://ncdoj.gov/law-enforcement-training/criminal-justice/forms-and-publications/#112-wpfd-in-service>. The form is called "Mandatory In-Service Attendance Roster."

- b) The training must be taught by a Commission-certified general instructor or professional lecturer at a minimum, except for instructors:
  - (1) Delivering CPR certifications that include cognitive and skills testing;
  - (2) Delivering the use of equipment training conducted by a manufacturer, manufacturer's representative, or a service provider and documented through a certificate of completion; or
  - (3) Delivering Incident Command System training for NIMS (National Incident Management System) compliance, who are certified through FEMA (Federal Emergency Management Agency) as Incident Command Instructors. Reference 12 NCAC 09E .0104.
- c) Instructors must use the mandated lesson plan for required in-service topics;
- d) If the topic requires testing, the instructor must ensure students successfully complete tests developed by the delivering agency or as written by the NCJA (all blocks require end-of-block testing with the exception of Firearms classroom, which is optional);
- e) The training provider should issue a certificate containing the appropriate

number of credits to the officer; and,

- f) The training provider should also keep test results and a master copy of each test administered.

**28. *What is the minimum score to pass an end-of-course test?***

A minimum score of 70% is required to pass the end-of-course test. 12 NCAC 09E. 0108.

**29. *What action must be taken if a student fails the required end-of-course test?***

If a student fails required testing, they should receive remediation and must be given one retest. If the retest is failed, the student will be required to repeat the training in its entirety including end-of-course testing.

If a student fails the on-line training retest, the student will be required to complete the training in its entirety in a traditional classroom environment with end-of-course testing. 12 NCAC 09E .0108.

**30. *What is the requirement if I elect to develop my own end-of-course test?***

The test must include the following:

- a) All courses requiring testing must have a written test with 5 questions per credit. Courses that are more than 4 hours in length are required to do a MINIMUM of 20 test questions. The tests created as part of the lesson plans, written by the NCJA or the approved curriculum developer, having received NCJP approval for each in-service topic requiring testing, may create their own test. 12 NCAC 09E .0108.
- b) Scenario-based questions are recommended but not required.
- c) A minimum score of 70% is required to pass the required test.

**31. *Will officers be tested as part of the in-service requirement?***

Written tests are now required for each block of instruction taught with the exception of the following:

- a) In-Service Firearms Training and Qualification;
- b) CPR certifications that include cognitive and skills testing;
- c) Use of equipment training (Taser ®, Stop Stick ®, ASP ®, etc.)

conducted by a manufacturer, manufacturer's representative, or a service provider and documented through a certificate of completion; and

- d) Incident Command System training for NIMS (National Incident Management System) compliance, delivered by an instructor certified through FEMA as Incident Command Instructors.

**32. *What are the requirements for the lead instructor to follow when administering a required test?***

- a) Students are prohibited from collaborating with each other when answering test questions.
- b) Individual student learning must be evaluated and documented immediately following training. (Take-home testing is not allowed for traditional classroom delivery.)
- c) Instructors may allow students to use authorized course materials during testing. However, instructors should consider the amount of material being delivered and its cognitive value before deciding to allow "open book / open notes" testing.

**33. *Do instructors who conduct the required in-service training have to complete the required test prior to providing instruction?***

**Traditional Classroom:**

Instructors must pass the end-of-block test on course materials requiring testing PRIOR to teaching a block of instruction. Note: Electronic instructor testing is available on the Acadis training portal.

**Online Training:**

Instructors must take the course and pass the test in order to satisfy their own in-service training requirement and to administer the course in an online format.

**35. *Can Bloodborne Pathogens (BBP) be taken as a generic or an online course?***

The use of a generic or online BBP training program is **not** recommended. The effectiveness of the BBP training course is enhanced by instructor/student interaction.

The requirement in the BBP Standard, 29 CFR 1910.1030, to provide training lies with the employer of employees who have occupational exposure to blood and



other potentially infectious materials. Because the training required by paragraph (g)(2) to be provided at the time of initial assignment to duties with occupational exposure) and annually, must also include agency site-specific elements such as the location and content of the agencies exposure control plan – (g)(2)(vii)(D) and the procedures to follow in the event of an exposure incident – (g)(2)(vii)(K)), the use of a generic or on-line training program in bloodborne pathogens may not satisfy all of the training requirements of the standard.

The Bloodborne Pathogens standard at 1910.1030(g)(2)(vii)(N) requires employee training to provide an opportunity for interactive questions and answers with the person conducting the training. On-line or traditional training without direct access to a knowledgeable agency representative who can answer specific agency questions that arise during training does not fulfill this requirement and is in violation of the standard.

