

POINT COMPUTATION FORMULA

The INTERMEDIATE CERTIFICATE of one of the following combinations:	Years Experience
30 points &	8
60 points &	6
90 points &	4
AA Degree & 15 training points	4
BS/BA Degree & 10 training points	2
The ADVANCED CERTIFICATE may be awarded upon accomplishment of one of the following combinations:	Years Experience
60 points &	12
90 points &	9
AA Degree & 25 training points	9
BS/BA Degree & 15 training points	6
Grad/Pro Degree & 10 training points	4

HOW TO APPLY FOR AN AWARD

A. Compute your qualifications. How many college credits do you have? How many classroom hours of criminal justice training do you have? Convert these hours to points as described on page 4. How many years of experience do you have?

B. Compare your degree or accumulated points and your total criminal justice experience with the certificate requirements on Pages 3 and 4. Do you qualify?

C. If you are qualified to receive an award, request an Application Form F-7 from your agency head or the agency training officer.

D. Complete the application fully and attach the necessary documents to verify your qualifications. **Education and training MUST BE supported by transcripts, copies of diploma, official training records, or other reliable documentary material.**

E. If you are a North Carolina Department of Public Safety, Adult Correction & Juvenile Justice Employee, you should return the application to your unit head for his/her endorsement and forward to the **Office of Staff Development and Training at 2211 Schieffelin Road; MSC 4213; Raleigh, NC 27699-4213**. Division of Youth Services employees should obtain the endorsement of their agency head.

F. An Office of Staff Development & Training Designee will forward the application to the Criminal Justice Standards Division for processing.

G. After consideration of your qualifications, if the Commission elects to grant the award, your proper certificate will be presented through your agency. Applicants should note the Advanced Certificate applications must be presented to the Commission for approval at quarterly meetings. This requirement may result in a 3-4 month processing period for the Advanced award.

NORTH CAROLINA
DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE STANDARDS DIVISION
Post Office Drawer 149, Raleigh, NC 27602
Telephone: (919) 716-6470

**NORTH CAROLINA
DEPARTMENT OF JUSTICE
CRIMINAL JUSTICE STANDARDS
DIVISION**



**NORTH CAROLINA CRIMINAL JUSTICE:
EDUCATION AND TRAINING
STANDARDS COMMISSION
THE CRIMINAL JUSTICE OFFICERS'
PROFESSIONAL CERTIFICATE
PROGRAM**

(Revised May 2018)

In order to recognize the level of competence of Criminal Justice Officers serving the governmental agencies within the State, to foster Increased Interest in college education and professional criminal justice training programs, and to attract highly qualified individuals into a criminal Justice career, the Criminal Justice Education and Training Standards Commission establishes the CRIMINAL JUSTICE OFFICERS' PROFESSIONAL CERTIFICATE PROGRAM. This program is a method by which dedicated officers may receive statewide and nationwide recognition for education, professional training, and on-the Job experience, The Commission makes these awards available under the authority granted it in North Carolina General Statutes, Chapter 17C, and In accord with Subchapter 9D, Title 12, North Carolina Administrative Code.

GENERAL INFORMATION

The Criminal Justice Officers' Professional Certificate Program was adopted by The Commission in order to give officer recognition for his specialization in the criminal justice field. Since August 1981, the program has been administered with separate subprograms as follows:

THE STATE CORRECTIONS CERTIFICATE

May be rewarded to permanent, paid criminal Justice officers employed by a criminal Justice agency within the State Including:

- *Correctional Officers
- *Parole Case Analyst
- *Probation/Parole Officers
- *Probation/Parole JSC

THE STATE YOUTH SERVICES CERTIFICATE

May be rewarded to permanent, paid criminal Justice officers employed by a criminal Justice agency within the State including:

*State Youth Services officers

In order to be eligible for one or more of the professional Awards, an officer must first meet certain preliminary qualifications. He or she must:

*presently hold general or grandfather certification issued by the Education and Training Standards Commission. No one serving under a probationary certification is eligible for consideration.

*presently hold general or grandfather certification in one of the following categories:

- Correctional Officer; Parole Case Analyst
- Probation/Parole Officer; Probation/Parole JSC
- State Youth Services Officer;

*be a permanent, paid member of a criminal Justice agency within the State.

AWARD LEVELS: Intermediate / Advanced

INTERMEDIATE CRIMINAL JUSTICE CERTIFICATE

An officer can qualify for the INTERMEDIATE CERTIFICATE him or her:

(2)

*has accumulated at least thirty (30) education and/or training points and at least eight (8) years' experience, or

*has accumulated at least sixty (60) education and/or training points and at least six (6) years' experience, or

*has accumulated at least ninety (90) education and/or training points and at least four (4) years' experience, or

*has an Associate Degree from an accredited technical institute, technical college, community college, Junior college, college or university; has accumulated at least fifteen (15) training points and at least four (4) years' experience, or

*has a Baccalaureate Degree from an accredited college or university; has accumulated at least ten (10) training points and at least two (2) years' experience.

ADVANCED CRIMINAL JUSTICE CERTIFICATE

An officer can qualify for the ADVANCED Certificates if he or she:

*meets the requirements for the INTERMEDIATE CERTIFICATE, and

*has accumulated at least sixty (60) education and/or training points and at least twelve (12) years' experience, or

*has accumulated at least ninety (90) education and/or training points and at least nine (9) years' experience, or

*has an Associate Degree from an Accredited technical institute, technical college, community college, junior college, or university; has accumulated at least twenty-five (25) training points and at least nine (9) years' experience, or

*has a Baccalaureate Degree from on accredited college or university; has accumulated at least fifteen (15) training points and at least six (6) years' experience, or

(3)

*has a Graduate or Professional Degree from an accredited college or university; has accumulated at least ten (10) training points and at least four (4) years' experience.

POINT COMPUTATION FORMULA

Awards are based upon a formula which combines formal education, criminal justice training, and actual experience as a criminal justice officer. Points are computed in the following manner:

**EDUCATION* - Each semester hour of college credit shall equal one point; each quarter hour shall equal two-thirds point.

**TRAINING* - Twenty classroom hours of Commission-approved criminal justice training shall equal one point.

**EXPERIENCE* - Only experience as a permanent, paid member of a criminal justice agency or the equivalent experience as determined by the Commission shall be acceptable of consideration.

(4)