



OFFICE OF STAFF DEVELOPMENT & TRAINING  
 2211 SCHIEFFELIN ROAD  
 APEX, NORTH CAROLINA 27502  
 Phone: 919-367-7100 Fax: 919-367-7180

**Course Title: GENERAL INSTRUCTOR (GI) TRAINING PROGRAM (80 credit hours)**

**Training Program Resources:** [Forms](#), [Locations](#), [Schedule](#), [GI Criminal Justice Education & Training Standards](#)

<b>Target Group:</b>	All DPS permanent employees whose job may require them to deliver training to DPS staff.
<b>Course Description:</b>	This course is designed for any employee participating in a Commission-accredited criminal justice training or OSDT train-the trainer course or program as an instructor, teacher, professor or lecturer, and shall first be certified by the NC Criminal Justice Education and Training Standards Commission as General Instructor. This eighty-hour course prepares instructors to develop and teach lesson plans related to the criminal justice field. The purpose of this two-week course is to provide criminal justice professionals with a fundamental background in instruction. Each instructor candidate is required to research, develop, and deliver an 80-minute lesson plan and successfully pass the Criminal Justice Education and Training Standards Commission administered written exam.
<b>Candidate Selection:</b>	<p>Any employee being considered for participation in the General Instructor Training Program shall be knowledgeable, dependable, possess skills that characterize a trainer, and display a positive image that will benefit the Department and its employees. Listed below are the criteria that shall be used for selection of candidates:</p> <ul style="list-style-type: none"> <li>• The applicant has 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.</li> <li>• The applicant will have no active or pending disciplinary actions.</li> <li>• The applicant will be required to pass at the 10th grade level or above a Reading Comprehension Test provided by OSDT or in conjunction with a local community college.</li> <li>• Upon successful completion of the Reading Comprehension Test, the applicant must successfully complete 8 hours of Microsoft PowerPoint and 8 hours of Microsoft Word training.</li> <li>• The applicant must agree to seek and complete a NCDPS specialized train-the trainer (T3) course within two years of Probationary General Instructor Certification.</li> </ul>
<b>Application Process:</b>	<p>The <a href="#">OSDT 12 - General Instructor Pre-Qualification Applications</a> are available throughout the agency for employees who are interested in attending General Instructor Training Program. Any employee assigned to the Division of Adult Correction and Juvenile Justice, must submit an OSDT 12 and have it approved by their Facility/Work Location manager and forwarded through their appropriate chain of command to the Section / Division training coordinator. The Section / Division training coordinator will review the application and verify that the employee has acquired four years of practical experience in North Carolina as defined by 12 NCAC 09G .0308 – General Instructor Certification.</p> <p>When the Section / Division training coordinator approves the OSDT 12, it shall be forwarded to the attention of the OSDT General Instructor Training Program Coordinator. When the application is received by OSDT, the employee will be included in the OSDT GI Approved Database for tracking purposes. When there is a backlog of suitable candidates in the area, OSDT in conjunction with a local community college will schedule 8 hours of Microsoft Word and 8 hours of Microsoft PowerPoint along with a Reading Comprehension Test. Following the completion of mandatory training courses, official notification will be forwarded to the work location indicating a pass or fail test result and the applicant will be placed in the qualified pool to attend General Instructor Training.</p> <p><b>Important Notes:</b></p> <ul style="list-style-type: none"> <li>• If an employee fails the Reading Comprehension Test during their first attempt, they will be allowed one additional opportunity to retake the Reading Comprehension Test. If they fail the second attempt, they will be removed from the DPS General Instructor Training Program</li> <li>• OSDT in cooperation with the appropriate section/division will be responsible for scheduling all instructor candidates into a General Instructor Training Course within a sixty - (60) mile radius of their work location. GI candidates not within a sixty - (60) mile radius of an OSDT approved Community College GI training site shall be trained by the Office of Staff Development &amp; Training.</li> <li>• When an applicant is enrolled into a GI Training course, OSDT shall provide a mandatory NCDPS Orientation in order to prepare the students for the rigors of completing the General Instructor Training Program.</li> </ul>
<b>Approved Training Locations</b>	<p>On January 1, 2012, the North Carolina Department of Correction merged with other agencies to form the NC Department of Public Safety. Immediately following that transition, (5) four locations were selected where General Instructor training would be conducted. The Office of Staff Development &amp; Training, along with (4) four community colleges, were selected to be the first tier locations to provide this mission critical training. Additionally, (3) three second tier training locations were identified to assist with the delivery of General Instructor Training should the agency require additional assistance. These locations in conjunction with other approved locations may be utilized on an as needed basis.</p>

