



# South Carolina Criminal Justice Academy

## Mandatory Retraining Notification (MRN) Instructions

### Policy:

For an officer to be eligible for re-certification, the officer must complete, at a minimum, the number of approved continuing law enforcement education hours as appropriate for the officer's certification class. SC Code Section 23-23-60(C), 23-23-50(A), 23-23-55, 37-010, as amended, as well as, vehicle training as required in Regulation 37-014, 015, 017, 018.

- CLASS 1: DV, Legal update (part 1 and part 2) & EVO each yr.; one mental health awareness in-service; plus, In-Service hrs. for a total of 40 hrs
- CLASS 1 LECO: DV, Legal Update (part 1 and part 2) & 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 (part1 and part 2) 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
  - Mental Health Awareness: One required continuing law enforcement education credit in mental health or addictive disorders over a three (3) year recertification period
  - 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**)
  - FIREARMS: It is Best Practice to recertify officers, at a minimum, yearly

If you have a <b>January -June 30, 2020 renewal date</b> , then we are looking for:			
2017 DV	2017/2018 Legal Part 1	2017/2018 Legal Part 2 (January)	2017 EVO
2018 DV	2018/2019 Legal Part 1	2018/2019 Legal Part 2 (January)	2018 EVO
2019 DV	2019/2020 Legal Part 1	2019/2020 Legal Part 2 (January)	2019 EVO
Remember, the Legal Update Videos follow the fiscal year (July 1-June 30)			



*An Accredited Law Enforcement Training Agency*

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## Instructions for submitting an MRN through ACADIS:

Complete the MRN form for any training that was not taken as Online Training in ACADIS. Online training is Legal Update, DV, Line Up, etc.

Log into the ACADIS Portal <https://acadis-portal.sccja.sc.gov/acadisviewer/login.aspx>

Find officer under Personnel Tab

Scroll to certification and select “Renew” next to the officer’s certification class

Verify Officers information is correct and select “Continue”

Read the Guidelines for Renewal and click “Continue”

The requirements for re-certification are listed.

1. Click “Update” next to the Requirement

The screenshot shows the ACADIS portal interface. The top navigation bar includes Home, Training and Events, Registration, Organization, Personnel, and Academy Resources\*. On the left, there is a sidebar with four items: Personal Information, Guidelines, Requirements, and Affirmation. The main content area is titled 'REQUIREMENTS' and contains a table with the following data:

Requirement	Type	Fulfilled Date	Status	Update
Domestic Violence Update ( 1 update each year totaling 6 hours)	Training		Unfulfilled	<a href="#">Update</a>
Emergency Vehicle Operation (EVO) (3 EVO classes / hours may vary)	Training		Unfulfilled	<a href="#">Update</a>
Legal Update (2 parts for each year totaling 6 hours/3 Years)	Training		Unfulfilled	<a href="#">Update</a>
Line Up (Optional training offered by CJA - 6 hours x 3 Years = an additional 18 hours, if needed)	Training		Unfulfilled	<a href="#">Update</a>
Mental Health on			Unfulfilled	<a href="#">Update</a>

At the bottom of the page, there are buttons for 'Delete Request', 'Finish Later', 'Back', and 'Continue'. The 'Update' link for the first requirement is circled in red.

2. Choose the course(s) that fulfill the requirement by checking the box next the course(s)

The screenshot shows the ACADIS portal interface for the 'Training' section. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Training' and contains the following information:

**REQUIREMENT**  
Legal Update (2 parts for each year totaling 6 hours/3 Years) [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: 7h 15m

Training	Start	End	Grade	Hours	Training Category	Student Status
<input checked="" type="checkbox"/> Legal Update - Legal Update 2019-2020 January	03/19/2020			0h 0m		In Progress
<input checked="" type="checkbox"/> Legal Update - Legal Update 2018-2019	03/19/2020			0h 0m		In Progress

At the bottom of the page, there are buttons for 'Cancel' and 'Save'.

- Then Scroll to the very bottom of the screen  
Click “The Requirements have been met or exceeded”  
then click “Save”

Home Training and Events Registration Organization Personnel Academy Resources\*

Previous Period (07/01/2018 - 06/30/2019) Training for Period: 0h 0m  
Other Periods (through 06/30/2018) Training for Period: 116h 15m  
## Grades cannot be calculated because weights for this class are not valid.  
Upload a document | Provide other clarifying comments

**FULLFILLMENT**

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

You will see that requirement has been updated to “Fulfilled” under “Status”

Requirement	Type	Fulfilled Date	Status
Domestic Violence Update ( 1 update each year totaling 6 hours)	Training		Unfulfilled
Emergency Vehicle Operation (EVO) (3 EVO classes / hours may vary)	Training		Unfulfilled
Legal Update (2 parts for each year totaling 6 hours/3 Years)	Training	03/30/2020 by Collins, Melissa M.	Fulfilled
Line Up (Optional training offered by CJA - 6 hours x 3 Years = an additional 18 hours, if needed)	Training		Unfulfilled
Mental Health or Addictive Disorders Update (hours vary- CJA offers 2.25 hours)	Training		Unfulfilled
MRN for training not documented in ACADIS	Document		Unfulfilled

Delete Request | Finish Later | Back Continue

Move on to the next Requirement and complete steps 1-3 above for each requirement until all requirements are marked “Fulfilled”

If the training was done outside of ACADIS

click “Update” for that requirement

At the bottom Click “Request Waiver”

If there is a certificate of training that would meet the requirement, you can upload the certificate  
You will then provide clarifying comments. You can state “Certificate attached” or if the training is listed on the MRN just state “MRN will be attached”

Click “Save”

The final requirement is MRN

Upload the completed MRN Document (can be found on our website [www.sccja.sc.gov](http://www.sccja.sc.gov))

Click “The Requirements have been met or exceeded”  
then click “Save”

Once all Requirements are met:

the “Status” column next to each requirement should be listed as “Fulfilled”  
Click “Continue”

Complete the Affirmation and Criminal Offense Declaration and click “Submit”

You should see the certification renewed within 5 days. If not, please contact certification at [cert@sccja.sc.gov](mailto:cert@sccja.sc.gov)