

12 NCAC 10B .1206 HOW TO APPLY

- (a) All applicants for an award of the detention officer intermediate or advanced professional certificates 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. No out-of-state training shall be accepted, unless the officer is employed in North Carolina as a justice officer as defined in G.S. 17E-2 during the time of training.
- (d) Documentation of the applicant's length of service in North Carolina shall be based upon the Division's certification records, however, certified letters of verification of employment from present or former employers may be requested of an applicant if confirmation of dates of service is required. No out-of-state length of service shall be applicable to this certificate program.
- (e) 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, 1990;
Amended Eff. August 1, 1998; 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.*