

REQUEST FOR TECHNICAL CHANGE

AGENCY: Sherriff's Education and Training Standards Commission

RULE CITATION: 12 NCAC 10B .0905

DEADLINE FOR RECEIPT: Friday, April 9, 2021

NOTE: This request when viewed on computer extends several pages. Please be sure you have reached the end of the document.

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

Please insert page numbers at the bottom of each page. [See Rule 26 NCAC 02C .0108(1)(h)]

In (a), line 9, and elsewhere you use the term, shouldn't "Commission" in "commission-issued" be capitalized?

On line 10, change "instructors" to "instructor's" (This will mirror the language in Rule .0915)

Also on line 10, to mirror Rule .0915, should this refer to the Probationary certification?

On line 12, where is the eight hours of instruction required? In the Criminal Justice and Education Training Standards Commission's rules? Or is this referring to the requirement in Paragraph (b)?

On line 13, you refer to the "Full General Detention Officer" On line 15, you refer to the "Full General Instructor" Do these mean the same thing? If so, please use the same term throughout the Rule (see as well Paragraph (c), line 36, as well as Page 2, line 1, for example).

On line 14, what do you mean by "Full status"? Is this term to distinguish it from Probationary status? And why is "full" capitalized here, when it is not in (b), line 17?

In (b), line 19, and elsewhere the "application" is referred to – what are its contents? Are they contained in another rule or law? [See G.S. 150B-2(8a)(d)] And how can the application be obtained?

Also on line 19, delete "that" before "the instructor"

In (b)(1), line 20, and elsewhere the term is used, shouldn't "Commission" be capitalized?

On line 21, what are the contents of this form? Are they what are set forth in Paragraph (e)?

On line 21, what is "satisfactorily" here? Satisfactory to whom? The school director?

Also on line 21, the term “minimum” is generally disfavored in rules, as rules set minimum standards. However, I take it you need to retain the term here and elsewhere it is used in the Rule (such as (c)(1))?

On line 22, what is “basic” here? I note that you do not use this term in Rule .0915.

On line 23, and elsewhere the term is used, I believe it should be “Commission-recognized” with a hyphen and capitalized “Commission”

And what is “Commission-recognized” here? Recognized how?

On line 24 and elsewhere the term is used, consider replacing “his/her” with “his or her” (And please note a similar suggestion to change “he/she” to “he or she” within the Rule.)

In (b)(2), line 25, what is “acceptable” here? And “acceptable” to whom?

On line 26, a staff member of what? The Commission or the school? If it’s the Commission, why not state “a Commission member or its staff”?

On line 27, replace “Such” with “The”

In (c), line 32, I believe it should be “instructor’s” (with the apostrophe before the “s”)

On line 34, replace “shall be” before “less than three years,” with “is”

On Page 2, line 2, I suggest replacing “is” before “continuous” with “shall be”

On line 3, what are the contents of this application and how is it obtained?

On lines 3-4, this does not match the language in Rule .0915. Should this say “a renewal application and either” to mirror Paragraph (c) of that Rule?

If you wish to retain the language here, on line 3, replace “which” with “that”

In (c)(1) and (2), please note the previous corrections and questions for (b)(1) and (2), as that language is substantially similar.

In (c)(1), lines 9-10, does this calculation apply to the Full General Detention Officer Certification regardless of whether it is granted under (c)(1) or (c)(2)? If it does apply to both, then this language should be moved to clarify this.

On line 9, should this state “The date the full...”?

In (d), line 15, what do you mean by “satisfactorily”? Couldn’t you just state “In the event ... is terminated for failure to comply with Paragraph (c) of this Rule, the individual may re-apply...”? I note you do not use the word “satisfactorily” in Rule .0915(d).

