

NC JUSTICE ACADEMY COURSE APPLICATION

**To register for SALEMBURG location,
complete and mail this application to:**
 Registrar, North Carolina Justice Academy
 P.O. Box 99, Salemburg, N.C. 28385-0099
 or FAX it to (910) 525-5235
 Phone: (910) 525-4151

**To register for EDNEYVILLE location,
complete and mail this application to:**
 Registrar, North Carolina Justice Academy
 P.O. Box 600, Edneyville, N.C. 28727-0600
 or FAX it to (828) 685-7530
 Phone: (828) 685-3600

***One application is required for each course. Please check the back of the application for additional required supplemental information. Prerequisites or special course requirements may be listed in the course description.**

Failure to provide the information requested may result in the inability of our registrar to provide you with a complete training transcript.

PLEASE PRINT CLEARLY OR TYPE

- A. Name (No Nicknames) Last First (No Initial) Middle
- B. SS# Date of Birth
- C. Agency ☐ County ☐ State ☐ Federal
- D. Employing Agency Mailing Address Street
 City State Zip
 County Job Title
 (Area Code) Phone No.
 Email Address
- E. *Course Title
 Course No.
 1. Preferred Date Location
 2. Preferred Date Location
- F. Will you require a room for your on-campus stay? ☐ Salemburg ☐ Edneyville
☐ Yes ☐ No ☐ Male ☐ Female
- If a dorm room is unavailable at the Edneyville location, will you be willing to stay off campus at your own expense?
☐ Yes ☐ No
- G. I confirm that the above-named applicant is in a job classification to which the requested training applies, and their attendance will be scheduled.

Please Print Name and Title of Authorizing Official

Date Approved

Signature of Authorizing Official

Official's Email Address

H. RETURN CORRESPONDENCE TO:

NOTICE: Agencies will receive notification if their enrolled employee does not successfully complete a training course or event.

Please Print Name

Address (if different from Employing Agency Address)

Rank/Title

Phone No.

FAX No.

Signature

E-mail

PLEASE PROVIDE THE ADDITIONAL INFORMATION AS IT APPLIES TO YOUR APPLICATION

All applicants for each of the Specialized Instructor Courses are required to provide the following items for course attendance:

1. Proof of successful completion of a criminal justice general instructor training course. An EXCEPTION to the requirement is made for applicants to the Specialized Physical Fitness Instructor Training course who possess either of the following:
 - a. Hold a current and valid North Carolina Teachers' Certificate and hold a minimum of a baccalaureate degree in physical education and be actively teaching in physical education topics; or
 - b. Be presently instructing physical education topics in a community college, college, or university and hold a minimum of a baccalaureate degree in physical education; and
2. Copy of CPR Certification

I. Specialized Firearms Instructor Training - Please indicate the type of firearms instruction you will be conducting:

☐ BLET

☐ In-Service

☐ Qualification

☐ Other

TO BE COMPLETED BY AGENCY HEAD OR SCHOOL DIRECTOR/IN-SERVICE TRAINING COORDINATOR

I have reviewed the information above and find it to contain accurate data concerning this applicant. I have determined that the applicant should be nominated to attend item I; that he/she is a certified instructor and he/she will be utilized in a training assignment in this topic area.

Signature

Agency or Institution

PRINT NAME

II. Specialized Physical Fitness Instructor Training and Specialized Subject Control/Arrest Techniques Instructor Training Courses - Obtain certification from a licensed physician that the applicant is able to participate in the course. This statement for the physician's certification is on our website under the heading SPECIALIZED PHYSICAL FITNESS TRAINING.

III. Specialized Driver Instructor Training - Certified copy of driving history from the Department of Motor Vehicles, Drivers License Division.

IV. The following statement must be signed for those applicants applying in Numbers II and III.

TO BE COMPLETED BY SCHOOL DIRECTOR/IN-SERVICE TRAINING COORDINATOR

I have reviewed the information above and find it to contain accurate data concerning this applicant. I have determined that the applicant should be nominated to attend this Specialized Instructor Training course and that he/she is a certified instructor and he/she will be utilized in a training assignment in this topic area in the Basic Law Enforcement Training course.

Signature

Agency or Institution

PRINT NAME

V. Management Development Program - Upon receipt of this course application, a more detailed application will be mailed to you and processed by the Management and Supervision Center at the Academy. All contact will be through that department.

VI. Standardized Field Sobriety Testing: Train the Trainer and Officer Safety/Readiness Instructor Training - Attach a copy of your certificate documenting successful completion of a criminal justice instructor training course.

VII. Instructor Training Orientation - Letter from School Director of Instructor Training stating that you will be teaching or evaluating for them and a copy of your current instructor certification.

The North Carolina Justice Academy recognizes and is in compliance with the provisions of the Americans with Disabilities Act. You may request a reasonable accommodation for a disability in order to attend training by calling the Registrar at (910) 525-4151.