



SCCJA Registration Instructions



All forms mentioned below can be found on our website, www.sccja.sc.gov under “Forms”

To register a Brand New Class 1 Officer:

1. Acadis/Background Check [ACADIS Employment Check](#)
2. All brand new Class 1 officers, not previously certified, must have a psychological and reading comprehension test. [Psychological Guidelines 2020-09-24.pdf](#)
3. Complete the PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestion Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
 - b. You will need to list the date of psychological and the doctor name
 - c. You will enter the date of the Reading Comprehension Test
4. Within 3 days of hire, if issuing a firearm, a Firearms Verification Form must be submitted [FAV Verification 2024-1.pdf](#) [Firearms Verification](#)
5. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload:
 - i. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - ii. Medical and TB Test [Medical_History_Form-2021.pdf](#) [DHEC-TB-Form-1420.pdf](#)
6. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a SC Drivers License to Registration
7. Once registered, they will receive an email with links to manuals. We will assign the BLE Field Pool which contains the 4 Pre Academy Block Tests. You can then assign the videos. **NO ONE SHOULD BEGIN TRAINING WITHOUT COMPLETEING REGISTRATION FIRST.**
 - a. Manuals are also available in ACADIS under Training and Events, Available Training, search for “Manuals”
 - b. If the candidates fails a Pre Academy Block, it will re-open in 5 business days, not counting the day of failure.
8. Once they have successfully completed all 4 Pre Academy Block Tests, you can register them in ACADIS for a BLE Cumulative/PAT test date. These are conducted every Wednesday at 1. Report time is between 12:30 and 12:45. Candidates must report in Navy Blue T shirt and navy shorts/sweatpants.
9. Upon successful completion of BLE Cumulative/PAT, they will be assigned to a 8 week BLE Class.



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For a Class 1 Officer Previously Certified in SC Without a Break in Service or a Break in Service Less Than 1 year

1. ACADIS/Background Check [ACADIS Employment Check](#)
2. PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestation Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
3. Within 3 days of hire, Firearms Verification Form [FAV_Verification_2024-1.pdf](#) [Firearms Verification](#)

For Class 1 Officer with a 1-3 year Break in Service in SC:

1. ACADIS/Background Check [ACADIS Employment Check](#)
2. PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestation Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
3. Within 3 days of hire, Firearms Verification Form, if issuing a firearm [FAV_Verification_2024-1.pdf](#) [Firearms Verification](#)
4. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload:
 - i. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - ii. Medical and TB [Medical_History_Form-2021.pdf](#) [DHEC-TB-Form-1420.pdf](#)
5. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a SC Drivers License to Registration
6. Once registered, they will receive an email with links to manuals. You can then assign the videos. **NO ONE SHOULD BEGIN TRAINING WITHOUT COMPLETEING REGISTRATION FIRST.**
 - a. Manuals are also available in ACADIS under Training and Events, Available Training, search for “Manuals”
7. Once they have completed the Special Basic Training, you can register them in ACADIS for Special Basic Cumulative Testing.
 - a. They will complete the cumulative test
 - b. Firearms Proficiency
 - c. Driving Proficiency

Class 1 Officer with Out of State Experience (break in service no more than 3 years)

1. Complete Out of State Training Review (This can be completed pre-hire) [Training Review Request Form](#)
2. ACADIS/Background Check [ACADIS Employment Check](#)
3. PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestation Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)



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4. Within 3 days of hire, Firearms Verification Form, if issuing a firearm [FAV_Verification_2024-1.pdf Firearms Verification](#)
5. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload:
 - i. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - ii. Medical and TB [Medical_History_Form-2021.pdf DHEC-TB-Form-1420.pdf](#)
6. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a SC Drivers License to Registration
7. Once registered, they will receive an email with link to manual. You can then assign the video. **NO ONE SHOULD BEGIN TRAINING WITHOUT COMPLETEING REGISTRATION FIRST.**
 - a. Manuals are also available in ACADIS under Training and Events, Available Training, search for “Manuals”
8. Once they have completed the Special Basic Training, you can register them in ACADIS for Special Basic Cumulative Testing.
 - a. They will complete the cumulative test
 - b. Firearms Proficiency
 - c. Driving Proficiency