On line 16, replace “such” with “the”

Also on line 16, replace “but must” with “and”

In (e), I understand that these determinations will be made subjectively by the person evaluating, but I do have questions about what the following terms mean in this context:

- In (e)(1)(D), line 27, what is “enthusiasm”?*
- On line 28, what is “sensitivity”?*
- In (e)(2)(B), line 34, what is “stimulate”?*
- On line 35, what is “effectively”?*
- In (e)(2)(D), Page 3, line 1, what is “proper”?*
- In (e)(3)(A) line 5, what is “full coverage”?*
- In (e)(3)(B), line 6, what is a “logical sequence”?*
- In (e)(3)(C), line 7, what is “sufficient”?*
- In (e)(3)(E), line 10, as well as (e)(3)(F), line 12, what are “vivid” examples? What constitutes “frequent”? And how do these two Parts differ?*

In (e)(2)(B), line 34, please simply delete the errant “1.” Before “(B)” As it is not part of the current Code, nor was published in the Register, do not show it as a change – simply delete it.

Also in (e)(2)(B), line 34, I believe it should be “students” with an apostrophe.

On line 35, insert a comma after “attention”

In (e)(2)(D), Page 3, line 2, insert a comma after “discussions”

On line 3, what do you mean by “handle of”?

In (e)(3)(E), Page 3, line 10, delete the “and” at the end of the sentence.

In (f), line 15, should this say, “hours of instruction”?

Also on line 15, why not replace “on a one-time basis only” with “only once” assuming that is what you mean?

On line 15, since you are defining the term here, please put “just cause” in quotation marks. “For the purposes of this Rule, “just cause” means...”

On line 16, replace “which” with “that”

In the History Note, line 25, please underline the new Amended Eff. date.

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

1 12 NCAC 10B .0905 IS AMENDED AS PUBLISHED IN VOLUME 35, ISSUE 13, PAGES 1443 – 1445 OF THE
2 NORTH CAROLINA PUBLIC REGISTER AS FOLLOWS:

3
4 **12 NCAC 10B .0905 TERMS AND CONDITIONS OF DETENTION OFFICER INSTRUCTOR**
5 **CERTIFICATION**

6 (a) An applicant meeting the requirements for certification as a Detention Officer Instructor shall serve a
7 probationary period. ~~The probationary period shall be set to expire concurrently with the expiration of the~~
8 ~~instructors' General Instructor Certification issued by the North Carolina Criminal Justice Education and Training~~
9 ~~Standards Commission.~~ The expiration dates of any existing commission-issued Probationary General Detention
10 Officer Instructor Certifications shall be set to expire concurrently with the expiration of the instructors' General
11 Instructor Certification issued by the North Carolina Criminal Justice Education and Training Standards
12 Commission. If the time-period before the expiration date is less than one year, then the eight hours of instruction
13 shall be waived for this shortened term and Full General Detention Officer Instructor Certification shall be issued
14 provided all other conditions for Full status as set out in Paragraph (b) of this Section are met. If the applicant has a
15 Full General Instructor certification with no expiration date, the expiration date for the Probationary Detention
16 Officer Instructor Certification shall be set for a period of one year from date of issue.

17 (b) The probationary instructor shall be awarded full Detention Officer Instructor Certification at the end of the
18 probationary period if the instructors certification required in 12 NCAC 10B ~~.0904(a)(2)~~ .0904(a) remains valid,
19 and that the instructor through application, submits to the Division either:

- 20 (1) a favorable recommendation from a school director accompanied by certification on a commission
21 Instructor Evaluation Form that the instructor satisfactorily taught a minimum of eight hours as
22 specified in Paragraph (e) of this Rule in a basic commission-certified Detention Officer
23 Certification ~~Course~~ Course, or in a commission recognized Detention Officer In-Service Course,
24 during his/her probationary year; or
- 25 (2) an acceptable written evaluation as specified in Paragraph (e) of this Rule by a commission
26 member or staff member based on an on-site classroom evaluation of the probationary instructor in
27 a commission-certified Detention Officer Certification Course. Such evaluation shall be certified
28 on a commission Instructor Evaluation Form. In addition, instructors evaluated by a commission
29 or staff member must also teach a minimum of eight hours in a commission-certified Detention
30 Officer Certification Course during his/her probationary year.

