# Hire and Registration Instructions for SCCJA

**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. Complete the ACADIS/Background check form ACADIS Employment Check
2. All brand-new Class 1 officers must have a psychological and Reading comprehension test
   a. https://sccja.sc.gov/news/2020-09/psychological-guidelines-revised
   b. Here are some sites that you can use for the Reading Comprehension test. There may be others out there that you are welcome to choose as well.
      i. "TABETest" that stands for "Test of Adult Basic Education" that seems to be popular. You are able to grade it on the spot and it is not expensive. https://tabetest.com
      ii. Another one I know some agencies are using is called Wonderlic https://wonderlic.com/
3. Complete the PCS of hire Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
   a. You will upload the EPA-and-Hire-Attestation-20240530-Fillable.pdf
4. Within 3 days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form Firearms Verification
5. Complete the Candidate Training and Certification Application Law Enforcement Training and Certification Application
   a. You will upload the
      i. Medical and TB test Medical History Form-2021.pdf (sc.gov) DHEC TB Form 1420.pdf (sc.gov)
      ii. Candidate Attestation Form Candidate-Attestation-20240529-Fillable.pdf

6. Once you see them under your agency as "New Hire, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
   We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

7. They will need to bring a SC Driver's License to registration.
8. We will fingerprint them and get them set up with the test for the 4 week pre academy. You will be able to go in and assign the videos. Manuals are available in Acadis under Manuals – BLE Student Manuals. All BLE Pre-Academy Manuals and Power Points should be given to student
9. Once they have successfully completed all 4 block tests, you can go in and register them for a BLE Cumulative/PAT test. We do these every Wednesday at 1. (Report time is 12:30-12:45 to the village cafeteria) Once they pass those, we will assign them a date to return for the 8 week academy.

**To Register a Class 1 that has completed the "Tech School PPAT" program:**

1. Ensure you have a copy of the Certificate of Completion from the Tech School.
2. Complete the ACADIS/Background check form  ACADIS Employment Check
3. Complete the PCS of hire Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
   a. You will upload the EPA-and-Hire-Attestation-20240530-Fillable.pdf
4. All brand-new Class 1 officers must have a psychological and Reading comprehension test
   a. https://sccja.sc.gov/news/2020-09/psychological-guidelines-revised
   b. Here are some sites that you can use for the Reading Comprehension test. There may be others out there that you are welcome to choose as well.
      i. "TABETest" that stands for "Test of Adult Basic Education" that seems to be popular. You are able to grade it on the spot and it is not expensive. https://tabetest.com
      ii. Another one I know some agencies are using is called Wonderlic https://wonderlic.com/
1. Within 3 days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form Firearms Verification
2. Complete the Candidate Training and Certification Application Law Enforcement Training and Certification Application
   a. You will upload the
      i. Medical and TB test Medical History Form-2021.pdf (sc.gov) DHEC TB Form 1420.pdf (sc.gov)
      ii. Candidate Attestation Form Candidate-Attestation-20240529-Fillable.pdf
3. Once you see them under your agency as "New Hire, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
   We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

4. They will need to bring a SC Driver's License to registration.
5. We will fingerprint them and complete the Registration process.
6. Once registered, you can go in and register them for a BLE Cumulative/PAT test. We do these every Wednesday at 1. (Report time is 12:30-12:45 to the village cafeteria) Once they pass those, we will assign them a date to return for the 8 week academy.

**For a Class 1 Officer Previously Certified in SC without a break in service or a break in service less than 1 year:**

1. Complete the ACADIS/Background check form  ACADIS Employment Check
2. Complete the PCS of hire Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
   a. You will upload the EPA-and-Hire-Attestation-20240530-Fillable.pdf
3. Within 3 days of hire you will need to submit a Firearms Verification Form FAV Verification 2024.pdf (sc.gov) Firearms Verification (cognitoforms.com)

