

Probationary Instructor Information Sheet
(Last Revised February 2023)

After passing the state examination, you must apply for Probationary or Specialized Instructor Certification. Your application (Form F-12) must be received by the Criminal Justice Standards Division (CJ Standards) **within sixty (60) days** from the date of passing the state examination. Completing the instructor training and passing the state examination **DOES NOT** establish Commission certification. If you do not submit your application **within sixty (60) days** of completion of the course, you will be required to complete a subsequent instructor course (12 NCAC 09B .0302(c)).

It is **YOUR** responsibility to complete the necessary paperwork and submit it to CJ Standards. It is not the responsibility of your In-Service Training Coordinator, School Director or otherwise, although they can certainly assist you.

The Form F-12 (Application for Instructor or Professional Lecturer Certification) can be downloaded and printed from the CJ Standards website

The Form F-12 must be filled out completely and legibly, inclusive of your home address, email address, and agency information.

Ensure you sign the Form F-12 and obtain the recommendation and signature of a Commission certified School Director or Commission certified In-Service Training Coordinator.

Attach all required documentation including the certificate of completion for the instructor training. After you have filled out the F-12 Form and attached all required documents, email the form and accompanying documents to instructor@ncdoj.gov. Keep a copy of the email. You should receive an automatic response that they have received your packet.

Once your application and required documentation has been reviewed and approved by CJ Standards staff, you will receive a Probationary Instructor certificate via email for your records. You can expect to receive your Instructor Certificate within two weeks.

It is your responsibility to keep up with the status of your instructor certification. For Probationary and Specialized Instructors, you must keep up with your certification expiration date & evaluated teaching hours.

For Probationary Instructors: once you have completed the **eight hours** of required supervised instruction in a Commission-mandated course and have the F-16 Forms fully completed and a passing score on those forms, you can immediately submit the F-12 (the F-12A no longer exists – the F-12 and the F-12A were combined in November of 2022) and F-16 to CJ Standards for review and approval. **You no longer have to have until 90 days before the expiration date of your probationary certificate.** With the exception of the year you receive your full General Instruction certification, you will be required to complete a one hour on-line instructor renewal course **annually (by December 31st)** to maintain your General Instructor certification. Failure to complete the annual one-hour on-line renewal course will result in the suspension of your General **AND** any Specialized Instructor Certifications.

When teaching in any Commission-mandated training course, you must provide the School Director with a copy of your certificate, current for the time the class(es) are taught, and a copy of a current CPR certification (if applicable). You must teach from an outline that is current, following the "Instructor Notes" contained in the outline. If skill exercises are required, ensure they are completed and turned in to the School Director for retention in the individual student's file.

When teaching Commission-mandated in-service training courses, you must complete a test on the specific topic you are teaching, prior to instructing the first class. A copy of the test or certificate verifying the test(s) should be retained in your file maintained by your In-service Training Coordinator and/or the School Director that is over the program you are teaching. Each student must also be tested on the topic and score retained.

**Criminal Justice Standards Division
Points of Contact**

Michelle Schilling (919) 779-8205 MSchilling@ncdoj.gov
Deputy Director

Rosie Battles (919) 662-4609 rbattles@ncdoj.gov
Instructor Program Manager

**Instructor Training Curriculum
Point of Contact**

Jessica Bullock Cook (910) 926-6072 jbullock@ncdoj.gov
Instructor Training Curriculum Manager

Acknowledgment of Understanding Form – General and Specialized Instructors

- I have been advised of the process for applying for my Probationary, General, or Specialized Instructor Certification.
- I have been provided a copy of the Probationary/Specialized Instructor Sheet.
- It is my responsibility to read the Probationary/Specialized Instructor Sheet and ask for clarification from my School Director or indicated Criminal Justice Standards Division staff, should I have any questions.
- I understand I am responsible for submitting my request (Form F-12) for instructor certification **within 60 days** of passing the state examination.

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