31 (c) The expiration dates of any existing commission-issued Full General Detention Officer Instructor Certifications
32 shall be set to expire concurrently with the expiration of the instructors' Probationary General Instructor
33 Certification issued by the North Carolina Criminal Justice Education and Training Standards Commission. If the
34 time-period before the expiration date shall be less than three years, then the 12 hours of instruction shall be waived
35 for this shortened term and Full General Detention Officer Instructor Certification shall be renewed. If the applicant
36 has a Full General Instructor Certification with no expiration date, the expiration date for the Full Detention Officer

Instructor Certification shall be set for a period of three years from the date of issue. Full Detention Officer Instructor Certification is continuous so long as the instructor's certification required in 12 NCAC 10B .0904(a)(2) .0904(a) remains valid, and that the instructor submits to the Division every three years a renewal application which includes either:

- (1) a favorable recommendation from a school director accompanied by certification on a commission Instructor Evaluation Form that the instructor satisfactorily taught a minimum of 12 hours as specified in Paragraph (e) of this Rule in a commission-certified Detention Officer Certification ~~Course~~ Course, or in a commission recognized Detention Officer In-Service Course, during the previous ~~two~~ three year period. The date full Instructor Certification is originally issued shall be the anniversary date from which each ~~two~~ three year period is figured; or
- (2) an acceptable written evaluation as specified in Paragraph (e) of this Rule by a commission member or staff member based on a minimum 12 hours, on-site classroom observation of the instructor in a commission-certified Detention Officer Certification Course.

(d) In the event a General Detention Officer Instructor Certification (either Probationary or Full) is terminated for failure to have been satisfactorily evaluated for 12 hours of instruction in a Detention Officer Certification Course, the individual may re-apply for certification meeting the initial conditions for such certification, but must also provide documentation that he/she has audited the number of hours of instruction that he/she failed to teach in a delivery of an certified Detention Officer Certification Course.

(e) An Instructor Evaluation Form records a rating of instructional ability, student participation, and presentation of the lesson plan consistent with the requirements for successfully completing the Criminal Justice Instructor Training as set out in 12 NCAC 09B .0209.

- (1) Instructional ability includes the instructor's:
 - (A) voice quality (projection, articulation, speech rate);
 - (B) verbal skill (fluency and clarity);
 - (C) physical appearance and mannerisms (attire, posture, body language, eye contact, movement);
 - (D) personal qualities of the instructor (knowledge, self-confidence, tact, enthusiasm, sensitivity); and
 - (E) selection and use of training aids (use of writing surface and other aids, effective use of multimedia, transparencies, and slides, relates aids to objectives, and use of aids when scheduled).
- (2) Student participation includes the instructor's:
 - (A) use of questions to stimulate and encourage discussion and response to student questions;
 1. (B) ability to stimulate and encourage class participation, maintain the students attention and engagement of all students effectively;
 - (C) organization in the arrangement of the classroom for maximum effect, ensuring all training tools/items are ready when needed, and presentation for the class lesson; and

- 1 (D) exercise of control and discipline of the students to maintain proper behavior and
2 orderliness in the classroom, ability to remain in control during classroom discussions
3 and handle of class disruptions and problems.
- 4 (3) Presentation of lesson plan includes the instructor's:
- 5 (A) full coverage of the lesson plan;
- 6 (B) presentation of information in logical sequence;
- 7 (C) timing of presentation to allow for sufficient time for questions and discussion;
- 8 (D) transition of subjects with continuous progression and development of lesson;
- 9 (E) emphasis of key points and frequent summarization of topics to entire lesson or course
10 and use of vivid examples to clarify the subjects; and
- 11 (F) frequent establishment of relevance of the topics to entire lesson or course and use of
12 vivid examples to clarify the subjects; and
- 13 (G) consistency of presentation in following the lesson plan.
- 14 (f) Individuals may, for just cause, be granted an extension to successfully teach the required minimum number of
15 hours instruction on a one-time basis only not to exceed 12 months. For purposes of this Rule, just cause means
16 accident, illness, emergency, course cancellation, or other exceptional circumstances which precluded the instructor
17 from fulfilling the teaching requirement.
- 18
- 19 *History Note: Authority G.S. 17E-4;*
20 *Eff. January 1, 1989;*
21 *Amended Eff. February 1, 2006; January 1, 2005; August 1, 2002; January 1, 1996; January 1,*
22 *1992;*
23 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
24 *2018.*
25 *Amended Eff. May 1, 2021.*

