



North Carolina Department of Public Safety

Private Protective Services Board

LEVEL ONE TRAINING CHECKLIST

Private Investigator Associate and Digital Forensics Examiner Associate

Instructions: This form is for the exclusive use of private investigator associates, digital forensics examiner associates, and their sponsors. This checklist is to be updated on a quarterly basis, pursuant to administrative rules 14B NCAC 16 .1101(3) and .1701(3), and maintained in accordance with administrative rule 14B NCAC 16 .0108.

Did the associate, pursuant to administrative rule 14B NCAC 16 .1102(b) or .1702(b), work under the one-on-one supervision of their sponsor during their first 40 hours of employment?

YES, date of completion: _____

NO, for the following reason(s): _____

Did the associate, pursuant to administrative rule 14B NCAC 16 .1102(b) or .1702(b), complete an additional 120 hours of work while under the one-on-one supervision of their sponsor during their first 1,000 hours, or first year, of employment?

YES, date of completion: _____

NO, for the following reason(s): _____

Did the associate, pursuant to administrative rule 14B NCAC 16 .1102(d) or .1702(d), meet with their sponsor, or another licensee at their firm, at least four times per month during this 3-month period to review each case the associate is working on or has worked on since the last meeting?

YES, dates of meetings:

NO, for the following reason(s): _____

Has the associate acquired at least 1,000 hours of training and satisfied the requirements of Level One?

YES, date completed: _____

NO, the associate has acquired a total of _____ hours of training, as of this date: _____

Associate Name

Sponsor Name

Associate Licensee No. & Exp. Date

Sponsor License No. & Exp. Date

Associate Signature

Sponsor Signature

Date

Date