

**12 NCAC 09H .0103 INSTRUCTORS**

(a) Only instructors who hold Specialized Instructor Certification in Law Enforcement Firearms issued by the Criminal Justice Education and Training Standards Commission as outlined in 12 NCAC 09B .0304(a) shall conduct the firearms qualification training as specified in Rule .0102 of this Subchapter.

(b) Each instructor specified in Paragraph (a) of this Rule shall record and retain the firearms qualification scores for each qualified retired law enforcement officer trained by the instructor for a period of five years. The scores shall not be transmitted to the Criminal Justice Standards Division unless requested but must be available for inspection by Criminal Justice Standards Division representatives. If the instructor is conducting training on behalf of a North Carolina governmental law enforcement agency, the North Carolina Justice Academy, or a North Carolina community college, the institution shall maintain the records in lieu of the instructor in order to comply with this Rule.

(c) Upon successful qualification, the instructor shall sign and date the Retired Law Enforcement Officers Firearms Qualification Certification Application Form (F-9R) attesting to the successful qualification. The Retired Law Enforcement Officer Firearms Qualification Application (F-9R) shall contain the following:

- (1) type of application;
- (2) applicant's name, address, phone number, email address, and date of birth;
- (3) Applicant Attestation regarding qualification for certification;
- (4) date and location of the applicant's successful completion of the firearms qualification;
- (5) instructor's name and Acadis number;
- (6) the make, model, and serial number of the weapon and the day and night score achieved for each weapon qualified with; and
- (7) signature of the applicant.

*History Note: Authority G.S. 17C-6; 14-415.10; 14-415.25; 14-415.26;*

*Eff. April 1, 2009;*

*Amended Eff. December 1, 2009;*

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

*Amended Eff. October 1, 2025.*