REQUEST FOR TECHNICAL CHANGE

AGENCY: Sherriff's Education and Training Standards Commission

RULE CITATION: 12 NCAC 10B .0909

DEADLINE FOR RECEIPT: Friday, April 9, 2021

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

In the Submission for Permanent Rule form, the name in Box 2 does not match the Rule itself. Assuming you did not mean to change the name, the Form must be updated to include "A" before "Limited" You can either change the form or authorize me to insert the "A" Please let me know how you'd like to proceed.

In (a), line 7, and elsewhere the term is used, should "Commission" in "Commission-issued" be capitalized?

On line 10, please replace "such" with "the" Please note the same for (c), line 27.

On line 18, is "Full" meant to be "Full Limited Lecturer Certification status"?

Also on line 18, what do you mean by "this Section"? Do you mean all of Section .0900, or do you mean this Rule?

In (b), line 19, I note that "full" is not capitalized but it is elsewhere where the term is used. Please be consistent.

On line 20, is this application a form? If so, what are the contents of the form and where can it be obtained?

In (b)(1), line 21, and elsewhere the term is used, please capitalize "Commission" where you mean the Sheriff's Education and Training Standards Commission.

On line 21, and elsewhere where the Form LL1 is referred to, what are the contents of this form? Where can it be obtained?

Also on line 21, I take it you need to retain "at least"?

In (c), line 34, what do you mean by "continuous"?

On line 35, do not include "(3)" As that was not published in the Register, you will not show it as a change – simply do it.

Amanda J. Reeder
Commission Counsel
Date submitted to agency: March 25, 2021

In (c)(2), Page 2, line 4, is this application a form? If so, what are the contents and how is it obtained?

In (d), I suggest replacing the language on lines 7-9 with “In the event ... is terminated for failure to comply with Paragraph (c) of this Rule, the individual may re-apply...”?

On line 9, replace “such” with “the”

On line 10, replace “but must” with “and”

On line 10, what are the contents of the LL2 form and how can it be obtained?

On lines 10 and 11, I recommend replacing “he/she” with “he or she”

In (e), line 14, why not replace “on a one-time basis only” with “only once” assuming that is what you mean?

On line 14, since you are defining the term here, please put “just cause” in quotation marks. “For the purposes of this Rule, “just cause” means...”

On line 15, replace “which” with “that”

In the History Note, line 24, please underline the new Amended Eff. date.

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

1 12 NCAC 10B .0909 IS AMENDED AS PUBLISHED IN VOLUME 35, ISSUE 13, PAGES 1445 – 1446 OF THE
2 NORTH CAROLINA PUBLIC REGISTER AS FOLLOWS:

3
4
5 **12 NCAC 10B .0909 TERMS AND CONDITIONS OF A LIMITED LECTURER CERTIFICATION**

6 (a) An applicant meeting the requirements for certification as a Limited Lecturer shall serve a probationary period.
7 The expiration dates of any existing commission-issued Limited Lecturer Certifications, where the individual holds
8 instructor certification under the North Carolina Criminal Justice Education and Training Standards Commission,
9 shall be set to expire concurrently with the other instructor certification(s) issued by the North Carolina Criminal
10 Justice Education and Training Standards Commission. In the event such instructor does not hold instructor
11 certification under the North Carolina Criminal Justice Education and Training Standards Commission, but holds
12 another instructor certification(s) issued through this Commission, the expiration date shall be set to expire
13 concurrently with the other instructor certification(s) issued by this Commission. Where the instructor holds no
14 certification through either Commission, certification as a Limited Lecturer shall remain effective for 12 months
15 from the date of issuance. The lecturer shall apply for Full Limited Lecturer Certification at or before the expiration
16 date. If the time-period before the expiration date is less than one year, then the four hours of instruction shall be
17 waived for this shortened term and Full Limited Lecturer Certification shall be issued provided all other conditions
18 for Full status as set out in this Section are met.

