



Revised 7/26/2018

HOW TO RENEW DATAMASTER DMT RECERTIFICATION IN ACADIS:

-Go to the ACADIS Online Portal and log in using your email address and password.

Sign in

E-mail address (Username)

Password

Reset your password
Don't have an account? Sign up.

Sign in

-Once logged in, you will be able to view the assigned DMT Recertification course.

-Be sure you watch the course in its entirety. The test will begin immediately after the last segment of video. Upon completion of the test a window will appear that will display the test score. Once you have completed your course, completely close out all windows to exit ACADIS.

DataMaster DMT Recertification Test

SCORE: 90%
PASSED

OK Print

-Log back into the ACADIS Online Portal. Under the Certifications header, locate DMT Operator. On the far right hand side of screen click "Renew" to begin the renewal process.

| Name | Type | Issue Date | Expiration | Status | |
|-----------------------------------|---------------|------------|------------|--------|---|
| DMT Operator | Certification | 11/07/2012 | 11/30/2018 | Active | Renew |
| DUI Detection/SFST Certification | Certification | 04/12/2012 | 12/31/2018 | Active | Print Renew |
| Radar Operator | Certification | 02/11/2012 | 12/31/2018 | Active | Print Renew |
| Speed-Measurement Device Operator | Certification | 02/11/2012 | 12/31/2018 | Active | Print Renew |

-The Renewal Application screen will open in your window. Ensure all recipient information is correct. If not, select "Update My Information". If all the information is correct, click "Continue".

Request Certification Renewal for DMT Operator

To request renewal of DMT Operator complete this online application. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

RECIPIENT

Verify the following personal information. You may update your record to enter missing or incorrect details.

Academy ID 5046-7947

Recipient Studio, Test 1

Email cjastudio1@gmail.com

Cancel | Finish Later | [Update My Information](#) [Continue](#)

-The next screen will explain the guidelines for the DMT Recertification renewal process. Read and follow all guidelines then click “Continue”.

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GUIDELINES FOR RENEWAL

Please review the following guidelines.

NOTICE You must complete and pass the online DMT Recertification course before you are able to proceed with your renewal submission. If you have already met this requirement, please read and follow the instructions carefully to ensure that you provide all the necessary documentation to allow the South Carolina Criminal Justice Academy's Traffic Safety Unit to update your training records.

Delete Request | Finish Later | Back **Continue**



-The next screen will list the requirements for the DMT Recertification process. Click on “Update” for the training requirement.

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REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

| Requirement | Type | Fulfilled Date | Status | |
|--------------------------|----------|----------------|-------------|---------------|
| Online DMT Certification | Training | | Unfulfilled | Update |

Delete Request | Finish Later | Back **Continue**



-The Training screen window will pop up. Scroll to the Current Period section and check the box of the completed DMT – Operator Recert training course. Next, scroll down and under the Fulfillment section, choose “The requirement has been met or exceeded”, then click on “Save”.

Training

REQUIREMENT

Online DMT Certification

DOCUMENTATION OF FULFILLMENT

Select one or more events below to fulfill the requirement. Additional options are listed below.

Training

- Upcoming, Ongoing, & Unconfirmed Training for Period: 23h 30m
- Current Period to Date (01/01/2018 - 07/25/2018) Training for Period: 5h 0m

| Training | Start | End | Grade | Hours | Training Category | Student Status |
|---|------------|------------|---------|-------|----------------------|--------------------|
| <input type="checkbox"/> DUI/SFST - Recert - SFST Recertification (18-1) | 07/25/2018 | 07/25/2018 | 100.00% | 3h 0m | Mandatory Retraining | Completed - Passed |
| <input checked="" type="checkbox"/> DMT - Operator Recert - DataMaster DMT Recertification (16) | 04/24/2018 | 07/25/2018 | 100.00% | 2h 0m | | Completed - Passed |

- Previous Period (01/01/2017 - 12/31/2017) Training for Period: 2h 30m
- Other Periods (through 12/31/2016) Training for Period: 49h 0m

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.




[Upload a document](#) | [Provide other clarifying comments](#)

FULFILLMENT

- I want to finish later
- The requirement has been met or exceeded (requires information above)
- Request waiver (requires clarifying comments above)

* Required Information

Cancel **Save**



-This will take you back to the requirements page. The status of the training requirement should now show "Fulfilled". Click "Continue".

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REQUIREMENTS

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

| Requirement | Type | Fulfilled Date | Status | |
|--------------------------|----------|------------------------------|-----------|------------------------|
| Online DMT Certification | Training | 07/25/2018 by Studio, Test 1 | Fulfilled | Update |

[Delete Request](#) | [Finish Later](#) | [Back](#) | [Continue](#)

-The next screen will be the affirmation. Read through the Renewal Applicant Affirmation text and the Criminal Offense Declaration and select the appropriate responses. Click "Submit" to finalize the renewal process.

Request Certification Renewal for DMT Operator

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APPLICANT AFFIRMATION

I certify and make an official statement, the officer identified by the corresponding Academy ID number, holds a valid DMT Operator certification and has completed the required training and 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 or its designated representative.

I certify that there are no willful misrepresentations or falsifications in any of the provided documentation. I understand that any falsification may disqualify me from receiving training and/or certifications.

All requirements for this certification or license have been met, and the applicant attests that the above statements are true

Not all requirements for this certification or license have been met by the recipient

CRIMINAL OFFENSE DECLARATION

Since the recipient's last issue or renewal of this certification / license:

The recipient has NOT been charged with or convicted of a criminal offense*

The recipient has been charged with or convicted of a criminal offense*

* excluding minor traffic violations and criminal offenses expunged by a court

[Delete Request](#) | [Finish Later](#) | [Back](#) | [Submit](#)

-An Audit Alert warning will pop up that will provide follow-up instructions.

Selected for Audit

Your application has been selected for audit and the certification has not been renewed.


Please allow up to 30 business days for your training records to be updated. If after 30 days you do not see the completed training in your records, contact the South Carolina Criminal Justice Academy Traffic Safety Unit at (803)896-7777.

[Close](#)

-Log back into the ACADIS Online Portal. Under the Certifications header, locate DMT Operator. On the far right hand side of screen the option to Renew should now be gone and the original expiration date will still appear.

| Certifications | | | | | |
|-----------------------------------|---------------|------------|------------|--------|---|
| Name ▾ | Type | Issue Date | Expiration | Status | |
| DMT Operator | Certification | 11/07/2012 | 11/30/2018 | Active | Print |
| DUI Detection/SFST Certification | Certification | 04/12/2012 | 12/31/2018 | Active | Print Renew |
| Radar Operator | Certification | 02/11/2012 | 12/31/2018 | Active | Print Renew |
| Speed-Measurement Device Operator | Certification | 02/11/2012 | 12/31/2018 | Active | Print Renew |

-Once an Academy staff member has audited the renewal application, the officer can log back into the ACADIS Online Portal to view the updated training record. Under the Certifications header, locate DMT Operator and next to that the new expiration date should be listed. If you would like a copy of the certificate, click "Print".

| Certifications | | | | | |
|-----------------------------------|---------------|------------|------------|--------|---|
| Name ▾ | Type | Issue Date | Expiration | Status | |
| DMT Operator | Certification | 11/07/2012 | 07/25/2020 | Active |  Print |
| DUI Detection/SFST Certification | Certification | 04/12/2012 | 12/31/2018 | Active | Print Renew |
| Radar Operator | Certification | 02/11/2012 | 12/31/2018 | Active | Print Renew |
| Speed-Measurement Device Operator | Certification | 02/11/2012 | 12/31/2018 | Active | Print Renew |