**For a Class 1 Officer with a 1 to 3 Year Break in Service in SC:**

1. Complete the ACADIS/Background check form  ACADIS Employment Check
2. Complete the PCS of hire South Carolina Criminal Justice Academy  Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
   a. You will upload the EPA-and-Hire-Attestation-20240530-Fillable.pdf
3. Within 3 days of hire you will need to submit a Firearms Verification Form Firearms Verification
4. Complete the Candidate Training and Certification Application Law Enforcement Training and Certification Application
   a. You will upload the
      i. Medical and TB test Medical History Form-2021.pdf (sc.gov) DHEC TB Form 1420.pdf (sc.gov)
      ii. Candidate Attestation Form Candidate-Attestation-20240529-Fillable.pdf
5. Once you see them under your agency as "New Hire, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
   We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.
6. They will need to bring a SC Driver's License to registration. We will fingerprint them and complete registration. You will be able to go in and assign the Special Basic video.
7. Once they have successfully completed the video, you can go in and register them for a Special Basic Cumulative Test/ Firearms and Driving Proficiency. (Report to the Range Classroom #2 at 7:30-7:45 am the Wednesday morning of test) Once they pass that, they are good to go.

**For a Class 1 Officer with Out Of State Experience (break in service no more than 3 years):**

1. Complete an Out of State Training Review [Training Review Request Form (cognitoforms.com)](#)
   a. Release and Authorization  [Microsoft Word - Release Authorization1.doc (sc.gov)](#)
   b. Post Letter [Microsoft Word - SCCJA Updated POST (2024)](#)
2. Complete the ACADIS/Background check form [ACADIS Employment Check](#)
3. Within 3 days of hire you will need to submit a Firearms Verification Form [Firearms Verification](#)
4. Complete the PCS of hire [Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)](#)
   a. You will upload the [EPA-and-Hire-Attestation-20240530-Fillable.pdf](#)
5. Within 3 days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form [FAV Verification 2024.pdf (sc.gov)](#) [Firearms Verification (cognitoforms.com)](#)
6. Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
   a. You will upload the
      i. Medical and TB test [Medical History Form-2021.pdf (sc.gov)](#) [DHEC TB Form 1420.pdf (sc.gov)](#)
      ii. Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
7. Once you see them under your agency as "New Hire, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
   We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

8. They will need to bring a SC Driver's License to registration.
9. We will fingerprint them and complete registration. You will be able to go in and assign the Special Basic video. Manuals are available in Acadis under Manuals – Special Basic Manual. Special Basic Manuals and Power Points should be given to student
10. Once approved for Special Basic and they have successfully completed the video, you can go in and register them for a Special Basic Cumulative Test/ Firearms and Driving Proficiency. (Report to the Range Classroom #2 at 7:30-7:45 am the Wednesday morning of test) Once they pass that, they are good to go.

**Reserve Officer with 2 consecutive years with agency going to Class 1:**

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

   All brand new Class 1 officers must have a psychological and Reading comprehension test

   a. [https://sccja.sc.gov/news/2020-09/psychological-guidelines-revised](https://sccja.sc.gov/news/2020-09/psychological-guidelines-revised)
   b. Here are some sites that you can use for the Reading Comprehension test. There may be others out there that you are welcome to choose as well.
      i. "TABETest" that stands for "Test of Adult Basic Education" that seems to be popular. You are able to grade it on the spot and it is not expensive. [https://tabetest.com](https://tabetest.com)

ii.   Another one I know some agencies are using is called Wonderlic
https://wonderlic.com/

3.   Within 3 days of hire (if issuing a weapon) you will need to submit a Firearms Verification Form
[Firearms Verification](#)

1.   Complete the Candidate Training and Certification Application [Law Enforcement Training and Certification Application](#)
    a.   You will upload the
        i.   Medical and TB test [Medical History Form-2021.pdf (sc.gov)](#) [DHEC TB Form 1420.pdf (sc.gov)](#)
        ii.   Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)

2.   Once you see them under your agency as "New Hire, you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
    We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

3.   They will need to bring a SC Driver's License to registration. We will fingerprint them and complete registration. You will be able to go in and assign the Special Basic video.
4.   Once they have successfully completed the video, you can go in and register them for a Special Basic Cumulative Test/ Firearms and Driving Proficiency. (Report to the Range Classroom #2 at 7:30-7:45 am the morning of test) Once they pass that, they will report to the warehouse at 1:00pm to run the PAT. Once they pass that, they are good to go.


