INSTRUCTIONS FOR COMPLETING MRN
(Mandatory Retraining Notification)

Section I: ==ATTESTATION==

- **Agency Name**

- **Agency Email**

- **Reporting Year** -- Year you are reporting training for.

- **Certification Renewal Date**

> ➤ All training records for Law Enforcement Recertification is subject to verification by the SC Criminal Justice Academy.

> ➤ **Must be signed, name printed & dated by agency representative.**

Section II - ==OFFICER RENEWING CERTIFICATION (MRN FORM)==

Certification Renews Every (3) Years

- **Class 1 LEO - Officer that has completed 12 Week Basic Certification Requirements**
  - Legal Update each year
  - CDV Update each year
  - Mental Health Awareness In-Service (eff 1-2018) every 3 years
  - In-Service Hours

  Legal(s), CDV(s) and In-Service Hours should <u>total 40 Hours</u> for the three year renewal.

- **Class 1 LECO - Officer that has completed 12 Week Basic & Basic Jail Certification Requirements**
  - Legal Update each year
  - CDV Update each year
  - Mental Health Awareness In-Service (eff 1-2018) every 3 years
  - <u>120 In-Service Hours</u> for the three year renewal.

  Legal(s), CDV(s) and <u>In-Service -120 Hours</u> for the three year renewal.

- **Class 2 LCO - Officer that has completed 3 Week Basic Jail**

  Certification Requirements
  - **40 In-Service Hours each year to include Mental Health Awareness In-Service. In-Service hours should total at least 120 Hours for the three year renewal.**

- **Class 3 SLE - Officer that has completed 2 Week Limited Duty Basic**
  (Example of Class 3 duties: Litter/Animal Control, Court Security, Transport)

  Certification Requirements
  - **(1) Legal each year of the three year renewal; Mental Health Awareness In-Service**

- **Class 3 SLECO - Officer that has completed Basic Jail & 2 Week Limited Duty Basic**

  Certification Requirement
  - **Legal each year of the three year renewal; Mental Health Awareness In-Service plus In-Service for a total of 120 hours.**

➢ REPORTING A CDV OR LEGAL

- **Date:** List month, day and year the Legal or CDV was viewed and # of hours (if already Viewed in Acadis Portal – type Acadis in date block)

- **Year Viewed:**
  Record the **"Specific Year"** of the Legal or CDV you watched under Year Viewed, for Example: CDV 2018, 2019, 2020), Legal for 2018/2019, 2019/2020 and 2020/2021.

➢ REPORTING IN-SERVICE AND EVO HOURS

Enter total number of In-Service Hours for Class 1 LEO; Class 1 LECO; Class 2 LCO & Class 3 SLECO under In-Service/EVO Column.

➢ REPORTING SEPARATE CERTIFICATION HOURS

This section **should only be completed when an Officer is deficient** in their in-service hours for Certification Renewal.

Separate Certification Hours - Certifications that are earned at CJA and grant you a certification other than Basic Training. (Not needed if you have enough In-Service Hours for Renewal)

Examples of Separate Certifications: Firearms; Basic Inst.; Driving; Speed Measuring Device Reporting ......Enter total number of hours - you do not need to break out each Certification.

Revised 05/08/2018

Forms located at sccja.sc.gov under the General Info Tab