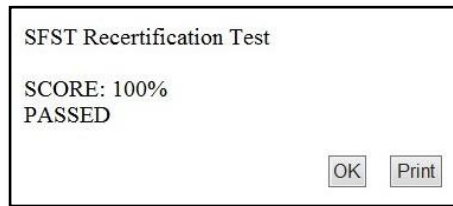Revised 7/26/2018

HOW TO RENEW DUI/SFST RECERTIFICATION IN ACADIS:

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

-Once logged in, you will be able to view the assigned SFST 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.

-Log back into the ACADIS Online Portal. Under the Certifications header, locate DUI Detection/SFST Certification. On the far right hand side of screen click "Renew" to begin the renewal submission process.

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

-The next screen will explain the guidelines for the DUI/SFST Recertification renewal process. Read and follow all guidelines then click "Continue".

-The next screen will list the requirements for the DUI/SFST Recertification renewal process. Click on "Update" for the document requirement.

-The Document screen will pop up. Scroll down to the Documentation of Fulfillment section and click on "Provide other clarifying comments" to open up the comments box. In the "comments" box, you **MUST** include the SFST Instructor's name and date the proficiency was submitted online. Next, scroll down and under the Fulfillment section, choose "Request waiver", then click on "Save".

-This will take you back to the requirements page. The status of the document requirement should now say "Fulfilled". Now, click on "Update" for the training requirement.

-The Training screen will pop up in a small window. Scroll to the Current Period section and check the box of the completed DUI/SFST – Recert training. Next, scroll down and under the Fulfillment section, choose "The requirement has been met or exceeded", then click on "Save".

The requirements page should now show that both renewal requirements (Document and Training) have been fulfilled. Click "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.

-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's Traffic Safety Unit at (803)896-7777.

Close

-Log back into the ACADIS Online Portal. Under the Certifications header, locate DUI Detection/SFST Certification. 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		
Canine Certification	Certification	09/15/2015	12/15/2016	Inactive		
DMT Operator	Certification	11/07/2012	07/25/2020	Active		Print
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2018	Active		Print
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 DUI Detection/SFST Certification 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		
Canine Certification	Certification	09/15/2015	12/15/2016	Inactive		
DMT Operator	Certification	11/07/2012	07/25/2020	Active		Print
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2020	Active		Print
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