

### 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 Tinequa Culp at [TTCulp@sccja.sc.gov](mailto:TTCulp@sccja.sc.gov) or Jeff Finch at [JRFinch@sccja.sc.gov](mailto:JRFinch@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.

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 Tinequa Culp at [TTCulp@sccja.sc.gov](mailto:TTCulp@sccja.sc.gov) or Jeff Finch at [JRFinch@sccja.sc.gov](mailto:JRFinch@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 Tinequa Culp at 803-896-8768 or Jeff Finch at 803-896-7805.

The below form is to be completed by requesting department and e-mailed to Tinequa Culp at [TTCulp@sccja.sc.gov](mailto:TTCulp@sccja.sc.gov) or Jeff Finch at [JRFinch@sccja.sc.gov](mailto:JRFinch@sccja.sc.gov) Phone #: 803 896 8768 or 803 896 7805; **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.**



**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 \_\_\_\_\_

If officer is currently employed with your agency, list date of hire: \_\_\_\_\_

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: \_\_\_\_\_

