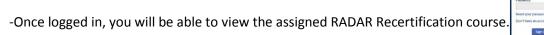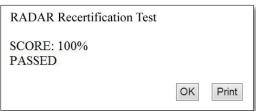# HOW TO RENEW RADAR OPERATOR RECERTIFICATION IN ACADIS:

-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 RADAR 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.

RADAR Recertification Test

SCORE: 100%
PASSED

OK | Print

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

Certifications

Name ▲	Type	Issue Date	Expiration	Status		
DMT Operator	Certification	11/07/2012	07/25/2020	Active		Print
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2018	Active	Print	Renew
Radar Operator	Certification	02/11/2012	12/31/2018	Active		Renew
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active	Print	Renew

-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".
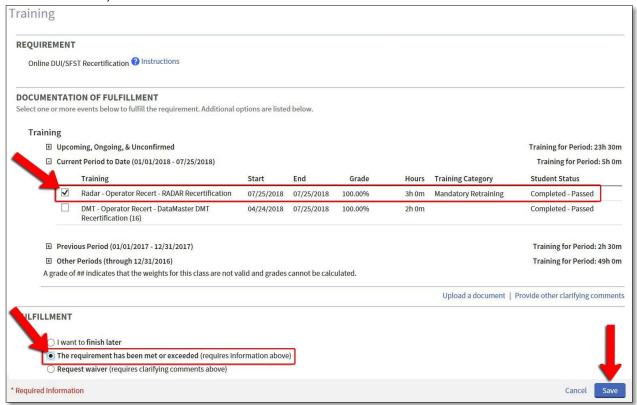
Request Certification Renewal for Radar Operator

To request renewal of DUI Detection/SFST Certification complete this online application. The Privacy Act of 1974 may apply to this form. Additional Details

1. Personal Information
2. Guidelines
3. Requirements
4. Affirmation

RECIPIENT

Verify the following personal information. You may update your record to enter missing or incorrect details.

Academy ID 5046-7947
Recipient Studio, Test 1
Email cjastudio1@gmail.com

Cancel | Finish Later | Update My Information | Continue

-The next screen will explain the guidelines for the RADAR Recertification renewal process. Read and follow all guidelines then click "Continue".

Request Certification Renewal for Radar Operator

The Privacy Act of 1974 may apply to this form. Additional Details

1. Personal Information
2. Guidelines
3. Requirements
4. Affirmation

GUIDELINES FOR RENEWAL

Please review the following guidelines.

NOTICEYou must complete and pass the online RADAR Recertification course and complete a road proficiency with a South Carolina Criminal Justice Academy certified RADAR Instructor before you are able to proceed with your renewal submission. If you have already met these requirements, please read and follow the instructions carefully and 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.

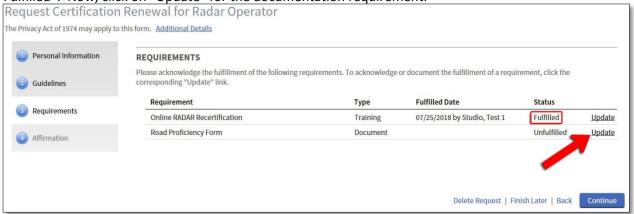Delete Request | Finish Later | Back | Continue

-The next screen will list the requirements for the RADAR Recertification process. Click on "Update" for the training requirement.
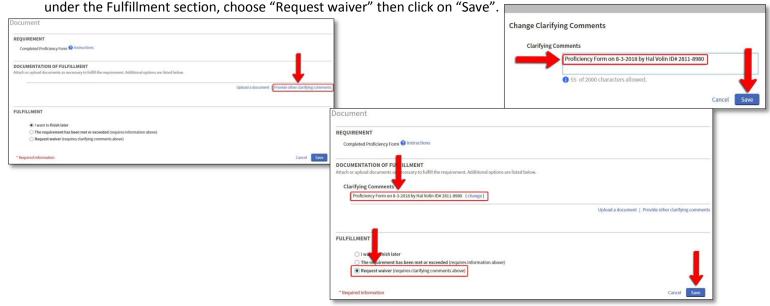

-The Training screen will pop up. Scroll to the Current Period section and check the box of the completed RADAR - Operator Recert training. Next, scroll down and under the Fulfillment section, choose "The requirement has been met or exceeded", then click on "Save".

-This will take you back to the requirements page. The status of the training requirement should now show "Fulfilled". Now, click on "Update" for the documentation requirement.
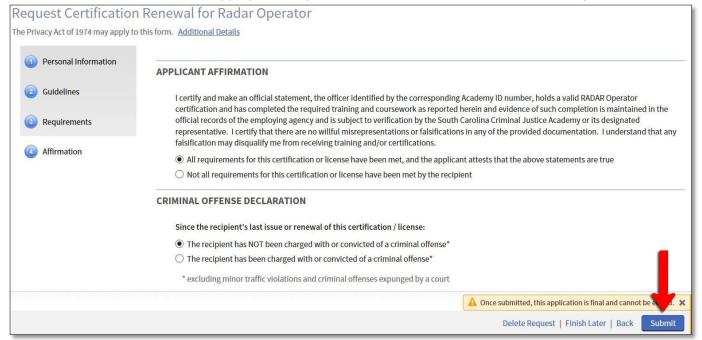
-The Document screen will pop up in a small window. Scroll down to the Documentation of Clarification section and click on "Provide other clarifying comments" to open up the comments box. In the "comments" box, you **MUST** include the RADAR Instructor's name and date the proficiency was submitted online. Next, scroll down and under the Fulfillment section, choose "Request waiver" then click on "Save".

-The requirements page should now show that both renewal requirements (Training and Document) have been fulfilled. Click "Continue".
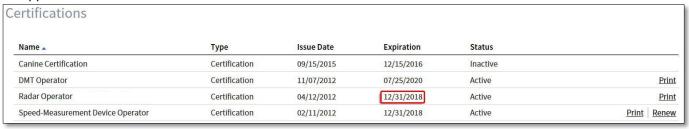

-The next screen will be the affirmation. Read through the Renewal Applicant Affirmation text and the Criminal Offense Declaration and select the appropriate responses. Click "Submit" to finalize the renewal process.

-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 RADAR Operator Certification. On the far right hand side of screen the option to Renew should now be gone and the original expiration date will still appear.

Certifications

Name ▲	Type	Issue Date	Expiration	Status		
Canine Certification	Certification	09/15/2015	12/15/2016	Inactive		
DMT Operator	Certification	11/07/2012	07/25/2020	Active		Print
Radar Operator	Certification	04/12/2012	12/31/2018	Active		Print
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active	Print	Renew

-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 RADAR Operator Certification and next to that the new expiration date should be listed. If you would like a copy of the certificate, click Print.

Certifications

Name ▲	Type	Issue Date	Expiration	Status		
Canine Certification	Certification	09/15/2015	12/15/2016	Inactive		
DMT Operator	Certification	11/07/2012	07/25/2020	Active		Print
Radar Operator	Certification	04/12/2012	12/31/2020	Active		Print
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active	Print	Renew