	<p>All General Instructor training locations can only be utilized with the approval of the Office of Staff Development &amp; Training. <b><u>Any NCDPS - DACJJ staff member that attends General Instructor training without receiving proper approval from their chain of command and OSDT prior to completing a General Instructor course shall NOT be allowed to use their GI Certification while employed with the NC Department of Public Safety.</u></b></p> <p>This counter measure ensures that all instructors utilized in NCDPS possess the skills that characterize a good trainer and display a positive image that will benefit the Department and its employees.</p> <p>NCDPS Office of Staff Development &amp; Training Central Region Training Complex in Apex, N.C. location is used primarily for all candidates in Wake County and surrounding areas as well as other candidates that work outside the 60-mile radius from all other approved General Instructor training locations. Other locations are listed below.</p> <ul style="list-style-type: none"> <li>• First Tier – GI Course Locations: <ul style="list-style-type: none"> <li>○ Western Piedmont Community College in Morganton N.C.</li> <li>○ Rowan-Cabarrus Community College in Salisbury N.C</li> <li>○ Randolph Community College in Asheboro N.C</li> <li>○ Pitt Community College in Greenville N.C.</li> </ul> </li> <li>• Second Tier – GI Course Locations: <ul style="list-style-type: none"> <li>○ Haywood Community College in Clyde N.C</li> <li>○ NC Justice Academy - West Campus in Edneyville N.C</li> <li>○ NC Justice Academy - East Campus in Salemburg N.C.</li> </ul> </li> </ul>
<p><b>Request for Initial GI Certification or Specialty Instructor Certification</b></p>	<p>NCDPS employees that successfully completed a General Instructor Training Course or a Specialty Instructor Course (Ex: Firearms, CRDT or RCDT) must complete the following steps in order to request initial certification from the Criminal Justice Education and Training Standards Commission.</p> <ul style="list-style-type: none"> <li>• The employee shall complete the NC Criminal Justice Education and Training Standards Commission Form F-12. Please fill it out completely and sign the second page! If you have questions regarding how to complete this form, please contact your Facility Training Coordinator or OSDT Regional Training Coordinator.</li> <li>• Attach a copy of your high school or college diploma to the completed F-12.</li> <li>• Attach a copy of the General Instructor Certificate of Completion from the location that you attended. <ul style="list-style-type: none"> <li>○ <b>NOTE:</b> If you are submitting the F-12 for a specialty instructor school, (Firearms, CRDT or RCDT), attach a copy of your current CPR card.</li> </ul> </li> <li>• Make a copy of the entire package for your records and send a copy to the OSDT contact person and address listed below via Agency Courier or US Mail. The NCDPS General Instructor School Director is located at the OSDT Apex Training Complex and NOT at your local community college or NC Criminal Justice Education and Training Standards Commission.</li> <li>• Please note that the initial request for General Instructor Certification or Specialty Instructor must be submitted to Standards within 60 days of completing General Instructor. Failure to submit this documentation within the established period will result in you having to repeat the General Instructor Training Course or Specialty Instructor Course.</li> </ul>
<p><b>Request for Renewal of GI Certification or Specialty Instructor Certification</b></p>	<p>NCDPS employees requesting renewal of their General Instructor or Specialty Instructor Certification must complete the following steps in order to maintain certification with the NC Criminal Justice Education and Training Standards Commission.</p> <ul style="list-style-type: none"> <li>• Instructor Renewal Documentation Packages may be submitted to OSDT, no earlier than, 90 days prior to certification expiration date.</li> <li>• The employee shall complete the <a href="#">NC Criminal Justice Education and Training Standards Commission Form F-12A</a> (RENEWAL OF INSTRUCTOR AND PROFESSIONAL LECTURER CERTIFICATION). Please fill it out completely and sign the second page! If you have questions regarding how to complete this form, please contact your Facility Training Coordinator or Regional Training Coordinator.</li> <li>• Attach your <a href="#">F-16's</a> (CRIMINAL JUSTICE INSTRUCTOR EVALUATION) for 12 hours of instruction.</li> <li>• If you have more than one instructor specialty (Firearms, CRDT or RCDT) you will need 12 hours for each discipline.</li> <li>• If you are submitting the F-12 for a specialty instructor school, (Firearms, CRDT or RCDT), attach a copy of your current CPR card.</li> <li>• Make a copy of the entire package for your records and send a copy to the OSDT contact person and address listed below via Agency Courier or US Mail. The NCDPS General Instructor School Director is located at the OSDT Apex Training Complex and NOT at your local community college or NC Criminal Justice Education and Training Standards Commission.</li> <li>• Failure to submit this documentation within the established time frames will result in loss of your General and Specialty Instructor Certification(s).</li> </ul>
<p><b>Instructor Certification Coordinator:</b></p>	<p>Julie Parrish, Curriculum Section, Office of Staff Development &amp; Training 2211 Schieffelin Road, 4213 MSC, Apex, NC 27502</p>
<p><b>GI Program Coordinator:</b></p>	<p>Michael L. Lamonds, Career Development Section, Office of Staff Development &amp; Training 2211 Schieffelin Road, 4213 MSC, Apex, NC 27502</p>