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 total 40 Hours 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
  - 120 In-Service Hours for the three year renewal.

  Legal(s), CDV(s) and In-Service -120 Hours 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:**

➢ 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](http://sccja.sc.gov) under the General Info Tab