



Revised 7/26/2018

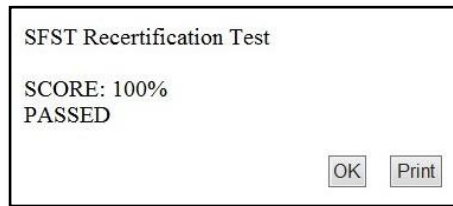
HOW TO RENEW DUI/SFST RECERTIFICATION IN ACADIS:

-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 SFST 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 DUI Detection/SFST Certification. On the far right hand side of screen click "Renew" to begin the renewal submission process.

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

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

Request Certification Renewal for DUI Detection/SFST Certification

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

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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 DUI/SFST Recertification renewal process. Read and follow all guidelines then click "Continue".

Request Certification Renewal for DUI Detection/SFST Certification

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GUIDELINES FOR RENEWAL

Please review the following guidelines.

NOTICE You must complete and pass the online DUI/SFST Recertification course and complete a proficiency with a South Carolina Criminal Justice Academy certified DUI/SFST 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 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.

Delete Request | Finish Later | Back | [Continue](#)

-The next screen will list the requirements for the DUI/SFST Recertification renewal process. Click on "Update" for the document requirement.

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REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

Requirement	Type	Fulfilled Date	Status	
Completed Proficiency Form	Document		Unfulfilled	Update
Online DUI/SFST Recertification	Training		Unfulfilled	Update

Delete Request | Finish Later | Back [Continue](#)

-The Document screen will pop up. Scroll down to the Documentation of Fulfillment section and click on "Provide other clarifying comments" to open up the comments box. In the "comments" box, you **MUST** include the SFST 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".

Document

REQUIREMENT

Completed Proficiency Form [Instructions](#)

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

[Upload a document](#) [Provide other clarifying comments](#)

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

Request waiver (requires clarifying comments above)

* Required Information Cancel [Save](#)

Change Clarifying Comments

Clarifying Comments

Proficiency Form on 8-3-2018 by Hal Volin ID# 2811-8980

55 of 2000 characters allowed.

Document

REQUIREMENT

Completed Proficiency Form [Instructions](#)

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Clarifying Comments

Proficiency Form on 8-3-2018 by Hal Volin ID# 2811-8980 (change)

[Upload a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

I want to finish later

The requirement has been met or exceeded (requires information above)

Request waiver (requires clarifying comments above)

* Required Information Cancel [Save](#)

-This will take you back to the requirements page. The status of the document requirement should now say "Fulfilled". Now, click on "Update" for the training requirement.

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REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

Requirement	Type	Fulfilled Date	Status	
Completed Proficiency Form	Document	07/25/2018 by Studio, Test 1	Fulfilled	Update
Online DUI/SFST Recertification	Training		Unfulfilled	Update

Delete Request | Finish Later | Back [Continue](#)

-The Training screen will pop up in a small window. Scroll to the Current Period section and check the box of the completed DUI/SFST – Recert training. Next, scroll down and under the Fulfillment section, choose “The requirement has been met or exceeded”, then click on “Save”.

Training

REQUIREMENT
Online DUI/SFST Recertification [Instructions](#)

DOCUMENTATION OF FULFILLMENT
Select one or more events below to fulfill the requirement. Additional options are listed below.

Training

Upcoming, Ongoing, & Unconfirmed Training for Period: 23h 30m
 Current Period to Date (01/01/2018 - 07/25/2018) Training for Period: 5h 0m

Training	Start	End	Grade	Hours	Training Category	Student Status
<input checked="" type="checkbox"/> DUI/SFST - Recert - SFST Recertification (18-1)	07/25/2018	07/25/2018	100.00%	3h 0m	Mandatory Retraining	Completed - Passed
<input type="checkbox"/> DMT - Operator Recert - DataMaster DMT Recertification (16)	04/24/2018	07/25/2018	100.00%	2h 0m		Completed - Passed

Previous Period (01/01/2017 - 12/31/2017) Training for Period: 2h 30m
 Other Periods (through 12/31/2016) Training for Period: 49h 0m

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

[Upload a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

I want to finish later
 The requirement has been met or exceeded (requires information above)
 Request waiver (requires clarifying comments above)

* Required Information Cancel **Save**

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

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REQUIREMENTS
Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding “Update” link.

Requirement	Type	Fulfilled Date	Status	
Completed Proficiency Form	Document	07/25/2018 by Studio, Test 1	Fulfilled	Update
Online DUI/SFST Recertification	Training	07/25/2018 by Studio, Test 1	Fulfilled	Update

[Delete Request](#) | [Finish Later](#) | [Back](#) **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.

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APPLICANT AFFIRMATION

I certify and make an official statement, the officer identified by the corresponding Academy ID number, holds a valid DUI/SFST Practitioner certification and has completed the required training and coursework as reported herein and evidence of such completion is maintained in the official records of the employing agency and is subject to verification by the South Carolina Criminal Justice Academy or its designated representative.

I certify that there are no willful misrepresentations or falsifications in any of the provided documentation. I understand that any falsification may disqualify me from receiving training and/or certifications.

All requirements for this certification or license have been met, and the applicant attests that the above statements are true
 Not all requirements for this certification or license have been met by the recipient

CRIMINAL OFFENSE DECLARATION

Since the recipient's last issue or renewal of this certification / license:

The recipient has NOT been charged with or convicted of a criminal offense*
 The recipient has been charged with or convicted of a criminal offense*


* excluding minor traffic violations and criminal offenses expunged by a court

Submit

Once submitted, this application is final and cannot be edited.

[Delete Request](#) | [Finish Later](#) | [Back](#) **Submit**

-An Audit Alert warning will pop up that will provide follow-up instructions.

**Selected for Audit**

Your application has been selected for audit and the certification has not been renewed.

Please allow up to 30 business days for your training records to be updated. If after 30 days you do not see the completed training in your records, contact the South Carolina Criminal Justice Academy's Traffic Safety Unit at (803)896-7777.

[Close](#)

-Log back into the ACADIS Online Portal. Under the Certifications header, locate DUI Detection/SFST 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.

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
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2018	Active	Print
Radar Operator	Certification	02/11/2012	12/31/2018	Active	Print Renew
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 DUI Detection/SFST Certification and next to that the new expiration date should be listed. If you would like a copy of the certificate, click Print.

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
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2020	Active	Print
Radar Operator	Certification	02/11/2012	12/31/2018	Active	Print Renew
Speed-Measurement Device Operator	Certification	02/11/2012	12/31/2018	Active	Print Renew