

**12 NCAC 09C .0403 REPORTS OF TRAINING COURSE PRESENTATION AND COMPLETION**

(a) Each presentation of a Commission-accredited training course shall be reported to the Commission as follows:

- (1) After acquiring accreditation for the course and before commencing each delivery of the course, the school director shall notify the Commission of the school's intent to offer the training course by submitting a Form F-10A Pre-delivery Report of Training Course Presentation. The Pre-Delivery Report of Training Course Presentation Form F-10A shall contain the number of training hours, training delivery period, location of training, and estimated number of attendees; and
- (2) Not more than 10 days after completing delivery of the accredited course, the school director shall notify the Commission regarding the progress and achievement of each enrolled trainee by submitting a Form F-10B Post-delivery Report of Training Course Presentation, pursuant to 12 NCAC 09C .0212, and entering all student scores and class documents in the Acadis platform.

(b) Upon completion of a Commission-accredited training course by Juvenile Justice Officer and Chief/Juvenile Court Counselor trainees, the director of the school conducting such course shall notify the Commission of the achievement of trainees by submitting a Report of Training Course Completion Form F-11, pursuant to 12 NCAC 09B .0235.

*History Note: Authority G.S. 17C-6; 17C-10;*

*Eff. January 1, 1981;*

*Amended Eff. January 1, 2015; August 1, 2002; August 1, 2000; December 1, 1987;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 25, 2019;*

*Amended Eff. May 1, 2025; January 1, 2025.*