

1 12 NCAC 10B .2201 is amended as published in 37:21 NCR 2044-2045 as follows:

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3 **SECTION .2200 – FORMS**

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5 **12 NCAC 10B .2201 CERTIFICATION FORMS**

6 (a) The following are Commission approved forms to be used by agencies in making reports, applications, or requests  
7 for certification of justice officers:

8 ~~(a)~~(1) Form F-1, Medical History Statement, is completed by an applicant and consists of the applicant's  
9 medical ~~information,~~ information including medication, allergies, and immunizations, present and  
10 past physical ~~condition,~~ conditions, injuries, diseases, or operations.

11 ~~(b)~~(2) Form F-2, Medical Examination Report, is a form provided to the examining physician to record  
12 the results of the applicant's medical examination. The form consists of information about the  
13 applicant's ~~biographical information,~~ vision, hearing, cardiovascular and ~~circulator~~ circulatory  
14 health, urinalysis, TB skin test, other medical conditions relevant to the applicant's physical fitness  
15 to perform the duties of a justice officer, biographical information about the applicant, and the  
16 medical professional's recommendation and concerns as to an applicant's physical fitness to  
17 perform the duties of a justice officer.

18 ~~(c)~~(3) Form F-3, the ~~(Personal Personal History Statement),~~ Statement, is completed by the applicant and  
19 consists of information regarding the applicant's work, residential, military, and criminal history,  
20 history; financial ~~condition,~~ condition; and references.

21 ~~(d)~~(4) Form F-8, the Mandated Background Summary, Investigation Form, is completed by an agency's  
22 background investigator and consists of the applicant applicant's for certification's biographical  
23 data, family data, scholastic data, employment data, criminal history, interviews and references,  
24 and a summary of the background investigator's findings.

25 ~~(e)~~(5) Form F-4 and F-4T, Report of Appointment, is completed by the reporting agency for the  
26 appointment of justice officers and shall contain a checklist indicating the applicant's progress  
27 toward completing the requirements for ~~certification,~~ certification; the ~~applicant~~ applicant's  
28 appointment date, position ~~title~~ title, and ~~status,~~ status; the applicant's contact ~~information,~~  
29 information; and prior certification history. The F-4 form is utilized for appointments as a deputy  
30 sheriff or detention officer. The form F-4T is utilized for appointments as a telecommunicator.

31 (6) Form F-6 and F-6R, Professional Certificate/Service Award, consists of information regarding the  
32 education, training, and experience qualifying the applicant for various levels of professional  
33 recognition under the Sheriffs' Education and Training Standards Commission's Professional  
34 Certificate Program. The F-6 form is utilized for full-time justice officers and the F-6R form is  
35 utilized for reserve justice officers.

36 (7) Form F-7 and F-7T, Request for Certification, is completed by institutions and agencies requesting  
37 certification to deliver Detention Officer and Telecommunicator Courses. The form consists of

1 information regarding the institution name, institution or agency head, school director, and  
2 facilities. Form F-7 is used when requesting certification to deliver Detention Officer courses and  
3 Form F-7T is used when requesting certification to deliver Telecommunicator courses.

4 (8) Form F-7A and F-7A-T, Pre-Delivery Report of Training Course Presentation, is completed by the  
5 institution or agency delivering Detention Officer and Telecommunicator Training Courses and  
6 consists of information on the course delivery location, school director, class schedule, anticipated  
7 date of the State Comprehensive Exam, and any planned instructional hours exceeding the minimum  
8 requirements. Form F-7A is utilized for Detention Officer courses and Form F-7A-T is utilized for  
9 Telecommunicator courses.

10 (9) Form F-7B and F-7B-T, Post-Delivery Report of Training Course Presentation, is completed by the  
11 institution or agency delivering Detention Officer and Telecommunicator Training Courses and  
12 consists of information on any substitutions of instructors as originally reported on the Pre-Delivery  
13 Report, any trainees who were not recommended for the state exam due to withdrawal or  
14 deficiencies, and the students who participated in and completed the course. Form F-7B is utilized  
15 for Detention Officer courses and Form F-7B-T is utilized for Telecommunicator courses.

16 (10) Form F-9 and F-9T, Change in Status, is completed by the employing agency and consists of any  
17 change in status for justice officers including full-time or part-time status, active or inactive status,  
18 changes to identifying information, and changes to firearms status. Form F-9 is utilized for any  
19 change in status for justice officers appointed as a deputy sheriff or detention officer. Form F-9T is  
20 utilized for any change in status for a justice officer appointed as a telecommunicator.

21 (11) Form F-9A, Firearms Qualification Record, is completed by the employing agency to record the  
22 annual In-Service Firearms Training and Qualifications for justice officers who are authorized by  
23 the Sheriff to carry a shotgun, rifle, automatic weapon, or handgun. The form consists of training  
24 and qualification scores completed by the officer.

25 (12) Form F-16, Criminal Justice Instructor Evaluation, is completed by the Certified School Director  
26 and In-Service Coordinator of the school and consists of a rating of instructional ability, student  
27 participation, and presentation of the lesson plan by the Instructor.

28 (13) Form F-20, School Resource Officer Certification, is completed by an employing agency requesting  
29 certification of a justice officer as a School Resource Officer. The form consists of the officer's  
30 name, date of birth, name of agency and address, date awarded general certification, completion  
31 date of School Resource Officer training, and date assigned as a School Resource Officer.

32 (14) Form I-2 and I-2-T, Request for Instructor Certification, is completed by an applicant for  
33 certification as an Instructor to deliver Detention Officer and Telecommunicator courses. The form  
34 consists of information about the applicant's experience and qualifications. Form I-2 is utilized by  
35 an applicant for certification as an Instructor to deliver Detention Officer courses and Form I-2-T is  
36 utilized by an applicant for certification as an Instructor to deliver Telecommunicator courses.

1 (b) All forms contained in this Rule may be accessed on the agency's website at [http://ncdoj.gov/law-enforcement-](http://ncdoj.gov/law-enforcement-training/sheriffs/all-commission-forms-publications/)  
2 training/sheriffs/all-commission-forms-publications/.

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4 *History Note: Authority G.S. 17E-4; 17E-7;*

5 *Eff. April 1, 2023;*

6 *Amended Eff. November 1, 2023.*