

**CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION  
CRIMINAL JUSTICE STANDARDS DIVISION**



Post Office Drawer 149  
Raleigh, NC 27602  
Telephone: (919) 661-5980  
Fax: (919) 779-8210

Form F-10(SA)  
(Rev. 8/16)

**REQUEST FOR SCHOOL ACCREDITATION**  
(12 NCAC 9C .0401)

**INSTRUCTIONS**

1. This form is to be completed and executed by the Institution or Agency Executive Officer and School Director.
2. Please **TYPE** or **PRINT** clearly.
3. If necessary, attach additional pages and identify responsive information by item number.

(Check One)       ORIGINAL       RENEWAL       CHANGE

**I. APPLICANT**

- A. Name of Institution/Agency: \_\_\_\_\_  
B. Mailing Address: \_\_\_\_\_  
  
Phone No.: \_\_\_\_\_  
C. Institutional/Executive Officer: \_\_\_\_\_

**II. DESIGNATED SCHOOL DIRECTOR**

- A. Full Name: \_\_\_\_\_  
B. Current Institutional Title or Agency Rank: \_\_\_\_\_  
C. Professional Address: \_\_\_\_\_  
  
Phone No: \_\_\_\_\_  
D. Is the School Director currently certified as a Criminal Justice School Director by the Commission?  
*If not, Form F-10(SD) [Request for School Director Certification] must be submitted.*       Yes       No  
E. Is the School Director currently certified as an Criminal Justice Instructor by the Commission?       Yes       No  
Last Four Digits of Social Security No.: \_\_\_\_\_  
F. Name of Qualified Assistant: \_\_\_\_\_

**III. TRAINING COURSE INFORMATION**

Indicate the types of Commission training courses that you are requesting approval:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> BLET                             | <input type="checkbox"/> Juvenile Justice         | <input type="checkbox"/> Basic Corrections          |
| <input type="checkbox"/> Instructor Training              | <input type="checkbox"/> Juvenile Court Counselor | <input type="checkbox"/> Basic Probation and Parole |
| <input type="checkbox"/> SMI Training                     | <input type="checkbox"/> Chief Court Counselor    |   |
| <input type="checkbox"/> Specialized Instructors Training | _____   |   |

*Specify*

#### IV. FACILITIES

**Building Name:** \_\_\_\_\_ **Classroom #:** \_\_\_\_\_ **Alternate Classroom #:** \_\_\_\_\_

A. A minimum of 24 square feet of floor space per trainee.  Yes  No

**Classroom Dimensions:** \_\_\_\_\_

B. Overhead lighting measuring 50 to 70 foot candles at desk level.  Yes  No

C. An adult size table and chair for each trainee.  Yes  No

D. Provide an environment conducive to learning (e.g., proper ventilation, quiet, generally free from distractions).  Yes  No

E. Briefly describe the audio-visual equipment that is available for use.

#### V. FACILITIES (LIBRARY)

A. Location: \_\_\_\_\_

B. Distance from classroom: \_\_\_\_\_

C. Library maintained for use by trainees.  Yes  No

D. Library for trainees: use covering the subject matter areas relevant to the training course, maintained in current statuses and having sufficient copies for convenient trainee access. G.S. 14, G.S. 18B, G.S. 20, G. S. 50B, G. S. 90, Law Enforcement periodicals).  Yes  No

#### VI. FACILITIES (FIRING RANGE)

A. Location: \_\_\_\_\_

B. Distance from classroom:

C. Is there a certified firearms instructor present for each six (6) trainees actively involved in practical performance exercises?  Yes  No

D. An operational public address system of sufficient volume audible to persons wearing ear plugs hearing protection while firearms are being discharged.  Yes  No

E. An emergency first aid kit on site.  Yes  No

F. Access limited to criminal justice trainees, criminal justice instructors, and persons authorized by the school director while firearms are being discharged.  Yes  No

G. Warning signs posted at all access points that clearly identify the area as a criminal justice firing range.  Yes  No

H. Restrooms, drinking water and a rain resistant shelter for personnel engaged in training.  Yes  No

I. Telephone or radio communications immediately available to range instructors on site.  Yes  No

J. Copies of written agreements with entities regarding use of and timely access to Required facility not owned by the institution or agency.  Yes  No

**VII. FACILITIES (DRIVING RANGE)**

- A. Location: \_\_\_\_\_
- B. Distance from classroom:
- C. Secured by barriers from through traffic while training is being conducted on the range.  Yes  No
- D. Warning signs posted at all vehicle access points that clearly identify the area as a law enforcement driving range and limit access to criminal justice trainees, criminal justice instructors, and persons authorized by the school director.  Yes  No
- E. An emergency first aid kit on site.  Yes  No
- F. Access to a least two automobiles designed and equipped for law enforcement driver training.  Yes  No
- G. Restrooms and drinking water for personnel engaged in training.  Yes  No
- H. Telephone or radio communications immediately available to range instructors on site.  Yes  No
- I. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency.  Yes  No

**VIII. FACILITIES (SUBJECT CONTROL & ARREST TECHNIQUES)**

- A. Location: \_\_\_\_\_
- B. Distance from classroom:
- C. Permanent or portable cushioned floor matting.  Yes  No
- D. An emergency first aid kit on site.  Yes  No
- E. Telephone or radio communications immediately available to defensive tactics instructors on site.  Yes  No
- F. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency.  Yes  No

**IX. FACILITIES (PHYSICAL FITNESS)**

- A. Location: \_\_\_\_\_
- B. Distance from classroom:
- C. An obstacle course designed and constructed according to specifications outlined in the "Basic Law Enforcement Training Course Management Guide".  Yes  No
- D. Appropriate space for running, weight training, calisthenics, and aerobics.  Yes  No
- E. Restrooms and drinking water for personnel engaged in training.  Yes  No
- F. Shower facilities, if physical fitness training is conducted prior to classroom training.  Yes  No
- G. Copies of written agreements with entities regarding use of and timely access to required facility not owned by the institution or agency.  Yes  No

**X. SCHOOL DIRECTOR'S STATEMENT**

I, as the designated School Director, do hereby certify that I have read and understand the minimum standards for criminal justice schools, criminal justice programs or courses of instruction and the responsibilities of a School Director as specified in 12 NCAC 9B .0200.

\_\_\_\_\_  
Signature of School Director

\_\_\_\_\_  
Date Signed

**XI. REQUEST AND CERTIFICATION:**

I, as executive officer of the applicant institution/agency, herewith request the Criminal Justice Education and Training Standards Commission to grant accreditation for a five year period with due recognition to deliveries of Commission-accredited training courses for criminal justice officers in accordance with 12 NCAC 9C .0402. I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and the answers are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Signature of Executive Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Signed

**FOR OFFICE USE ONLY**

**Date request received:** \_\_\_\_\_

**Date approved:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_  
**(Staff Member)**