

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

- (a) All applicants for an award of the basic, intermediate or advanced certificates shall complete an "Application: Professional Certificate/Service Award", (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. Military Police Officers shall provide a military DD - 214 form for verification of service. Federal government employees (law enforcement agencies), shall provide certified letters of verification of employment or copies of federal oaths of office.
- (d) 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. Documentation shall be provided by certified letters of verification of employment from present or former out-of-state employers (law enforcement agencies).
- (e) The applicant shall submit the "Application: Professional Certificate/Service Award", (F-6) to the agency head who shall attach his recommendation and forward the application to the Division. Certificates shall be issued to the agency 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.*