19 (b) The probationary instructor shall be eligible for full Limited Lecturer status at the end of the probationary period
20 if the instructor, through application, submits to the Commission:

- 21 (1) documentation on a commission Form LL1 of at least four hours of instruction occurring within
22 the probationary period in an area of the instructor's expertise related to each topic for which
23 Limited Lecturer Certification was granted; and
24 (2) documentation that all other certifications required in 12 NCAC 10B .0908 remain valid.

25 (c) The expiration dates of any existing commission-issued Full Limited Lecturer Certifications shall be set to
26 expire concurrently with the expiration of the corresponding instructors' certification issued by the North Carolina
27 Criminal Justice Education and Training Standards Commission. In the event such instructor does not hold
28 instructor certification under the North Carolina Criminal Justice Education and Training Standards Commission,
29 but holds another instructor certification(s) issued through this Commission, the expiration date shall be set to expire
30 concurrently with the other instructor certification(s) issued by this Commission. The lecturer shall apply for
31 recertification at or before the expiration date. If the time period before the expiration date is less than three years,
32 then the six hours of instruction shall be waived for this shortened term and Full Limited Lecturer Instructor
33 Certification will be renewed provided all other conditions for Full status as set out in Subparagraph (2) of this
34 Paragraph are met. Full Limited Lecturer Certification shall be continuous so long as the lecturer submits to the
35 Division every ~~two~~ three (3) years:

1 (1) documentation on a commission Form LL1 of at least six hours of instruction occurring within the
2 three-year certification period in an area of the instructor's expertise related to each topic for which
3 Limited Lecturer Certification was granted; and

4 (2) a renewal application to include documentation that all other certifications required in 12 NCAC
5 10B .0908 remain valid.

6 (d) In the event a Limited Lecturer Instructor Certification (either Probationary or Full) is terminated for failure to
7 have provided documentation of the minimum number of hours of instruction occurring within the respective
8 certification periods in an area of the instructor's expertise related to each topic for which Limited Lecturer
9 Certification was granted, the individual may re-apply for certification meeting the initial conditions for such
10 certification, but must also provide documentation on a commission Form LL2 that he/she has audited the number of
11 hours of instruction he/she failed to teach in the topic area for which Limited Lecturer Certification was granted in
12 the respective area of expertise.

13 (e) Individuals may, for just cause, be granted an extension to successfully teach the required minimum number of
14 hours instruction on a one-time basis only not to exceed 12 months. For purposes of this Rule, just cause means
15 accident, illness, emergency, course cancellation, or other exceptional circumstances which precluded the instructor
16 from fulfilling the teaching requirement.

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

19 *Eff. January 1, 1989;*

20 *Amended Eff. January 1, 2006; August 1, 2002; August 1, 2000; August 1, 1998; January 1, 1996;*
21 *January 1, 1994; January 1, 1992; January 1, 1991;*

22 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
23 *2018.*

24 *Amended Eff. May 1, 2021.*

REQUEST FOR TECHNICAL CHANGE

AGENCY: Sherriff's Education and Training Standards Commission

RULE CITATION: 12 NCAC 10B .0915

DEADLINE FOR RECEIPT: Friday, April 9, 2021

The Rules Review Commission staff has completed its review of this Rule prior to the Commission's next meeting. The Commission has not yet reviewed this Rule and therefore there has not been a determination as to whether the Rule will be approved. You may call our office to inquire concerning the staff recommendation.

