

Tracy McPherson

From: Tracy McPherson
Sent: Wednesday, February 14, 2018 7:37 AM
Cc: Combs, Steven; Schilling, Michelle; Allen, Trevor; Margaret Roberton; Lisa Chapman; Kenny Weatherington; Chris Raynor; CC Instruction Officers; CC Continuing Education Officers; CC Basic Law Enforcement Training; CC Criminal Justice Training; Konopka, Diane
Subject: Reminder: BLET/CJ Instructor Certification Deadline - February 28, 2018 (Memo PS18_01)
Attachments: Instructor Certification Procedure_1 1 17.pdf

(Memo PS18-01)

TO: BLET School Directors and CJ Commission-Mandated Course Managers
RE: Change in Instructor Requirements for Criminal Justice Courses (February 28, 2018 deadline)

The purpose of this memo is to remind you of the following:

- **There is a new process for obtaining and maintaining certification as a General Instructor and/or Specialized Instructor through the NC Criminal Justice Education and Training Standards Commission (CJ Commission).** Any instructor used to teach Basic Law Enforcement Training (BLET) or any other CJ Commission course that requires these instructor credentials must have completed the new requirements to maintain their instructor status by February 28, 2018, or they are no longer qualified to teach.
- **Since the requirements have recently changed, do not rely on old information or assumptions as to whether your instructors are currently qualified/approved to teach.** Please double check that you have a process in place to document/confirm that everyone you use to teach in these courses is currently certified under the new procedure/rules for the entire time that they are teaching for you. Criminal Justice Standards staff have confirmed that School Directors will be held responsible for not verifying the instructor certifications and utilizing a non-certified instructor in any Commission-mandated training.
- **CJ Standards staff have provided the attached FAQ for your reference.** Additional information can be found online at <http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Education-and-Training-Standards/Forms-and-Publications.aspx>
- **Rules for sheriffs-specific training mandated through the Sheriffs' Education and Training Commission have not changed.** Additional information can be found here: <http://ncja.ncdoj.gov/AGIUTC.aspx> - see the link labeled "Sheriffs' Commission Email" dated 12-05-16 (or contact Sheriffs' Standards staff directly if you have questions)

I am providing this reminder to school directors in my role as a member of the CJ Commission representing the NC Community College System. However, I have copied all School Directors and Qualified Assistants on file with CJ Standards, whether affiliated with a community college or not, since this rule applies to all delivery entities. If you have specific questions about the procedures or the status of any individual instructor, please contact Michelle Schilling directly and she will be happy to assist (Michelle Schilling, Deputy Director, CJ Standards Division, 919-779-8205 or MSchilling@ncdoj.gov).

Thank you for what you do to ensure that law enforcement recruits and officers are Ready to Work and Ready to Respond. You are making a difference in your community every day.

Tracy

Tracy McPherson
Director, Public Safety Training Programs

INSTRUCTOR CERTIFICATION PROCEDURE – eff. 1/1/17

A new process for obtaining and maintaining certification as a General and/or Specialized Instructor issued by the Criminal Justice Education and Training Standards Commission will become effective on January 1, 2017.

Beginning on 1/1/17 all certified General and Specialized instructors are required to complete a one hour (1-hr.) instructor update training course once per calendar year. This course will be offered via the NC Justice Academy's online training portal.

Also beginning 1/1/17, in order to maintain certification as a General Instructor, there will no longer be a requirement to deliver a specific number of instructional hours. However, to maintain certification as a Specialized Instructor you will continue to be required to deliver a minimum of twelve (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.

The following 'frequently asked questions' will address the notable revisions to this process, as well as specific questions we anticipate will be of concern.

- Q1: *What happens if I do not complete the required 1-hour instructor update during a given calendar year?*
- A1: General or Specialized Instructors failing to complete the 1-hr. instructor update during a given calendar year must deliver eight (8) hours of evaluated Commission-mandated basic or Commission-recognized in-service training and complete the 1-hr. instructor update before March 1 of the following year. Failure to complete both of these steps will result in a loss of all instructor certifications.
- Q2: *What schools or agencies will offer the 1-hr. annual instructor updates?*
- A2: The NC Justice Academy will be the only school offering the instructor update. This will be offered via their online portal. All instructors are encouraged to set up an account via this link: <https://ncja-portal.acadisonline.com/acadisviewer/login.aspx>
- Q3: *If my General Instructor certification expires on Dec. 31, 2016, do I need to submit a Form F-12A (Renewal of Instructor Certification) to the Standards Division?*
- A3: Yes. General Instructor certifications expiring on or after Jan. 1, 2017 will no longer be required to submit Form F-12A. Probationary and Specialized Instructors will be required to submit Form F-12A in order to maintain certification.
- Q4: *Starting 1/1/17, will instructors holding Probationary status still be required to deliver 12 hours of evaluated instruction?*
- A4: No. Beginning 1/1/17 instructors holding Probationary status will be required to deliver eight (8) evaluated hours of instruction in a Commission-mandated basic or Commission-recognized in-service training course.
- Q5: *Are there any changes to the certification requirements for Professional Lecturers?*
- A5: No. Professional Lecturers are not required to complete the annual instructor updates, yet are still required to submit Form F-12A for recertification once every three (3) years.