

## **12 NCAC 10B .1006      HOW TO APPLY**

- (a) All applicants for an award of the intermediate or advanced professional certificates for sheriffs and deputy sheriffs shall complete the "Application for Professional Certificate/Service Award," Form F-6.
- (b) Documentation of education shall be provided by copies of transcripts, diplomas, or certified letters from the accredited institution.
- (c) Documentation of training shall be provided by copies of training records signed by the agency's training officer or department head, or by providing certificates of completion.
- (d) Military Police Officers shall provide a military DD214, Certificate of Release from Active Duty form, for verification of service. Federal government employees with service in a sworn law enforcement position, as defined in Rule .0103(19) of this Subchapter, shall provide letters of verification of dates of employment on the agency letterhead signed by the department head or their designee.
- (e) Documentation of the applicant's length of service in North Carolina shall be based upon the Division's certification records, however, oaths of office may be requested of the applicant if confirmation of dates of service is required. Documentation shall be provided by letters of verification of employment from present or former out-of-state employers where the applicant served in a sworn law enforcement position, as defined in Rule .0103(19) of this Subchapter.
- (f) The "Application for Professional Certificate/Service Award," Form F-6, shall be signed by the department head and forwarded to the Division. Certificates shall be issued to the department head for award to the applicant.

*History Note:      Authority G.S. 17E-4;*

*Eff. January 1, 1989;*

*Amended Eff. August 1, 1998; January 1, 1992; January 1, 1991;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6, 2018;*

*Amended Eff. December 1, 2025.*