In reviewing this Rule, the staff recommends the following technical changes be made:

Please insert page numbers at the bottom of each page. [See Rule 26 NCAC 02C .0108(1)(h)]

In (a), line 10, and elsewhere you use the term, shouldn't "Commission" in "commission-issued" be capitalized?

On line 13, where is the eight hours of instruction required? In the Criminal Justice and Education Training Standards Commission's rules? Or is this referring to the requirement in Paragraph (b)?

On line 14, you refer to the "Full General Telecommunicator Instructor" On line 16, you refer to the "Full General Instructor" Do these mean the same thing? If so, please use the same term throughout the Rule.

On line 14, what do you mean by "Full status"? Is this term to distinguish it from Probationary status? And why is "full" capitalized here, when it is not in (b), line 18?

In (b), line 20, and elsewhere the "application" is referred to – what are its contents? Are they contained in another rule or law? [See G.S. 150B-2(8a)(d)] And how can the application be obtained?

Also on line 20, delete "that" before "the instructor"

In (b)(1), line 21, and elsewhere the term is used, shouldn't "Commission" be capitalized?

On line 22, what are the contents of this form? Are they what are set forth in Paragraph (e)?

On line 22, what is "satisfactorily" here? Satisfactory to whom? The school director?

Also on line 22, the term "minimum" is generally disfavored in rules, as rules set minimum standards. However, I take it you need to retain the term here and elsewhere it is used in the Rule (such as (c)(1))?

On line 24, and elsewhere the term is used, I believe it should be "Commission-recognized" with a hyphen and capitalized "Commission"

And what is "Commission-recognized" here? Recognized how?

Amanda J. Reeder
Commission Counsel

Date submitted to agency: March 25, 2021

On line 25 and elsewhere the term is used, consider replacing “his/her” with “his or her” (And please note a similar suggestion to change “he/she” to “he or she” within the Rule.)

In (b)(2), line 26, what is “acceptable” here? And “acceptable” to whom?

On line 27, a staff member of what? The Commission or the school? If it’s the Commission, why not state “a Commission member or its staff”?

On line 28, replace “Such” with “The”

In (c), line 33, I believe it should be “instructor’s” (with the apostrophe before the “s”)

On line 37, please correct the spelling of “Full”

On Page 2, line 1, delete the “(3)”

On line 2, I suggest replacing “is” before “continuous” with “shall be”

On line 3, what are the contents of this application and how is it obtained?

Also on line 3, delete “that”

In (c)(1) and (2), please note the previous corrections and questions for (b)(1) and (2), as that language is substantially similar.

In (c)(1), line 9, delete the “(3)”

On lines 9-10, does this calculation apply to the Full General Detention Officer Certification regardless of whether it is granted under (c)(1) or (c)(2)? If it does apply to both, then this language should be moved to clarify this.

On line 9, should this state “The date the full...”?

In (d), line 15, couldn’t you simplify this language to state, “In the event ... is terminated for failure to comply with Paragraph (c) of this Rule, the individual may re-apply...”?

On line 16, replace “such” with “the”

On line 17, replace “but must” with “and”

Delete the blank line space on line 19.

In (e), I understand that these determinations will be made subjectively by the person evaluating, but I do have questions about what the following terms mean in this context:

- *In (e)(1)(D), line 28, what is “enthusiasm”?*
- *On line 29, what is “sensitivity”?*
- *In (e)(2)(B), line 35, what is “stimulate”?*
- *On line 36, what is “effectively”?*

Amanda J. Reeder
Commission Counsel

Date submitted to agency: March 25, 2021

- In (e)(2)(D), Page 3, line , what is “proper”?
- In (e)(3)(A) line 7, what is “full coverage”?
- In (e)(3)(B), line 8, what is a “logical sequence”?
- In (e)(3)(C), line 9, what is “sufficient”?
- In (e)(3)(E), line 11, as well as (e)(3)(F), line 12, what constitutes “frequent”?
- In (e)(3)(F), line 13, what are “vivid” examples?