**36. *Does training at law enforcement conferences count towards the in-service training requirement?***

Maybe. Conference training may present any of the annual topics. To receive in-service credit, there must be lesson plans taught by certified general instructors or professional lecturers as required by the topic area. Any other topics that are taught could be counted as a “Department Topic of Choice” topic. The training must be conducted in accordance with current Administrative Code, documented by a roster and a written test.

**37. *Does the training site (firing range, CCT room, classroom) for mandated in-service training have to be accredited by the Commission?***

No. However, the site must still be conducive to adult learning. In the event there is a Compliance and Control Tactics in-service block, the mat space is the same requirement as the BLET standards (50 square feet per student).

**38. *Will all officers, regardless of assignment or status, receive the same training?***

The lesson plans for "Required In-Service Training Topics," as published by the NCJA shall be applied as a minimum for all officers. Training providers can target and enhance a lesson plan to meet the needs of differing types and levels of officers. For example, Legal Update will cover the most important statutory and case law that is relevant for every officer in the state. A legal advisor wishing to deliver the legal block may desire to address legal issues pertinent to their specific agency. In this instance, agency issues may be addressed in addition to legal material that will be provided by the NCJA's lesson plan.

There is no “chief exemption” or reduced number of training hours in MIST for

command staff at any agency.

**39. *What counts towards the annual firearms qualification requirement of two credits?***

The requirements for the annual firearms qualification specifications are outline in 12 NCAC 09E .0106.

**40. *Can electronic signatures be used on the Firearms Qualification Record (F-9A) sections II and IV?***

Yes. Electronic signatures for Sections II and IV are allowed only for forms completed for officers certified under the Criminal Justice Education & Training Standards Commission.

Reminders:

- Page 2 of the form requires individual hand signatures attesting to firearms range qualification scores.
- Signature stamps are not allowed anywhere on the form.
- The Sheriffs' Education and Training Standards Commission does not approve the use of electronic signatures. Officers certified under the Sheriffs' Education and Training Standards Commission will continue to use individual hand signatures throughout Form F-9A.

## **CERTIFICATION**

**41. *When will new probationary officers need to complete in-service training?***

Officers having completed Basic Law Enforcement Training as a full-time student or lateral transfer and passed the comprehensive state final examination in this same calendar year must complete the annual in-service training for the year if they were sworn in between January 1<sup>st</sup> and June 30<sup>th</sup> of that year. Officers sworn in between July 1<sup>st</sup> and December 31<sup>st</sup> must complete the annual in-service training by June 30<sup>th</sup> of the following year

**42. *When will lateral transfers (with General Certifications) need to complete the in-service training?***

If an officer has separated from an agency with less than a 12-month break in law enforcement service and is later employed as a law enforcement officer during the same calendar year, the officer shall have completed all of the in-service training topics by the end of that same calendar year. Upon notification that such officer has failed to meet all of the requirements for in-service training, the law

enforcement officer's certification shall be suspended.

**43. *What happens if an officer has an extended illness, suffers an accident, or is called up for active military service?***

The Commission has authorized the Director of the Criminal Justice Standards Division to grant temporary waivers to those officers who fail to complete the in-service training due to illness, accident, military leave, or other legitimate reasons. The officer's Chief of Police or agency head shall submit Form F-9B (Report of Non-Compliance) along with the agency's end-of-the-year report form (F-9) requesting a waiver. Supporting documentation such as military orders, DD214, or medical documentation, should also be submitted. The agency will receive a written response from the Director of the Standards Division.

**44. *What if the officer fails to complete his/her training in 2025 and is suspended by the Commission? If the officer completes the 2025 training in 2026, to be reinstated, does that training suffice for the 2026 calendar year training requirement?***

No.

**45. *What about an officer who also holds certification under the Sheriffs' Commission as a deputy sheriff?***

The topical areas (categorized as "law enforcement") for deputy sheriffs and other law enforcement are identical. Therefore, an individual who completes the in-service training as prescribed by the Criminal Justice Education & Training Standards Commission will also meet the Sheriffs' Commission's in-service training criteria.

**46. *Is an individual who holds certification in an "inactive" status under the Sheriffs' Commission as a deputy sheriff allowed to lateral transfer to the Criminal Justice Commission?***

In order to qualify for a lateral transfer to the Criminal Justice Commission, deputies who have been certified in an "inactive" or "active" status with the Sheriffs' Commission must complete annual MIST requirements (excluding firearms training) for each calendar year that they were in an "inactive" status. Any year the deputy was in an "inactive" status and did not complete their MIST during the calendar year the MIST was required will be classified as a break in service by the Criminal Justice Commission.

