

# 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: \_\_\_\_\_

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

Effective January 2018:

<b>Mental Health Awareness Training</b>	
<b>MM/DD/YYYY</b>	
<b>Hours</b>	
<b>Year Viewed</b>	

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.