



Revised 5/1/2018

## HOW TO SUBMIT RADAR OR SMD ROAD PROFICIENCY:

-Go to the South Carolina Criminal Justice Academy's website ([sccja.sc.gov](http://sccja.sc.gov))

-From the SCCJA homepage, click "General Info", then click on "Forms".



-Scroll down to the Traffic Safety section. Click on "SMD Instructor Road Proficiency Submittal Form".

Traffic Safety	
<a href="#">SMD Course Request Form</a>	<a href="#">SFST Proficiency Form</a>
<a href="#">SMD Road Proficiency Test Form</a>	<a href="#">SFST Course Request Form</a>
<a href="#">SMD Instructor Road Proficiency Submittal Form</a>	<a href="#">SFST Instructor Recertification Form</a>
<a href="#">SMD Instructor Recertification</a>	

-The SMD Instructor Road Proficiency submittal form will open in the window. Fill out all the fields.

-Click "Submit". Also click "Print Form" and print two (2) copies (One for the officer and one for the instructor).



-Once the form has been submitted, please notify the officer so that they may complete the online renewal process. (They will need to know the date that the form was submitted).

-**REMEMBER**, the officer only has **2 weeks** from the online completion of the RADAR Recertification or SMD Recertification course to complete proficiency. The instructor has an additional **1 week** to get the proficiency form submitted.