## **IN-SERVICE TRAINING COORDINATOR**

**47. *What are the requirements to be eligible to receive the certification of an In-Service Training Coordinator?***

The In-Service Training Coordinator shall meet the following criteria:

- a) Has four years of practical experience as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system
- b) Holds General Instructor certification
- c) Has successfully participated in the "Coordinating In-service Training Course" for the purpose of familiarization with the trainee and instructor evaluation
- d) Submits a Form-18 (ITC) to the Criminal Justice Standards Division, Reference 12 NCAC 09E. 0109.

**48. *What are the requirements of the In-Service Training Coordinator?***

According to NCAC 09E.0110, an In-service Training Coordinator shall:

- a) Administer the delivery of the In-service Training course curriculum.
- b) Select and schedule instructors.
- c) Ensure that each instructor utilizes a current Commission-approved lesson plan.
- d) Monitor or designate a certified instructor to monitor the presentations of instructors during course deliveries and prepare a written evaluation on their performance and suitability for subsequent instructional assignments.
- e) Maintain records of all in-service training received by the agency's officers to include, at a minimum:
  - (1) Course title
  - (2) Delivery credits of course
  - (3) Course delivery dates
  - (4) Names and addresses of instructors utilized for each topic

- (5) A roster of enrolled trainees documenting class attendance
- (6) Test results from in-service training

**49. *Does my agency have to appoint someone as the In-Service Training Coordinator?***

Yes, IF: Your agency conducts official in-service training in-house and primarily uses instructors from your agency.

No, IF: Your agency outsources in-service training to community colleges or other agencies. In that case, your agency does not need someone designated as an In-service Training Coordinator.

**50. *As the In-Service Training Coordinator, who can I use to deliver my agency's in-service training?***

In-Service Training Coordinators may use any certified Commission instructor in the delivery of in-service training. Those instructors teaching any of the specialized topics as outlined in 12 NCAC 09B.0304 must possess the appropriate specialized certification.

**51. *If my agency has an In-Service Training Coordinator, who may attend our in-service training?***

The in-service training will be for the In-service Training Coordinator's agency. With approval from the agency head, the In-Service Training Coordinator may invite certified law enforcement officers from other agencies to attend the in-service training. Keep in mind that your agency is required to save all training records permanently and will now be forced to share those records upon request to prove compliance with the other agencies.

**52. *Does the In-Service Training Coordinator have to attend the Coordinating In-Service Training Course on an annual basis to stay current?***

No. There is no additional required training for the in-service training coordinator at this time. However, the CJ Standards Division offers an In-Service Training Coordinator Course – Refresher, which is held several times throughout the year to ensure In-Service Training Coordinators remain abreast of any forms, processes, or Code changes.

**53. *If our agency currently has an In-Service Training Coordinator certified by the Criminal Justice Commission, may we still send additional training staff to the Coordinating In-Service Training course for informational purposes and have a backup readily available should an agency decide to make an***

***application to change coordinators?***

Yes.

**54. *May an agency have more than one In-Service Training Coordinator certified by the Criminal Justice Commission?***

Yes.

**55. *May a community college employee attend the Coordinating In-Service Training course?***

Yes. In-Service Training Coordinator is an official designation outlined in the North Carolina Administrative Code, and it applies only to designated employees of local law enforcement agencies. Community colleges may have personnel designated by the college to manage in-service training in partnership with local agencies, but the official ITC designation/authority outlined in code does not apply to these college-employed personnel. Upon completion of the Coordinating In-Service Training course, college-employed personnel can apply for In-Service Training Coordinator certification using the Form F-18(ITC), but will be designated as Community College In-Service Contacts.

**56. *How do I apply to be an In-Service Training Coordinator?***

The individual who has been selected by their agency head must complete an Application for In-Service Training Coordinator form (F-18) and submit the form to the Criminal Justice Standards Division for approval, with documentation of completion of the Coordinating In-Service Training course.

**57. *Will I be notified when the In-Service Instructor log-in credentials change?***

No. The NCDOJ Information Technology Division periodically changes the username and password for all secure pages. If you are unsuccessful in logging into the In-Service Instructor Resources page, please get in touch with your In-Service Training Coordinator **first**, in case they already have the updated credentials. If they also do not have the credentials, please ask the In-Service Training Coordinator to contact Stacy Travis at [stravis@ncdoj.gov](mailto:stravis@ncdoj.gov) for the updated credentials. If you do not have an In-Service Training Coordinator, you may request the information. When making the request, please be certain your instructor certification is in good standing and include your Acadis number in your request.