

**NORTH CAROLINA JUSTICE ACADEMY**

**TO:** Campus Operations Manager  
North Carolina Justice Academy

**DATE:**

**FROM:** \_\_\_\_\_  
(Name of Agency Head or Designee)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Agency)

**SUBJECT:** Continuing Agency Recommendation - **Driver Instructor**

I continue to recommend \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)

a driver instructor certified by the North Carolina Criminal Justice Training and Standards Commission, be recognized and allowed to conduct driver training on the Academy precision driving track at the Salemburg campus of the North Carolina Justice Academy.

Attached is a copy of a current certification, issued by the North Carolina Criminal Justice Training and Standards Commission, recognizing this individual as a driver instructor.

\_\_\_\_\_  
(Signature of Agency Head or Designee)

***Please list mailing address below for both Agency Head/Designee and driver instructor.***