SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

Mandatory Retraining Notification (MRN)

Date _____MM/DD/YYYY

Agency Name _____

Agency Email _____

Officer Name: _____

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 annually 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 and meets the requirements for qualification of certification pursuant to 23-23-60 (B)(4)(5)(b)(c)(e).

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, and met the requirements for law enforcement vehicle training as required in Regulation 37-014, 015, 017, 018.

If needed, the requirements for each classification can be found on our website at www.sccja.sc.gov under Forms in the Certification/Compliance box, "MRN Renewal Guidelines"

In-Service Hours: Any Academy Approved Law Enforcement Related Training (Pursuant to 37-010)

Mental Health Awareness (Required): One Academy approved continuing law enforcement education credit in mental health or addictive disorders over a three (3) year recertification period (Pursuant to 23-23-55)

Autism Spectrum Disorder Training (Required): Effective 5/16/2026, One Academy approved continuing law enforcement education credit in autism spectrum disorder training annually. (Pursuant to 23-23-57)

Reminder, you can only attest to training you have given. For Officers transferring from another agency during their recertification period, you can request the MRN submitted by the previous agency from cert@sccja.sc.gov

Instructions:

1. Enter Officer's Name, Academy ID#, Certification Class (Class 1 LEO, Clas 1 LECO, Class 2, etc.)
2. Enter Month, day, year of session

a) Firearms: enter date of qualification/If not issued for Class 2 or Class 3 Basic put NA

b) Less Lethal Weapons: If not issued put NA

c) Use of Force: enter date policy was reviewed

d) Total ACADIS Hours: Total number of ACADIS Training Hours listed in ACADIS during the recertification period indicated

e) Total In-Service Hours: Total number of In-Service Hours during this recertification period indicated to include, Firearms, Less Lethal, Use of Force and EVO

SOUTH CAROLINA CRIMINAL JUSTICE ACADEMY

Mandatory Retraining Notification (MRN)

Officer Name: _____

Academy ID #: _____ ####-####

Certification Class: Pick a Certification Type:

Certification Renewal Date: _____

In boxes below use format MM/DD/YYYY or put NA If not assigned

Year 1:			Firearms	Less Lethal Weapons	Use of Force	EVO	
		MM/DD/YYYY					
		Make Up Date:					
						Total ACADIS Hours:	
						Total In Service Hours:	

Year 2:			Firearms	Less Lethal Weapons	Use of Force	EVO	
		MM/DD/YYYY					
		Make Up Date:					
						Total ACADIS Hours:	
						Total In Service Hours:	

Year 3:			Firearms	Less Lethal Weapons	Use of Force	EVO	
		MM/DD/YYYY					
		Make Up Date:					
						Total ACADIS Hours:	
						Total In Service Hours:	
						Total 3 Year Recert Hours:	0.00

Mental Health Awareness Training (if completed outside of ACADIS)	
MM/DD/YYYY	
Program Name	
Autism Spectrum Disorder Training (if completed outside of ACADIS) eff 5/16/2026	
MM/DD/YYYY	
Program Name	
MM/DD/YYYY	
Program Name	
MM/DD/YYYY	
Program Name	

SECTION III: SCCJA BID Instructor Accreditation Maintenance Report Form

☐ By checking this box, I further certify and hereby make an official statement, that the officer identified in Section II of the SCCJA MRN Renewal, is in compliance with the Instructor Re-Accreditation Policy of the South Carolina Criminal Justice Academy for **Basic Instructor Development Certification (BID), and evidence of thirty-six hours of instruction for your agency 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.