

**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-10A (ITC)  
(Rev. 1/1/15)

**Pre-Delivery Report of Instructor Training Course Presentation**

**Instructions:**

- (1) This Form is to be completed and executed by the **Certified** School Director.
- (2) Please **Type** all information.
- (3) Complete **Item III** (Pre-Delivery Report of Instructors) making sure to list **Full Name and Last 4 Digits of SSN**.
- (4) Attach a copy **Course Schedule** reflecting dates, times, instructor/evaluators, and topical areas.
- (5) This form **MUST** be submitted **NO LATER THAN** thirty (30) days prior to commencement of course delivery.
- (6) Course may **NOT** be delivered until approved by Criminal Justice Standards Division.
- (7) Course cancellation **MUST** be accompanied by email to Criminal Justice Standards Division.

**I. SPONSOR:**

A. Name of Accredited Institution/Agency: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_  
Street/PO Box \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_

C. Certified School Director: \_\_\_\_\_ Email: \_\_\_\_\_

**II. THE PROPOSED COURSE:**

A. Title of Course:     **General**                       **Subject Control Arrest Techniques**                       **First Responder**  
                                  **Firearms**                       **L.E. Driver Training**                       **Physical Fitness**                       **HAZMAT**

B. Proposed Number of Hours: \_\_\_\_\_ Course ID No. \_\_\_\_\_  
(State Use Only)

C. Location of Course Delivery: \_\_\_\_\_  
(Specific classroom name/number, must be an Approved Classroom 12 NCAC 9B .0201)

**FOR INSTRUCTOR COURSES:**

*The state exam is not included in the course hours. School Directors have the option of scheduling the state exam but are not required to do so. Please instruct students scheduling their own exams to email [instructor@ncdoj.gov](mailto:instructor@ncdoj.gov). Requests must include school/agency sponsoring the course, course location and termination date, state exam date and location desired, and student contact information. A confirmation email will be received by the student once CJ Standards has scheduled the exam. Current exam calendars are found at <http://www.ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Criminal-Justice-Education-and-Training-Standards/ExamCalendar.aspx>*

D. Commencement Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_ State Exam Date (optional): \_\_\_\_\_

Location of State Exam (optional): \_\_\_\_\_ Time of State Exam (optional): \_\_\_\_\_

E. Classes Scheduled To Meet From \_\_\_\_\_ to \_\_\_\_\_ Days Per Week \_\_\_\_\_

F. Anticipated Class Size \_\_\_\_\_ (Maximum of 16) \_\_\_\_\_

G. Is Enrollment Closed?     Yes                       No                      Number of Vacancies \_\_\_\_\_

