|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NCDPS Standards for general instructor (GI) Certification:** | | | | | | | | | | | | | | | | | | | | | |
| 1. **Acquired four years of practical experience in North Carolina as a criminal justice officer or as an administrator or specialist in a field directly related to the criminal justice system.** 2. **No active or pending disciplinary actions.** 3. **Must pass a Reading Comprehension Test with a minimum score of 10th Grade equivalency.** 4. **Must successfully complete 8 hours of Microsoft Word and 8 Hours of Microsoft PowerPoint training.** 5. **Must agree to seek / attend Specialty Instructor Training within two (2) years of General Instructor Certification.** | | | | | | | | | | | | | | | | | | | | | |
| **applicant information:** | | | | | | | | | | | | | | | | | | | | | |
| **LAST Name:** | |  | | | | | | | | | | **First nAME:** |  | | | | | **MI:** |  | | |
| **Personnel**#: | |  | | | | **DOB:** |  | | | | | **Gender:** | **Male** | | | | | **Female** | | | |
| **Location:** | |  | | | | | | | | | | **Job Title:** |  | | | | | | | | |
| **Mailing Address:** | | | |  | | | | | | | | **City:** |  | | | | | | | | |
| **State:** |  | | | **Zip CODE:** | |  | | | | | | **County:** |  | | | **Phone #:** | | | | (   ) | |
| **Fax #:** | (   ) | | | | **E-mail Address:** | | | |  | | | | | | | | | | | | |
| **L.E. / Criminal Justice work Experience:** | | | | | | | | | | | | **specialized instructor Interests:** | | | | | | | | | |
|  | | | | | | **Years** | | | | **Months** | | **You may check more than one!** | | | | | | | | | |
| **Law Enforcement Exp.:** | | | | | |  | | | |  | | **Baton** | | **Cell Extraction** | | | | | | | **CRDT** |
| **Adult Corrections Exp.:** | | | | | |  | | | |  | | **Firearms** | | **OC Pepper Spray** | | | | | | | **RCDT** |
| **Juvenile Justice Exp.:** | | | | | |  | | | |  | | **staff & offender** | | **Unlawful WPH** | | | | | | | **Wellness** |
| **Other CJ Exp. (LIST):** | | | | | |  | | | |  | | **Explanation:** | | | | | | | | | |
| **Application Approvals:** | | | | | | | | | | | | | | | | | | | | | |
| 1. **Work Location Training Coordinator / TRAINING Specialist:** | | | | | | | | | | | | | | | | | | | | | |
| **I attest that the information above is accurate and the candidate meets all General Instructor standards.** | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | |  | | | | | | | | | | | | | | | | | | | |
| **E-Signature:** | |  | | | | | | | | | | | | | | | **Date:** | | |  | |
| 1. **Work Location Manager (Facility Head, area, Division, Section Administrator):** | | | | | | | | | | | | | | | | | | | | | |
| **I attest that the information above is accurate and the candidate meets all General Instructor standards.** | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | |  | | | | | | | | | | | | | | | | | | | |
| **E-Signature:** | |  | | | | | | | | | | | | | | | **Date:** | | |  | |
| 1. **Division / Section Training Coordinator:** | | | | | | | | | | | | | | | | | | | | | |
| **I ATTEST THAT THE INFORMATION ABOVE IS ACCURATE AND THE CANDIDATE MEETS ALL GENERAL INSTRUCTOR STANDARDS.** | | | | | | | | | | | | | | | | | | | | | |
| **Name:** | |  | | | | | | | | | | | | | | | | | | | |
| **E-Signature:** | |  | | | | | | | | | | | | | | | **Date:** | | |  | |
| **Return address for correspondence:** | | | | | | | | | | | | | | | | | | | | | |
| **NCDPS - Office of Staff Development and Training; Attention - Michael Lamonds, GI Qualified Assistant** | | | | | | | | | | | | | | | | | | | | | |
| **Physical Address:** | | | **2211 Schieffelin Road**  **Apex, NC 27502**  **direct #: (919) 367-7113** | | | | | **Mailing**  **Address:** | | | **MSC 4213**  **Raleigh, NC 27699-4213**  **Fax: (919) 367-7180** | | | | **E-mail:** [**michael.lamonds@ncdps.gov**](mailto:michael.lamonds@ncdps.gov) | | | | | | |