

**ADOPTED
May 7, 2003**

**DEVELOPMENT OF NEW CURRICULUM
Education and Training Committee
N. C. Education and Standards Training Commission**

POLICY

It is the policy of the Education and Training Committee to ensure the systematic development of appropriate training for criminal justice personnel.

PROCEDURE

The process outlined below will be utilized in curriculum development.

1. A proposal for a new curriculum is placed on the agenda of the Education and Training Committee. Such a proposal may originate from an agency, staff, the Commission or the Education and Training Committee itself. The proposal will include, but not be limited to, a description of the population to be trained, the tasks to be addressed by training, and a timetable for the project to be completed for pilot authority.
2. The Education and Training Committee approves the proposal. The Education and Training Committee may direct the curriculum development to begin and may direct that the proposal be done under the auspices of a curriculum advisory committee, especially when some of the population to be trained affects personnel certified by the Sheriff's Commission. The Education and Training Committee may also establish a timetable for reports on the progress of the curriculum development.
3. The curriculum is developed utilizing the following steps:
 - a. Identification of skills to address tasks.
 - b. Development of course objectives.
 - c. Development of course topics and topic objectives.
 - d. Development of topical outlines.
 - e. Development of student performance testing.
 - f. Identification of student prerequisites.
 - g. Identification of attendance requirements.
 - h. Identification of instructor qualifications.
4. The Education and Training Committee approves the curriculum package and grants pilot authority. The pilot authority specifies the schools to which the authority is

granted, for how long, and the date at which a report is to be presented to the Education and Training Committee on the pilot offerings and any proposed changes.

5. The Education and Training Committee recommends the curriculum package to the Commission for rule-making consideration.
6. The Education and Training Committee approves the final curriculum package based on pilot offerings and proposed changes. The Education and Training Committee may extend pilot authority or direct revisions to the curriculum prior to the rule-making hearing as necessary to ensure the curriculum's suitability.