

South Carolina Criminal Justice Academy

MRN

Mandatory Retraining Notification

Date: _____

Agency Name: _____ Agency Email: _____

Certification Renewal Date: _____ Enter Reporting Year: _____

Section I: Attestation

By my signature hereto, I certify and make an official statement, that pursuant to SC Code Section 23-23-60(C), as amended, the officer identified in SECTION II of the Mandatory Retraining Notification Form, has completed the claimed number of hours and required 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 (SCCJA) or its designated representative.

I further certify and hereby make an official statement, that the officer identified in Section III of the SCCJA Instructor Accreditation Maintenance Report Form, is in compliance with the Instructor Re-Accreditation Policy of the South Carolina Criminal Justice Academy, 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 representatives.

Employing Agency Representative Signature: _____

Employing Agency Representative Printed Name: _____

Employing Agency Representative Academy ID: _____

Section II: Officer renewing certification (MRN FORM)

The listed officer has completed or exceeded the minimum hours and required coursework for re-certification as a law enforcement officer, pursuant to SC Code Section 23-23-60(C), 23-23-50(A), 23-23-55, 37-010, as amended, as well as, met the requirements for law enforcement vehicle training as required in Regulation 37-014, 015, 017, 018.

- CLASS 1: DV, Legal & EVO each yr.; one mental health awareness in-service; plus, In-Service hrs. for a total of 40 hrs
- CLASS 1 LECO: DV, Legal & EVO each yr.; one mental health awareness in-service; plus in-service hrs for a total of 120 hrs
- CLASS 2: One mental health awareness in-service; plus in-service hrs for a total of 120 hrs
CLASS 3: Legal update each yr; plus one mental health awareness in-service
- Class 3 SLECO: Legal update each yr; plus in-service hrs for a total of 120 hrs; plus one mental health awareness in-service

IN-SERVICE HOURS: Can use any Law Enforcement Related Training

SEPARATE CERTIFICATION HOURS: Classes taken at CJA that grant you a certification (**other than Basic Training**)

Mental Health Awareness: One Required continuing law enforcement education credit in mental health or addictive disorders over a three (3) year recertification period

1. INSTRUCTIONS:

1. Enter Officers Name, ACADEMY ID #, Classification (Class 1 LEO, Class 1 LECO, Class 2, etc)
2. Enter month, day, year of session and Number of hours (if not viewed in Acadis)
 - i. DV Year Viewed = Enter (Ex: 2018, 2019, 2020, etc.)
 - ii. Legal Year Viewed = Enter (Ex: 17/18, 18/19, 19/20, etc.)

Officer Name: _____

Academy ID #: _____ Certification Class: _____

Year 1:	Domestic Violence	Legal	EVO	In-Service	Separate Certification Hours
MM/DD/YYYY					
MM/DD/YYYY					
Total Hours					
Make Up					
Year Viewed					
Year 2:	Domestic Violence	Legal	EVO	In-Service	Separate Certification Hours
MM/DD/YYYY					
MM/DD/YYYY					
Total Hours					
Make Up					
Year Viewed					
Year 3:	Domestic Violence	Legal	EVO	In-Service	Separate Certification Hours
MM/DD/YYYY					
MM/DD/YYYY					
Total Hours					
Make Up					
Year Viewed					

Effective January 2018:

Mental Health Awareness Training	
MM/DD/YYYY	
Hours	
Year Viewed	

Section III:



Yes

SCCJA Instructor Teaching Hours

This officer is a S.C. Criminal Justice Academy accredited Instructor and has completed or exceeded the minimum of twelve (12) hours of instructional activities required annually.