HOW TO RENEW DATAMASTER DMT RECERTIFICATION IN ACADIS:

- Go to the ACADIS Online Portal and log in using your email address and password.

- Once logged in, you will be able to view the assigned DMT Recertification course.

- Be sure you watch the course in its entirety. The test will begin immediately after the last segment of video. Upon completion of the test a window will appear that will display the test score. Once you have completed your course, completely close out all windows to exit ACADIS.

- Log back into the ACADIS Online Portal. Under the Certifications header, locate DMT Operator. On the far right hand side of screen click “Renew” to begin the renewal process.

- The Renewal Application screen will open in your window. Ensure all recipient information is correct. If not, select “Update My Information”. If all the information is correct, click “Continue”.

  Sign in
  E-mail address (username)
  Password
  Reset your password
  Don't have an account? Sign up.

  OK
  Print

  DMT Operator
  Certification
  11/07/2012
  11/30/2018
  Active

  DMT Detection/SFST Certification
  Certification
  04/12/2012
  12/31/2018
  Active

  Radar Operator
  Certification
  02/11/2012
  12/31/2018
  Active

  Speed Measurement Device Operator
  Certification
  02/11/2012
  12/31/2018
  Active
- The next screen will explain the guidelines for the DMT Recertification renewal process. Read and follow all guidelines then click “Continue”.

- The next screen will list the requirements for the DMT Recertification process. Click on “Update” for the training requirement.

- The Training screen window will pop up. Scroll to the Current Period section and check the box of the completed DMT – Operator Recert training course. Next, scroll down and under the Fulfillment section, choose “The requirement had been met or exceeded”, then click on “Save”.

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**GUIDELINES FOR RENEWAL**

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***NOTICE*** You must complete and pass the online DMT Recertification course before you are able to proceed with your renewal submission. If you have already met this requirement, please read and follow the instructions carefully to ensure that you provide all the necessary documentation to allow the South Carolina Criminal Justice Academy’s Traffic Safety Unit to update your training records.
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-This will take you back to the requirements page. The status of the training requirement should now show “Fulfilled”. Click “Continue”.

-The next screen will be the affirmation. Read through the Renewal Applicant Affirmation text and the Criminal Offense Declaration and select the appropriate responses. Click “Submit” to finalize the renewal process.

-An Audit Alert warning will pop up that will provide follow-up instructions.
Log back into the ACADIS Online Portal. Under the Certifications header, locate DMT Operator. On the far right hand side of screen the option to Renew should now be gone and the original expiration date will still appear.

Once an Academy staff member has audited the renewal application, the officer can log back into the ACADIS Online Portal to view the updated training record. Under the Certifications header, locate DMT Operator and next to that the new expiration date should be listed. If you would like a copy of the certificate, click “Print”.