Reserve Officer with 2 consecutive years with agency transferring to Class 1

1. ACADIS/Background Check [ACADIS Employment Check](#)
2. All brand new Class 1 officers, not previously certified as a Class 1, must have a psychological and reading comprehension test. [Psychological_Guidelines_2020-09-24.pdf](#)
3. Complete the PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestion Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
 - b. You will need to list the date of psychological and the doctor name
 - c. You will enter the date of the Reading Comprehension Test
4. Within 3 days of hire, if issuing a firearm, a Firearms Verification Form must be submitted [FAV_Verification_2024-1.pdf Firearms Verification](#)
5. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload:
 - i. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - ii. Medical and TB [Medical_History_Form-2021.pdf DHEC-TB-Form-1420.pdf](#)
6. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a SC Drivers License to Registration



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7. Once registered, they will receive an email with links to manuals. You can then assign the video. **NO ONE SHOULD BEGIN TRAINING WITHOUT COMPLETEING REGISTRATION FIRST.**
 - a. Manuals are also available in ACADIS under Training and Events, Available Training, search for “Manuals”
8. Once they have completed the Special Basic Training, you can register them in ACADIS for Special Basic Cumulative Testing.
 - a. They will complete the cumulative test
 - b. Firearms Proficiency
 - c. Driving Proficiency
 - d. Run the PAT

Brand New Class 2 Officer or Previous Class 2 with over a 3 year Break in Service

1. ACADIS/Background Check [ACADIS Employment Check](#)
2. Complethethe PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestion Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
3. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - b. You will upload:
 - i. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - ii. Medical and TB [Medical History Form-2021.pdf](#) [DHEC-TB-Form-1420.pdf](#)
4. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a Drivers License to Registration
5. Once registered, they will be assigned a class start date.
 - a. Manuals are available in ACADIS under Training and Events, Available Training, search for “Manuals”

Class 2 Officer with less than 1 year break in service, previously Class 2 in SC

1. ACADIS/Background Check [ACADIS Employment Check](#)
2. PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestation Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)

Class 2 Officer with 1 to 3 year break in service, previously Class 2 in SC

1. ACADIS/Background Check [ACADIS Employment Check](#)
2. Complete the PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)



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- a. You will upload the EPA and Hire Attestion Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
3. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload:
 - i. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - ii. Medical and TB [Medical_History_Form-2021.pdf](#) [DHEC-TB-Form-1420.pdf](#)
4. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a Drivers License to Registration
 - c. Once registered, they will be assigned a Legal Only/Juvenile Only Video.
 - d. Manuals are available in ACADIS under Training and Events, Available Training, search for “Manuals”
5. Once they are ready, you can sign them up for the Basic Detention – Juveniles and Legals Cumulative Test in ACADIS.
 - a. We offer these every Wednesday at 1pm. They should report between 12:30-12:45 for testing.

Previous SCDC Corrections Officer or Out of State Correctional Officer with no more than 3 year break in service:

1. Complete Out of State Training Review [Training Review Request Form](#)
2. ACADIS/Background Check [ACADIS Employment Check](#)
3. Complete the PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestion Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
4. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload:
 - i. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - ii. Medical and TB [Medical_History_Form-2021.pdf](#) [DHEC-TB-Form-1420.pdf](#)
5. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a Drivers License to Registration
 - c. Once registered, they will be assigned a Legal Only/Juvenile Only Video.
 - d. They will receive an email link to the manual. Manuals are also available in ACADIS under Training and Events, Available Training, search for “Manuals”



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6. Once they are ready, you can sign them up to take the Basic Detention – Juveniles and Legals Cumulative Test in ACADIS.
 - a. We offer these every Wednesday at 1pm in the Village Cafeteria. They should report between 12:30-12:45 for testing.