**For a Class 2 Officer:**

1.   Complete the ACADIS/Background check form   [ACADIS Employment Check](#)
2.   Complete the PCS of hire  [Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)](#)
    a.   You will upload the [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 the
        i.   Medical and TB test [Medical History Form-2021.pdf (sc.gov)](#) [DHEC TB Form 1420.pdf (sc.gov)](#)
        ii.   Candidate Attestation Form [Candidate-Attestation-20240529-Fillable.pdf](#)
4.   Once you see them under your agency as "New Hire", you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
    We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

5.   They will need to bring a SC Driver's License to registration. We will fingerprint them and get them set up in the next available class.

**For a Class 2 Officer with less than 1 year break in service in South Carolina:**

1. Complete the ACADIS/Background check form  ACADIS Employment Check
2. Complete the PCS of hire  Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
    a. You will upload the EPA-and-Hire-Attestation-20240530-Fillable.pdf

**For a Class 2 Legal Only and/or Juvenile Only Student (previously employed as a Class 2 Detention Officer in SC with a 1 to 3 year Break in service:**

1. Complete the ACADIS/Background check form  ACADIS Employment Check
2. Complete the PCS of hire Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
    a. You will upload the 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 the
        i. Medical and TB test Medical History Form-2021.pdf (sc.gov) DHEC TB Form 1420.pdf (sc.gov)
        ii. Candidate Attestation Form Candidate-Attestation-20240529-Fillable.pdf

4. Once you see them under your agency as "New Hire", you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
    We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

5. They will need to bring a SC Driver's License to registration. We will fingerprint them and assign the Videos needed.
6. Manuals will be emailed to the student but are also available in Acadis under Manuals – Basic Detention Student Manuals. The BD Legal and Juveniles only should be given to student
7. You can register them for the next available Basic Detention Juvenile Only and/or Legal Only Cumulative Test. (Report to the Village Cafeteria between 12:30-12:45 the date of test)

**For a Class 2 Legal Only and/or Juvenile Only Student (Previous SC Dept of Corrections or a Previously Certified Detention Officer certified Out of State with no more than 3 year break in Service:**

1. Complete an Out of State Training Review Training Review PD.pdf (sc.gov)
    a. Release and Authorization Microsoft Word - Release Authorization1.doc (sc.gov)
    b. Post Letter Post Letter for Training Review 8-2018.pdf (sc.gov)
2. Complete the ACADIS/Background check form  ACADIS Employment Check
3. Complete the PCS of hire Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
    a. You will upload the 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 the
        i. Medical and TB test Medical History Form-2021.pdf (sc.gov) DHEC TB Form 1420.pdf (sc.gov)
        ii. Candidate Attestation Form Candidate-Attestation-20240529-Fillable.pdf

5. Once you see them under your agency as "New Hire", you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
   We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

6. They will need to bring a SC Driver's License to registration. We will fingerprint them and assign the Videos needed.

7. Once approved, Registration will assign videos. Manuals are available in Acadis under Manuals – Basic Detention Student Manuals. The BD Legal and Juveniles only should be given to student

8. Once completed, you can register them for the next available Basic Detention Juvenile Only and/or Legal Only Cumulative Test. (Report to the Village Cafeteria between 12:30-12:45 the date of test)

**For Class 3 Basic:**

1. Complete the ACADIS/Background check form  ACADIS Employment Check
2. Complete the PCS of hire for Class 3  hire Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
   a. You will upload the 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 the
      i. Medical and TB test Medical History Form-2021.pdf (sc.gov) DHEC TB Form 1420.pdf (sc.gov)
      ii. Candidate Attestation Form Candidate-Attestation-20240529-Fillable.pdf
4. Once you see them under your agency as "New Hire", you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
   We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

