



**STATE OF NORTH CAROLINA
DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
1801 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-1801
TELEPHONE: (919) 733-3388**

**Beverly Eaves Perdue
Governor**

**Linda Wheeler Hayes
Secretary**

DATE: _____

TO: Cindy Thacker, Staff Development Director

FROM: _____

FACILITY: _____

EXPIRATION DATE FROM PROBATIONARY CERTIFICATE: _____

I am requesting a change in my scheduled dates of basic training from _____ to _____.
My justification for requesting this change is:

(Attach documentation as necessary to support justification)

I realize that by requesting this change I may have very little time left in my criminal justice probationary year (see expiration date above) to complete this required training and I further realize that if I do not complete this required training during my criminal justice probationary year, my employment with this agency will be terminated due to failure to maintain required certification. (See attached page of State Personnel Manual)

Signed: _____ Date: _____

Approved by: _____ Date: _____
(HR Manager)

Approved by: _____ Date: _____
(Facility Director)

*Physical Location: 3010 Hammond Business Place • Raleigh, North Carolina 27603
An Equal Opportunity Employer*

C. CREDENTIALS

By statute, regulation, and administrative rule, some duties assigned to positions in the State service may be performed only by persons who are duly licensed, registered or certified as required by the relevant law or policy. All such requirements and restrictions are specified in the statement of essential qualifications or recruitment standards for classifications established by the State Personnel Commission.

Obtaining and Maintaining Credentials

Employees in such classifications are responsible for obtaining and maintaining current, valid credentials as required by law, rule or regulation. Failure to obtain or maintain the legally required credentials constitutes a basis for immediate dismissal without prior warning, consistent with dismissal for unacceptable personal conduct or grossly inefficient job performance. An employee who is dismissed for failure to obtain or maintain credentials shall be dismissed under the procedural requirements applicable to dismissals for unacceptable personal conduct or grossly inefficient job performance.

Falsification of Credentials

Falsification of employment credentials or other documentation in connection with securing employment constitutes just cause for disciplinary action. When credential or work history falsification is discovered after employment with a State agency/university, disciplinary action shall be administered as follows:

1. If an employee was determined to be qualified and was selected for a position based on falsified work experience, education, registration, licensure or certification information that was a requirement of the position, the employee must be dismissed in accordance with the Grossly Inefficient Job Performance/Unacceptable Personal Conduct provisions.
2. In all other cases of post-hiring discovery of false or misleading information, disciplinary action will be taken, but the severity of the disciplinary action shall be at the discretion of the agency/university head.
3. When credential or work history falsification is discovered before employment with a State agency/university, the applicant shall be disqualified from consideration for the position in question.