Also in (e)(2)(B), line 35, I believe it should be “students” with an apostrophe.

Also on line 35, insert a comma after “attention”

In (e)(2)(D), Page 3, line 4, insert a comma after “discussions”

On line 5, what do you mean by “handle of”?

In (f), line 16, should this say, “hours of instruction”?

Also on line 16, why not replace “on a one-time basis only” with “only once” assuming that is what you mean?

On line 16, since you are defining the term here, please put “just cause” in quotation marks. “For the purposes of this Rule, “just cause” means...”

On line 17, replace “which” with “that”

In the History Note, line 25, please insert a new Amended Eff. date.

Please retype the rule accordingly and resubmit it to our office at 1711 New Hope Church Road, Raleigh, North Carolina 27609.

1 12 NCAC 10B .0915 IS AMENDED AS PUBLISHED IN VOLUME 35, ISSUE 13, PAGES 1446 – 1447 OF THE
2 NORTH CAROLINA PUBLIC REGISTER AS FOLLOWS:

3
4 **12 NCAC 10B .0915 TERMS AND CONDITIONS OF TELECOMMUNICATOR INSTRUCTOR**
5 **CERTIFICATION**

6 (a) An applicant meeting the requirements for certification as a Telecommunicator Instructor shall serve a
7 probationary period. ~~The Telecommunicator Instructor Certification probationary period shall be set to automatically~~
8 ~~expire concurrently with the expiration of the instructor's General Instructor Certification issued by the North~~
9 ~~Carolina Criminal Justice Education and Training Standards Commission.~~ The expiration dates of any existing
10 commission-issued Probationary General Telecommunicator Instructor Certifications shall be set to expire
11 concurrently with the expiration of the ~~instructors,~~ instructor's Probationary General Instructor Certification issued
12 by the North Carolina Criminal Justice Education and Training Standards Commission. If the time-period before the
13 expiration date is less than one year, then the eight hours of instruction shall be waived for this shortened term and
14 Full General Telecommunicator Instructor Certification shall be issued provided all other conditions for Full status
15 as set out in Paragraph (b) of this Rule are met. If the applicant has a Full General Instructor Certification with no
16 expiration date for the Probationary Telecommunicator Officer Instructor Certification shall be set for one (1) year
17 from date of issue.

18 (b) The probationary instructor shall be awarded full Telecommunicator Instructor Certification at the end of the
19 probationary period if the instructor's certification required in 12 NCAC 10B .0914(a)(2) ~~.0914(a)~~ remains valid, and
20 that the instructor through application, submits to the Division either:

21 (1) a favorable recommendation from a school director accompanied by certification on a commission
22 Instructor Evaluation Form that the instructor satisfactorily taught a minimum of eight hours as
23 specified in Paragraph (e) of this Rule in a commission-certified Telecommunicator Certification
24 ~~Course~~ Course, or in a commission recognized Telecommunicator In-Service Training Course
25 during his/her probationary year; or

26 (2) an acceptable written evaluation as specified in Paragraph (e) of this Rule by a commission
27 member or staff member based on an on-site classroom evaluation of the probationary instructor in
28 a commission-certified Telecommunicator Certification Course. Such evaluation shall be certified
29 on a commission Instructor Evaluation Form. In addition, instructors evaluated by a commission
30 or staff member must also teach a minimum of eight hours in a commission-certified
31 Telecommunicator Certification Course during his/her probationary year.