5. They will need to bring a SC Driver's License to registration.
6. You can assign the Class 3 Basic Videos. Manuals are available in Acadis under Manuals – Class 3 Basic Manuals. All Class 3 Basic Manuals and Power Points should be given to student
7. Once they have completed it, you can register them for a Class 3 Basic cumulative exam. (Report to the Village Cafeteria between 12:30-12:45 the date of test)

**For Class 3 Advanced:**

1. Complete the ACADIS/Background check form  ACADIS Employment Check
2. Complete a Psychological Exam - all Class 3 Advanced officers must have a psychological test
   a. https://sccja.sc.gov/news/2020-09/psychological-guidelines-revised
3. Complete the PCS of hire Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)

a. You will upload the EPA-and-Hire-Attestation-20240530-Fillable.pdf
4. Within 3 days of issuing a Firearm, complete the Firearms Verification Form Firearms Verification
5. Complete the Candidate Training and Certification Application Law Enforcement Training and Certification Application
   a. You will upload the
      i. Medical and TB test Medical History Form-2021.pdf (sc.gov) DHEC TB Form 1420.pdf (sc.gov)
      ii. Candidate Attestation Form Candidate-Attestation-20240529-Fillable.pdf
6. Once you see them under your agency as "New Hire", you can register your candidate for Fingerprinting through the ACADIS Portal. The naming convention for the Registration sessions will be "Registration YYYY/MM/DD 9am-12pm". **There are only morning appointments and by appointment only.**
   We will have enough registration spots to do 15 people per day. If you have more than 15, please contact me in advance and we will get it set up for all to come on one day.

7. They will need to bring a SC Driver's License to registration.
8. Assign the Advanced Class 3 Videos. Manuals are available in Acadis under Manuals – Class 3 Manuals. All Class 3 Advanced Handouts, Manuals and Power Points should be given to student.
9. Once they have completed all training, you can register them for a Class 3 Advanced DT/Firearms Proficiency provided by the Mobile Training Unit (MTU).
10. Once they pass the DT/Firearms Proficiencies, you can register them in ACADIS for a Class 3 Advanced Cumulative Exam. (Report to the Village Cafeteria between 12:30-12:45 the date of test)


**For an Officer transferring from one Certification to another (ex: Class 2 transferring to Class 1 LECO, Class 3 Advanced Transferring to Class 1 LEO) <u>within the same agency</u>:**

1. Complete the Internal Transfer Form   Internal Transfer Form (cognitoforms.com)
2. Within 3 days of issuing a Firearm, complete the Firearms Verification Form
3. Complete the Candidate Training and Certification Application
   a. Refer to certification type above for the other necessary documents.


**For Class 4 (Basic Telecommunication Operator):**

1. Complete the ACADIS/Background check form   ACADIS Employment Check
2. Complete the Personnel Change in Status 911 Hire Form Hire Form: Personnel Change in Status (PCS) (cognitoforms.com)
   a. You will upload the EPA-and-Hire-Attestation-20240530-Fillable.pdf
3. Complete the Basic Telecommunication Operator Training Application and Document Attestation Basic Telecommunication Operator Training Application and Document Attestation (cognitoforms.com)
   a. You will upload a Copy of their FEMA ICS 100 Form
   b. Candidate Attestation  Candidate-Attestation-20240529-Fillable.pdf
4. If you are requesting an Equivalency Review for Certification, (after all steps 1-4 above are completed) you will need to Complete the Basic Telecommunicator Equivalency Request Form Basic Telecommunicator Equivalency Request Form (cognitoforms.com)

**For Reserve Officers: (If your Agency is currently approved For Reserves)**

Please refer to the South Carolina Reserve Officer Training Program Administrative Guide

[SC Reserve Officer Training Program Administrative Guide 2021.pdf](SC Reserve Officer Training Program Administrative Guide 2021.pdf)

Contact Registration for a date to register.


**For Magistrate Constable:**

1. The Magistrate will send a letter with the Constable on agency letterhead stating:

   - The Officer is currently employed at the Magistrate Constable
   - Date of hire
   - Signed by the Magistrate
   - Contact Registration to set a date for fingerprinting
   - Candidate must have a completed medical and TB with them at Registration.