

Instructions for Completion of Training Review Request Form

Training Review requests will be conducted for **previously certified SC law enforcement officers** with no other coincidental and/or intermittent out of state law enforcement employment, military or federal training, service and/or employment. The hiring agency's authorized official must complete and submit the one-page TRAINING REVIEW REQUEST FORM and email to Daniel Malkiewicz at DOMalkiewicz@sccja.sc.gov or Tinequa Culp at TTCulp@sccja.sc.gov. The agency's request along with the officer's training file will be reviewed to determine training and certification, previous employment, breaks in law enforcement service, and in-service training requirements. Upon completion of the review, the agency will be notified of the candidate's eligibility and training requirement for certification.

Training Review requests will be conducted for **out of state candidates, SCDC Class II candidates, and military/federal candidates** with prior training, certification and employment. To make a request for out of state training review, an authorized official for the hiring agency must complete and submit the one-page TRAINING REVIEW REQUEST FORM along with the following required documentation prior to Registration:

- (1) Certificate of Completion (BLET Course, Basic Corrections or Detention Course or Federal Training Course)
- (2) Curriculum/Syllabus showing hours and topics of training.
- (3) Indication that a POST letter has been requested from the out-of-state POST agency. In addition to the POST agency, a Letter of Good Standing from the current or last agency the applicant was employed is required.
- (4) Indication that a Letter of Good Standing has been requested for Federal/Military candidates; or a Verification of Employment Letter for SCDC Correction candidates.

Please do not send documents that do not pertain to the Training Review. Only attach the requested documents above.

Prior to a candidate's registration for training at the Academy, the Training Review Request Form along with the required documentation above should be mailed to: SCCJA, Certification and Compliance Unit, 5400 Broad River Road, Columbia, SC 29212 or emailed to Daniel Malkiewicz at DOMalkiewicz@sccja.sc.gov or Tinequa Culp at TTCulp@sccja.sc.gov. Upon receipt of the complete Training Review, an initial review will be conducted to determine eligibility and compliance in order for the training review to move forward for final recommendations by Certification & Compliance, Training Operations, Standards, Special Operations, and authorized approval by the CJA Director. **All certified out of state candidates with less than one (1) year of law enforcement employment/experience (one year begins upon completion of training and subsequent employment) or candidates with no law enforcement employment/experience will have to attend the 4 X 8 basic training course.**

NOTE: When requesting POST Letter information from other States you must include an "Authorization of Release" signed by the candidate authorizing release of personal information. Include a copy of the requested POST Letter in the Training Review to CJA to show indication that information has been requested from the appropriate State POST Agency. If POST information is requested with no success of obtaining information from State POST agencies, you must submit a statement on agency letterhead, signed by the Chief, Sheriff or Director, stating multiple attempts to obtain credentials have been without success, along with confirmation that a thorough background investigation was conducted and no discrepancies were found to disqualify for South Carolina certification in accordance with the SC Law Enforcement Training Act. Please allow up to 10 days for this review. Questions concerning Request for Training Reviews should be directed to Daniel Malkiewicz at DOMalkiewicz@sccja.sc.gov or Tinequa Culp at TTCulp@sccja.sc.gov.



South Carolina Criminal Justice Academy
Certification and Compliance
Training Review Request Form
Prior Training, Certification & Employment

The below form is to be completed by requesting department and e-mailed to Daniel Malkiewicz at DOMalkiewicz@sccja.sc.gov or Tinequa Culp at TTCulp@sccja.sc.gov. Attach: Copy of Certificate of Completion; Curriculum/Syllabus showing hours and topics of training. POST letter MUST be received and you must be notified that Training Review is COMPLETE PRIOR to registration. Please do not attach extra forms/docs that are not relevant to this training review. It will cause a delay in processing.





South Carolina Criminal Justice Academy
Certification and Compliance

Training Review Request Form
Prior Training, Certification & Employment

Date: _____

Requesting Department _____

Agency Phone Number _____

Officer's Name _____

Social Security Number or Academy ID _____

Certification Requested: [] Class 1 LEO Certification [] Class 2 LCO Certification

Check: [] Previously SC Certified [] Out of State [] SCDC Class 2 [] Military [] Federal

PRIOR TRAINING HISTORY

1. State: _____
Place of Training: _____
Name of Course: _____
Total # of Hours: _____ # Firearm Hours: _____ #EVOC Hours: _____
Dates Attended/Completion Attached: _____
Copy of Certificate of Completion Attached: [] Yes [] No
POST Letter Requested: [] Yes [] No

2. State: _____
Place of Training: _____
Name of Course: _____
Total # of Hours: _____ # Firearm Hours: _____ #EVOC Hours: _____
Dates Attended/Completion Attached: _____
Copy of Certificate of Completion Attached: [] Yes [] No
POST Letter Requested: [] Yes [] No

PRIOR LEO or DETENTION/CORRECTION EMPLOYMENT

- 1. From: _____ to _____ Agency: _____
2. From: _____ to _____ Agency: _____
3. From: _____ to _____ Agency: _____
4. From: _____ to _____ Agency: _____
5. From: _____ to _____ Agency: _____

Authorized Signature: _____

Printed Name: _____

Phone # _____

SCCJA USE ONLY

Training Required for SC Certification: _____

