



# South Carolina Criminal Justice Academy

## Specific Skills Instructor (SSI) Recertification Instructions

### Policy

In order for an officer to maintain Specific Skills Instructor Certification, he/she must teach a minimum of 40 hours over a three (3) year period. If an officer is unable to teach a full 40 hours during the three (3) year certification period he/she will be required to attend one (1) week of Practical Problems as a guest instructor for a Basic Law Enforcement class, prior to the certification expiring.

If an officer does not meet the recertification requirements his/her SSI Certification will be withdrawn along with any other instructor ratings attached to their SSI such as Driving Instructor, Defensive Tactics Instructor, or Firearms Instructor. If this certification is needed, he/she will have to attend a Specific Skills Instructor class.

Instructions for requesting recertification for the minimum 40 hour teaching requirement:

*Certification Renewal is to be requested by the officer.*

1. Complete the Specific Skills Instructor (SSI) Recertification Form in its entirety.
  - The instructor's name should be entered exactly how it is in ACADIS – Nicknames or any other form will not be accepted.
  - List all classes and/or instruction taught; include the date, location, hours, and number of students for each instruction.
  - The agency training officer or agency head must sign the form certifying their acknowledgement of the officer's request for recertification and verification of the listed instruction.
  - Scan and save the form (LastName SSI Recert. Form YYYY) to be attached to the renewal request in ACADIS.
2. Log into you ACADIS Portal (<https://acadis-portal.sccja.sc.gov/acadisviewer/login.aspx>)
3. Scroll to Certifications and select "Renew" next to Specific Skills Instructor.
4. Verify your information and select "Continue".
5. Read all Guidelines for Renewal and then select "Continue".
6. Under Requirement select "Update" next to Specific Skills Instructor Recertification Form.
7. Under Documentation of Fulfillment select "Upload a document" to attach the completed and signed Recertification Form.
8. Once the form has been uploaded, under Fulfillment check the box for "the requirement has been met or exceeded" and then select "Save".
9. Answer the Affirmation and Declaration and then select "Submit".

Once submitted, the Academy will have thirty (30) business days to verify the renewal request and issue the recertification.

Instructions for requesting recertification via Guest Instructor with Practical Problems for a Basic Law Enforcement class:

*Request is to be completed by agency training officer or agency head.*

1. Log into your ACADIS Portal (<https://acadis-portal.sccja.sc.gov/acadisviewer/login.aspx>)
2. Click on the "Training and Events" and then "Browse or Sign up for Training"
3. Search for a Guest Instructor Practical Problems course (Guest Inst. Practical Problems YYYY.MM.DD) that is prior to the instructor's certification expiration and select "Register"
4. In the Registrant drop down box select the instructor you are registering and then select "Submit Request".

Once the practical problems week has concluded, the Academy will verify the officer's attendance and manually update the recertification in ACADIS.



*An Accredited Law Enforcement Training Agency*