

# Frequently Asked Questions

## Completing the CET Application Process

### 1. How do I complete the CET application process?

**Step 1:** Complete and return the following to AWS:

- Application form
- Check for \$38.00 made payable to NCDA&CS

**Step 2:** Once the AWS receives your complete application packet, we will email you 2 forms that you will need in order to be fingerprinted.

- Authorization Form (says “Applicant Information” at the top)
- Electronic Fingerprint Submission Release of Information

**Step 3:** Complete both forms and take with you to the agency performing your fingerprinting.

**Step 4:** After your fingerprinting is complete and both you and the person taking your fingerprints have signed the form, return the Electronic Fingerprint Submission Release of Information to the AWS office either by US postal mail or by fax (919-733-6431). **DO NOT EMAIL THIS FORM.** This form must be returned to the AWS office. The AWS cannot complete your certification/recertification process until we receive this completed and signed form.

### 2. I work for a law enforcement agency. Can you use a Confidential History Record Information (CHRI, aka – background check) run by my employer or another LEA?

No, we cannot.

### 3. Is there a charge for processing the application to be a CET?

Yes, you must include a check for \$38.00 with your application. The SBI charges the Department of Agriculture and Consumer Services that amount to process the fingerprint card and conduct a CHRI. Failure to include a check for that amount will cause your application to be halted until a check is sent to this office.

### 4. What if I refuse to be fingerprinted or to undergo a CHRI?

You cannot be a Certified Euthanasia Technician.

**5. Are the results of the CHRI subject to public records requests?**

No, they are specifically exempted by statute.

“§ 114-19.29 ... The Department of Agriculture and Consumer Services shall keep all information pursuant to this section privileged, in accordance with applicable State law and federal guidelines, and the information shall be confidential and shall not be a public record under Chapter 132 of the General Statutes.”

**6. How many documents are in the application packet?**

Your packet should contain the following documents:

- Checklist/Instructions for CET Applicants/Renewals
- Application form
- FAQ – NC CET, Completing the CET Application, CET Renewal Certification
- General Assembly Senate Bill 91, Animal Welfare Act, NC Administrative Code

**7. What information will I need to provide to the official who takes my fingerprints?**

You will need to provide an authorization for fingerprinting from the Animal Welfare Section to the agency performing your fingerprinting. The AWS will email you this authorization once you have submitted a complete application packet including a signed and notarized application and a check for \$38. Please make sure you include a valid email address on your application.

**8. Where can I find an official that will take fingerprints?**

A law enforcement agency (LEA) such as police department or sheriff's department can fingerprint you.

**9. Is there a charge for fingerprinting?**

The LEA may charge for the service.

**10. What information do I need to complete on the Electronic Fingerprint Submission Release of Information?**

The field for Social Security Number is optional. All other fields are mandatory.

**11. If the CHRI finds something that disqualifies me will you refund the \$38.00?**

No, the SBI charges that amount to run a CHRI.

## **12. What can I do if I want to challenge the accuracy of the CHRI or if I wish to give additional information?**

We cannot show you the CHRI provided to us by the SBI. If you wish to review your CHRI, you can request a copy through the SBI. If you wish to challenge, correct or complete the information on the CHRI you have rights detailed in the NC Administrative Code:

### **12 NCAC 04F .0404 INDIVIDUAL'S RIGHT TO REVIEW**

- (a) An individual may obtain a copy of his or her own criminal history record by submitting a written request to the North Carolina State Bureau of Investigation, Division of Criminal Information, Identification Section, 407 North Blount Street, Raleigh, North Carolina 27601-1073. The written request must be accompanied by a certified check or money order in the amount of fourteen dollars (\$14.00) payable to the North Carolina Department of Justice, and must contain proof of identity to include:
- (1) Complete name and address;
  - (2) Race;
  - (3) Sex;
  - (4) Date of birth;
  - (5) Social security numbers; and
  - (6) A set of rolled-inked fingerprint impressions.

This procedure guarantees positive identification and insures that the individual received a copy of his or her own record as currently maintained in the SBI Identification file including CCH and AFIS.

- (b) The accuracy and completeness of an individual's record may be challenged by submitting the written exceptions form available from the DCI.
- (c) Upon receipt of the written exceptions form, the Identification Section Supervisor shall initiate an internal record audit of the challenger's record to determine its accuracy. If any inaccuracies or omissions are discovered, the Identification Section will make appropriate additions, deletions or alterations to the record. Notice of any changes made will be given to the challenger, and to any agency to which the inaccurate or incomplete information has been disseminated. The challenger shall be informed in writing of the results of the audit.
- (d) If the audit fails to disclose any inaccuracies, or if the challenger wishes to contest the results of the audit, he is entitled to an administrative hearing pursuant to G.S. 150B-23.

History Note: Authority G.S. 114-10; 114-10.1; 114-19.1

Eff. November 1, 1991.

## **13. How long will it be before I know the results of my application to be a CET?**

It will depend upon many factors including the turnaround time at the SBI, the number of other applications and, most importantly, whether the instructor has returned the completed forms after the training class.

#### **14. How do I return my completed application packet to you?**

You can use US Mail at this address:

NCDA&CS – Veterinary Division  
Attn: AWS/CET Application Packet  
1030 Mail Service Center  
Raleigh, NC 27699-1030

You can also send it by a package service such as UPS or FedEx at this address:

NCDA&CS – Veterinary Division  
Attn: AWS/CET Application Packet  
2 West Edenton Street  
Raleigh, NC 27601

#### **15. Who can I call if I have questions?**

You can call the Animal Welfare Section at (919) 707-3280.