



**South Carolina Criminal Justice Academy**  
**Standards and Accreditation Unit Phone: 803.896.7843**  
**E-mail completed form to [standtest@sccja.sc.gov](mailto:standtest@sccja.sc.gov)**  
**ALLOW FIVE BUSINESS DAYS FOR FORM APPROVAL**

**Departmental Lesson Plan Cover Sheet/Review and Approval Notification**  
 Please Print in Black Ink or Type

Department/Agency Name: \_\_\_\_\_  
 Complete Mailing Address: \_\_\_\_\_  
 Contact's E-Mail Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

CJA Lesson Plan Number: \_\_\_\_\_ Lesson Plan Hours: \_\_\_\_\_  
 Lesson Plan Title: \_\_\_\_\_

**1. Instructor**  
 Instructor's signature \_\_\_\_\_  
 Instructor's Name (Printed): \_\_\_\_\_ Academy ID#: \_\_\_\_\_  
 Must be a current CJA accredited Basic Instructor or Specific Skills Instructor. If this is a specialized area (DT, Firearms, OC, Driving, PPCT, etc.) the instructor must hold a current CJA accreditation for the specialized area.

**2. Author**  
 Author's Signature: \_\_\_\_\_  
 Author's Name (Printed): \_\_\_\_\_ Academy ID#: \_\_\_\_\_  
 Must be a current CJA accredited Basic Instructor. If this is a specialized area (DT, Firearms, OC, Driving, PPCT, etc.) the author must hold a current CJA accreditation for the specialized area.

**3. Chief/Sheriff/Agency Head**  
 Chief/Sheriff/Agency Head Signature: \_\_\_\_\_  
 Chief/Sheriff/Agency Head (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

**4. Legal Sufficiency**  
 You have the option to let your Legal Representative **OR** your Chief/Sheriff/Agency Head sign. **Please sign 4A OR 4B.**

**4A. Department Legal Representative – By signing above you are indicating that the training content meets legal sufficiency requirements.**  
 (Definition of Legal Sufficiency: To satisfy requirement that a lesson plan “meets legal sufficiency requirements,” an attorney licensed to practice law in South Carolina must certify that all legal references contained within lesson plan (including but not limited to text, student handout materials, and visual aids) are accurate based on current law. At a minimum, certifying attorney shall ensure that all statutory references and citations are accurate and reflect most current version as enacted by respective legislative body; all case law references and citations reflect latest opinion (published or unpublished); and all departmental policy references are accurate and all said policy references comport with applicable state and federal laws. Finally, certifying attorney shall ensure that any discussion of state law, federal law, or departmental policy accurately comports with respective state law, federal law, or departmental policy whether said discussion appears in text, student handout materials, visual aids, or any other material associated with lesson plan)

**Legal Representative's Signature:** \_\_\_\_\_  
**Legal Representative's Name (Printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**4B. Chief/Sheriff/Agency Head - By signing you are indicating that the training content meets legal sufficiency requirements, as defined above.** You understand that it is recommended that you have a Legal Representative review and sign this lesson plan. However, you have chosen not to employ a Legal Representative. As such, you are assuming personal liability for the contents of the lesson plan. \_\_\_\_\_ **(initial)**. You understand that the SC Criminal Justice Academy (Academy) has not and will not render an opinion as to the legal sufficiency of this lesson plan. Furthermore, you agree to personally reimburse any legal costs the Academy may incur as a result of any legal action for this lesson plan, because of your decision not to employ a Legal Representative to review this lesson plan.

**Chief/Sheriff/Agency Head Signature:** \_\_\_\_\_  
**Chief/Sheriff/Agency Head (Printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

Approved: <input type="checkbox"/>	Lesson plans are approved for CLEE credit only and are <b>valid for 2 years from date of approval</b> . Academy approval of lesson plan does not constitute endorsement of training, does not grant instructor status, nor does Academy accept responsibility for content.
Denied: <input type="checkbox"/>	

CJA Standards: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: The actual lesson plan, PowerPoint presentation, handouts, etc. must be maintained in your files along with this approval letter. The lesson plan should be in the format taught by the Academy in the Basic Instructor Program.**

CJA Lesson Plan Number: \_\_\_\_\_ Lesson Plan Hours: \_\_\_\_\_

Lesson Plan Title: \_\_\_\_\_

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**Brief Course Description and Purpose of Training:**

**Performance Objectives (Please continue on separate sheet if necessary):**