32 (c) The expiration dates of any existing commission-issued Full General Telecommunicator Instructor Certifications
33 shall be set to expire concurrently with the expiration of the instructors' Probationary General Instructor
34 Certification issued by the North Carolina Criminal Justice Education and Training Standards Commission. If the
35 time-period before the expiration date is less than three years, then the 12 hours of instruction shall be waived for
36 this shortened term and Full General Telecommunicator Instructor Certification shall be renewed. If the applicant
37 has a Full General Instructor Certification with no expiration date, the expiration date for the Full Telecommunicator

1 Officer Instructor Certification shall be set for three (3) years from the date of issue. Full Telecommunicator
2 Instructor Certification is continuous so long as the instructor's certification required in 12 NCAC 10B .0904(a)(2)
3 .0904(a) remains valid, and that the instructor submits to the Division every three years a renewal application and
4 either:

- 5 (1) a favorable recommendation from a school director accompanied by certification on a commission
6 Instructor Evaluation Form that the instructor satisfactorily taught a minimum of 12 hours as
7 specified in Paragraph (e) of this Rule in a commission-certified Telecommunicator Certification
8 Course Course, or a commission recognized Telecommunicator In-Service Training Course during
9 the previous ~~two-year~~ three (3) year period. The date full Instructor Certification is originally
10 issued is the anniversary date from which each three year period is figured; or
11 (2) an acceptable written evaluation as specified in Paragraph (e) of this Rule by a commission
12 member or staff member based on a minimum 12 hours, on-site classroom observation of the
13 instructor in a commission-certified Telecommunicator Certification Course.

14 (d) In the event a General Telecommunicator Instructor Certification (either Probationary or Full) is terminated for
15 failure to have been evaluated for the required minimum number of hours of instruction in a Telecommunicator
16 Certification Course, the individual may re-apply for certification meeting the initial conditions for such
17 certification, but must also provide documentation that he/she has audited the number of hours of instruction that
18 he/she failed to teach in a delivery of a certified Telecommunicator Certification Course.

19
20 (e) An Instructor Evaluation Form records a rating of instructional ability, student participation, and presentation of
21 the lesson plan consistent with the requirements for successfully completing the Criminal Justice Instructor Training
22 as set out in 12 NCAC 09B .0209.

- 23 (1) Instructional ability includes the instructor's:
24 (A) voice quality (projection, articulation, speech rate);
25 (B) verbal skill (fluency and clarity);
26 (C) physical appearance and mannerisms (attire, posture, body language, eye contact,
27 movement);
28 (D) personal qualities of the instructor (knowledge, self-confidence, tact, enthusiasm,
29 sensitivity); and
30 (E) selection and use of training aids (use of writing surface and other aids, effective use of
31 multimedia, transparencies, and slides, relates aids to objectives, and use of aids when
32 scheduled).
33 (2) Student participation includes the instructor's:
34 (A) use of questions to stimulate and encourage discussion and response to student questions;
35 (B) ability to stimulate and encourage class participation, maintain the students attention and
36 engagement of all students effectively;

- 1 (C) organization in the arrangement of the classroom for maximum effect, ensuring all
2 training tools/items are ready when needed, and presentation for the class lesson; and
3 (D) exercise of control and discipline of the students to maintain proper behavior and
4 orderliness in the classroom, ability to remain in control during classroom discussions
5 and handle of class disruptions and problems.
- 6 (3) Presentation of lesson plan includes the instructor's:
7 (A) full coverage of the lesson plan;
8 (B) presentation of information in logical sequence;
9 (C) timing of presentation to allow for sufficient time for questions and discussion;
10 (D) transition of subjects with continuous progression and development of lesson;
11 (E) emphasis of key points and frequent summarization of topics to reinforce learning;
12 (F) frequent establishment of relevance of the topics to entire lesson or course and use of
13 vivid examples to clarify the subjects; and
14 (G) consistency of presentation in following the lesson plan.
- 15 (f) Individuals may, for just cause, be granted an extension to successfully teach the required minimum number of
16 hours instruction on a one-time basis only not to exceed 12 months. For purposes of this Rule, just cause means
17 accident, illness, emergency, course cancellation, or other exceptional circumstances which precluded the instructor
18 from fulfilling the teaching requirement.

19
20 *History Note:* Authority G.S. 17E-4;

21 *Eff. April 1, 2001;*

22 *Amended Eff. February 1, 2006; January 1, 2005; August 1, 2002;*

23 *Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. March 6,*
24 *2018.*