



South Carolina Criminal Justice Academy



REQUESTS FOR TRAINING REVIEWS INSTRUCTIONS FOR COMPLETION

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 mail to Certification and Compliance or fax to 803-896-7803. 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 email to CERT@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 twelve (12) week 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 Kim Stevens at 803-896-4399 or Jeff Finch at 803-896-7805.



**South Carolina Criminal Justice Academy
 Certification and Compliance
 TRAINING REVIEW REQUEST FORM
 Prior Training, Certification & Employment**



Requesting Department _____

Phone # _____

Today's Date _____

Officer's Name _____

Social Security or Academy ID # _____

Check: Previously SC Certified Out of State SCDC Class II Military Federal

PRIOR TRAINING HISTORY

1. State: _____

Place of Training: _____

Name of Course: _____

Total # Hours: _____ Firearms # 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 # Hours: _____ Firearms # 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: _____

AUTHORIZED SIGNATURE: _____ **PHONE #:** _____

To be completed by requesting department and mailed or FAXED to Attention: Kim Stevens or Jeff Finch, Certification & Compliance, Criminal Justice Academy, 5400 Broad River Road. Columbia, SC 29212. Phone #: 803 896 4399 or 803 896 7805; FAX #: 803 896 7803 **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.** Below this Line - For CJA USE ONLY

Training Required for SC Certification: _____

Certification & Compliance Manager: _____ **Date:** _____
Training Operations Manager: _____ **Date:** _____
Standards Manager: _____ **Date:** _____
Special Operations Manager: _____ **Date:** _____
SCCJA Deputy Director: _____ **Date:** _____
SCCJA Director Approval: _____ **Date:** _____