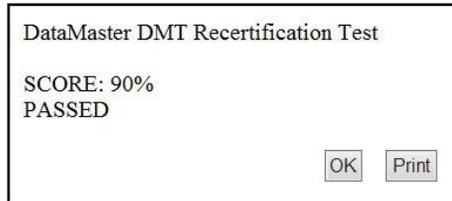# HOW TO RENEW DATAMASTER DMT RECERTIFICATION IN ACADIS:

-Go to the ACADIS Online and log in using your email address and password.

-Once logged in, you will be able to view the assigned DMT Recertification course.

-Be sure you watch the course in its entirety. The test will begin immediately after the last segment of video. Upon completion of the test a window will appear that will display the test score. Once you have completed your course, completely close out all windows to exit ACADIS.

-Log back into the ACADIS Online Portal. Under the Certifications header, locate DMT Operator. On the far right hand side of screen click "Renew" to begin the renewal submission process.

-The Renewal Application screen will open in your window. Ensure all applicant information is correct. If not, select Update Information. If all the information is correct, click "Continue".

-The next screen will explain the guidelines for the DMT Recertification process. Read and follow all guidelines then click "Continue".

-The next screen will list the requirements for the DMT Recertification process. Click on "Update" for the training requirement.

-The Training screen will pop up in a small window. Scroll to the Current Period section and check the box of the completed DMT – Operator Recert training course. Next, scroll down and under the Fulfillment section, choose "I meet or exceed this requirement", then click on "Save".

-This will take you back to the requirements page. The status of the training requirement should now say "Fulfilled". Click "Continue".

-The next screen will be the affirmation. Read through the Renewal Affirmation text and the Criminal Offense Declaration and select the appropriate responses. Click "Submit" to finalize the renewal process.

-A small Audit Alert window should pop up that will provide follow-up instructions.

-Log back into the ACADIS Online Portal. Under the Certifications header, locate DMT Operator. On the far right hand side of screen the option to Renew should now be gone and the original expiration date will still appear.

Certifications

Name	Type	Issue Date	Expiration	Status	
DMT Operator	Certification	11/07/2012	11/07/2014	Active	Print
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2014	Active	Print | Renew

-Once an Academy staff member has audited the renewal application, the officer can log back into the ACADIS Online Portal to view the updated training record. Under the Certifications header, locate DMT Operator and next to that the new expiration date should be listed. If you would like a copy of the certificate, click "Print".

Certifications

Name	Type	Issue Date	Expiration	Status	
DMT Operator	Certification	11/07/2012	04/29/2016	Active	Print
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2014	Active	Print | Renew