

## **NEW EXAM REQUEST PROCEDURES FOR COMMISSION COURSES**

1. Once the School Director (SD) selects the type of Commission training to be delivered and the specific exam type (list provided below), he/she will select an exam date/time/location from the Criminal Justice Standards Division's (CJSD) Exam Calendar, <http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Education-and-Training-Standards/ExamCalendar.aspx>

*Note: If the type of training is General Instructor, Specialized Instructor or SMI Instructor, the SD is not required to select an exam date/time/location, but does have the option to do so. In the event the SD does not schedule the exam, the Pre-Delivery Report will contain instructions on how to direct students to schedule their own exams.*

2. The School Director is **NO LONGER** required to contact the CJ Standards Field Representative to schedule examinations.
3. The SD will submit a properly executed Pre-Delivery Report to the CJSD.

### **NOTE: Exam Types**

BLET (also included are exams for those who have been granted Limited Enrollment, those who have successfully completed a Deficiency, those who have been authorized a Sheriff Challenge and retests where permitted).

SMI Operator (RADAR, RADAR recertification, Time Distance, Time Distance recertification, LIDAR, LIDAR recertification, RADAR/Time Distance recertification, RADAR/LIDAR recertification, RADAR/Time Distance/LIDAR recertification and retests where permitted).

SMI Instructor (RADAR, RADAR recertification, Time Distance, Time Distance recertification, LIDAR, LIDAR recertification and retests where permitted).

General and Specialized Instructor (General, Driver, Firearms, Physical Fitness, SCAT, HAZMAT and retests where permitted).

4. CJSD Staff will update the "Exam Calendar."
5. If a Commission course is cancelled for any reason, the SD will IMMEDIATELY notify the CJSD by e-mail.
6. On the first day of class, the SD will notify Erica Reid ([ereid@ncdoj.gov](mailto:ereid@ncdoj.gov)) of the Standards Division by e-mail confirming the exam type, date, time, location, and ACTUAL number of students participating in the course. If the actual number of students participating in a BLET course changes after this date, the SD is to notify the Standards Division the week that the drop occurs. For all other courses, the SD will notify the CJSD by e-mail of this change in class size NO LATER THAN 24 HOURS PRIOR to the exam time.
7. On the day of the exam, the SD or designated representative will provide to the Exam Administrator (EA) a properly executed Eligibility and Test Score release form (one form

fits all) for each exam type to be administered, as well as copies of any correspondences from CJSD or Sheriffs' Standards Division (SSD) relating to Limited Enrollment, Sheriff Challenge, Deficiency or Retest requests.

8. The EA will administer the exams. **EXAMS WILL NO LONGER BE GRADED ON SITE.**
9. The EA will scan all exams, generate reports and provide these results to the SD & CJSD staff within five (5) business days. Students are being informed to record and maintain the date and exam booklet number which they will use to view their exam grade in the Exam Calendar section.

**Additional information:**

Weather issues:

If inclement weather (ice, snow, hurricanes etc) are forecast for the area where testing is to be conducted, the School Director and students need to follow the closings or delays on their local television to see if the Community College is closed.

Retests or Deficiencies:

School Directors will submit a properly executed Re-Examination Request (former SMI-6) form to Erica Reid at [ereid@ncdoj.gov](mailto:ereid@ncdoj.gov). The procedure is the same otherwise.