



SC Criminal Justice Academy



BTOT Checklist

1. ACADIS Check- not required but best practice. [ACADIS / Background Check \(cognitoforms.com\)](https://www.cognitoforms.com/SCCJA/BackgroundCheck)
2. Basic Telecommunication Operator Hire Form [Personnel Change-In-Status 911 \(cognitoforms.com\)](https://www.cognitoforms.com/SCCJA/PersonnelChangeInStatus911)

If training is needed or you will submit for equivalency -when you see them in your ACADIS portal:

3. Basic Telecommunication Operator Application and Document Attestation [Basic Telecommunication Operator Training Application and Document Attestation \(cognitoforms.com\)](https://www.cognitoforms.com/SCCJA/BasicTelecommunicationOperatorTrainingApplicationAndDocumentAttestation)

For Equivalency Review?

4. Basic Telecommunication Equivalency Request Form [Basic Telecommunicator Equivalency Request Form \(cognitoforms.com\)](https://www.cognitoforms.com/SCCJA/BasicTelecommunicatorEquivalencyRequestForm)