



North Carolina Department of Public Safety

Private Protective Services Board

Roy Cooper, Governor
Erik A. Hooks, Secretary

Pamela Cashwell, Chief Deputy Secretary
Brian R. Jones, Director

MEMORANDUM

TO: ALL PRIVATE INVESTIGATORS AND ASSOCIATES

**FROM: BRIAN R. JONES
DIRECTOR**

**SUBJECT: PRIVATE INVESTIGATOR ASSOCIATE TRAINING
CHECKLIST AND ASSOCIATE LOG**

Attached are copies of the forms required to be maintained by the Private Investigator on each of their Associates, in accordance with 14B NCAC 16 .1100, which became effective September 1, 1994. Transferred and Recodified from 12 NCAC 07D. 1101 Eff. July 1, 2015

Should you have any questions, please contact the Licensing Unit in Raleigh or the Board Investigator in your area.

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**PRIVATE INVESTIGATOR ASSOCIATE
TRAINING CHECKLIST**

LEVEL TWO

_____, Private Investigator Associate

Requirements:

1. Must receive 80 hours of one-on-one supervision;
 - (a) The first 40 hours of employment must be one-on-one supervision;
 - (b) Remaining 40 hours of one-on-one must be gathered over the first year or the first 1,000 hours of employment;
2. The Supervising Private Investigator must meet with the associate at least 4 times per month to review the associate's work product;
3. The Supervising Private Investigator must review each case on which the associate is working; and
4. The Private Investigator Associate Training Checklist must be updated yearly for Level Two Private Investigator Associates.
5. Associate Log and Training Checklist should be maintained pursuant to 14B NCAC 16.1101 (3) and a copy shall be given to the Associate.

1. The Associate has completed a total of _____ hours of one-on-one supervised training.
2. If the applicant was exempt from Level One (ex. applicant had more than 1,000 hours of previous experience), has the Associate completed a total of 80 hours of one-on-one supervised training. Yes _____ No _____
 - (a) If the Associate has completed a total of 80 hours of one-on-one supervision, please indicate the completion date: _____.
3. I have met with the Associate at least 4 times per month to review the Associate's cases and work product and have indicated those dates on the Associates Log. Yes _____ No _____
4. If the Associate has completed the requirements of Level Two, indicate the date of completion:
_____.

Private Investigator Associate

DATE

Sponsoring Private Investigator

DATE

**PRIVATE INVESTIGATOR ASSOCIATE
TRAINING CHECKLIST**

LEVEL THREE

_____, Private Investigator Associate

Requirements:

1. Must receive 40 hours of one-on-one supervision within the first 40 hours of employment;
2. The Supervising Private Investigator must meet with the associate as often as is required to assure the supervisor that the associate is complying with the provisions of G.S. 74C;
3. The Private Investigator Associate Training Checklist must be updated yearly for Level Three Private Investigator Associates.
4. Associate Log and Training Checklist should be maintained pursuant to 14B NCAC 16.1101 (3) and a copy shall be given to the Associate.

1. The Associate has completed a total of _____ hours of one-on-one supervised training.
2. If the applicant was exempt from Level One and Level Two (ex. applicant had more than 2,000 hours of previous experience), has the Associate completed 40 hours of one-on-one supervised training while a Level Three Associate. Yes _____ No _____
 - (a) If the Associate has completed a total of 40 hours of one-on-one supervision, please indicate the completion date: _____.
3. I have met with the Associate a sufficient number of times and have indicated all those dates on the Associate Log. Yes _____ No _____
4. If the Associate has completed the requirements of Level Three, indicate the date of completion:
_____.

Private Investigator Associate

DATE

Sponsoring Private Investigator

DATE