Class 3 Basic

1. ACADIS/Background Check [ACADIS Employment Check](#)
2. Complete the PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestion Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
3. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload:
 - i. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
4. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a SC Drivers License to Registration
5. Once registered, they will receive an email with links to manuals. You can then assign the videos. **NO ONE SHOULD BEGIN TRAINING WITHOUT COMPLETEING REGISTRATION FIRST.**
 - a. Manuals are also available in ACADIS under Training and Events, Available Training, search for “Manuals”
6. Once they have successfully completed the video, you can register them in ACADIS for a Class 3 Basic Cumulative test date. These are conducted every Wednesday at 1. Report time is between 12:30 and 12:45.

Class 3 Advanced:

1. ACADIS/Background Check [ACADIS Employment Check](#)
2. A psychological test is required. [Psychological Guidelines 2020-09-24.pdf](#)
3. Complete the PCS of Hire [Hire Form: Personnel Change in Status \(PCS\)](#)
 - a. You will upload the EPA and Hire Attestion Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
 - b. You will need to list the date of psychological and the doctor name
4. Within 3 days of hire, if issuing a firearm, a Firearms Verification Form must be submitted [FAV_Verification_2024-1.pdf Firearms Verification](#)
5. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)



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- a. You will upload the Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
6. Once they appear as “New Hire”, you can register your candidate for “Registration” in ACADIS under Training and Events, Available Training, search for “Registration YYYY.MM.DD 9am-12pm”
 - a. We are located in Building 4 at SCCJA, behind the Main Building
 - b. Bring a SC Drivers License to Registration
7. Once registered, they will receive an email with links to manual. You can then assign the videos. **NO ONE SHOULD BEGIN TRAINING WITHOUT COMPLETEING REGISTRATION FIRST.**
 - a. Manuals are also available in ACADIS under Training and Events, Available Training, search for “Manuals”
8. When ready, you can sign them up for the Class 3 Advanced DT Proficiency Testing and Firearms Qualification. **This must be completed before the cumulative exam.**
9. After successful completion of the DT Proficiency and Firearms Qualification, you can register them for the Class 3 Advanced Cumulative Exam.

For an Officer transferring from one certification to another within the same agency name (ex. Class 2 transferring to Class 1 working at Mayberry PD)

1. Complete the Internal Transfer Form [Internal Transfer Form](#)
2. Within 3 days of hire, if issuing a firearm, a Firearms Verification Form must be submitted [FAV Verification 2024-1.pdf Firearms Verification](#)
3. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload the Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - b. Refer to certification type above for other needed documents

Class 4

1. Complete the ACADIS/Background Check Form [ACADIS Employment Check](#)
2. Complete the Personnel Change in Status 911 Form [Personnel Change-In-Status 911](#)
 - a. Upload the EPA and Hire Attestation Form [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
3. Complete the Basic Telecommunicator Operator Training and Document Attestation Form [Basic Telecommunication Operator Training Application and Document Attestation](#)
 - a. Upload the Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
 - b. Upload the FEMA ICS 100
4. If requesting training, a class will be assigned and a confirmation emailed to you.
5. If requesting Equivalency, complete the Basic Telecommunicator Equivalency Request Form [Basic Telecommunicator Equivalency Request Form \(NEW\)](#)
 - a. Upload a copy of the completed certificate, cannot be more than 2 years old.



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Reserve Officers:

1. Please refer to the South Carolina Reserve Officer Training Program Administrative Guide
2. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
 - a. You will upload the Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)

Magistrate Constable

1. Contact Registration to set up time and date to complete Registration
2. The Magistrate will send a letter on letterhead with Constable to Registration stating:
 - a. The officer is currently employed as a Magistrate Constbale
 - b. Date of Hire
 - c. Signed by the Magistrate
3. SCCJA Completed Medical and TB
4. Check for \$525 made payable to SCCJA