



Revised 5/28/2015

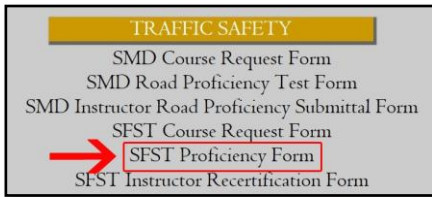
HOW TO COMPLETE AND SUBMIT AN SFST PROFICIENCY:

-Go to the South Carolina Criminal Justice Academy's website (www.sccja.sc.gov)

-From the SCCJA homepage, click **"Forms"** on the left-hand column.



-Scroll down to the Traffic Safety section. Click on **"SFST Proficiency Form"**.



-The Standardized Field Sobriety Test Proficiency form will open in the window. **Fill out all the fields.**

Standardized Field Sobriety Test Proficiency
Participant Examination

Officer's Agency *
First Name: Middle Initial: Last Name:

Agency Name *

Officer's Academy ID Number *

Horizontal Gaze Nystagmus

Remove Glasses	Yes	No
Stimulus Held in Proper Position (12-18" from nose, just above eye level)	<input type="checkbox"/>	<input type="checkbox"/>
Check Pupil Size & Rotating Nystagmus	<input type="checkbox"/>	<input type="checkbox"/>
Check Equal Tracking	<input type="checkbox"/>	<input type="checkbox"/>
Smooth movement from center of nose to maximum deviation in approximately 2 seconds and back across the subject's face to maximum deviation in the right eye, then back to center. Check the left then right eye. (Repeat)	<input type="checkbox"/>	<input type="checkbox"/>
Eye held at maximum deviation for a minimum of 4 seconds (no white showing). Check left eye then right eye. (Repeat)	<input type="checkbox"/>	<input type="checkbox"/>
Eye moved slowly (approximately 4 seconds) from center to 45 degree angle. Check left eye then right eye. (Repeat)	<input type="checkbox"/>	<input type="checkbox"/>
Check for Vertical Gaze Nystagmus. (Repeat)	<input type="checkbox"/>	<input type="checkbox"/>

Walk and Turn

Instructions given from a safe position.	Yes	No
Tells subject to place feet on a line in heel-to-toe manner (left foot behind the right foot) with arms down at their sides and gives a demonstration.	<input type="checkbox"/>	<input type="checkbox"/>
Tells subject not to begin the test until instructed to do so and asks if the subject understands.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject to take nine heel-to-toe steps on the line and demonstrates.	<input type="checkbox"/>	<input type="checkbox"/>
Explains and demonstrates turning procedure.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject to return on the line taking nine heel-to-toe steps.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject to count steps out loud.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject to look at their feet while walking.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject not to raise their arms from their sides.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject not to stop once they begin.	<input type="checkbox"/>	<input type="checkbox"/>
Asks the subject if all of the instructions are understood.	<input type="checkbox"/>	<input type="checkbox"/>

One-Leg Stand

Instructions given from a safe position.	Yes	No
Tells the subject to stand straight, place their feet together, and hold arms at their sides.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject not to begin the test until instructed to do so and asks if they understand.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject to raise one leg, either leg, approximately 6" from the ground keeping the foot flat parallel to the ground and give a demonstration.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject to keep both legs straight and look at the elevated foot.	<input type="checkbox"/>	<input type="checkbox"/>
Tells the subject to count out loud in the following manner: one thousand one, one thousand two, one thousand three, until told to stop, and gives demonstration.	<input type="checkbox"/>	<input type="checkbox"/>
Checks the actual time the subject holds their leg up. (time for 30 seconds)	<input type="checkbox"/>	<input type="checkbox"/>

Proficiency Requirements Completed

Officer was able to recite all of the clues for Horizontal Gaze Nystagmus Test (HGN)	Yes	No
Officer was able to recite all of the clues for the Walk and Turn Test (W/T)	<input type="checkbox"/>	<input type="checkbox"/>
Officer was able to recite all of the clues for the One-Leg Stand Test (OLS)	<input type="checkbox"/>	<input type="checkbox"/>

Date online training was observed

Month: / Day: / Year:

Instructor Information

Instructor's Name *

Instructor's Academy ID Number *

Instructors Agency *

Instructor's Email Address *

Instructor's Phone Number *
Area Code: Phone Number:

-Click "Submit". Also click "Print Form" and print two (2) copies (**One for the officer and one for the instructor**).



-Once the form has been submitted, please notify the officer so that they may complete the online renewal process. (They will need to know the date that the form was submitted).

-REMEMBER, the officer only has **2 weeks** from the online completion of the SFST Recertification course to complete a proficiency. The instructor has an additional **1 week** to get the proficiency form submitted.