



Revised 7/26/2018

HOW TO RENEW SMD OPERATOR 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 SMD 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 Speed-Measurement Device 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	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

-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".

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

Request Certification Renewal for Speed-Measurement Device Operator

The Privacy Act of 1974 may apply to this form. [Additional Details](#)

- 1 Personal Information
- 2 Guidelines
- 3 Requirements
- 4 Affirmation

GUIDELINES FOR RENEWAL

Please review the following guidelines.

NOTICE You must complete and pass the online SMD Recertification course and complete a road proficiency with a South Carolina Criminal Justice Academy certified SMD Instructor before you are able to proceed with your renewal submission. If you have already met these requirements, please read and follow the instructions carefully and 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 SMD Recertification process. Click "Update" for the document 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	
Completed Proficiency Form	Document		Unfulfilled	Update
Online SMD Recertification	Training		Unfulfilled	Update

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

-The Document screen will pop up in a small window. 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 SMD 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".

Document

REQUIREMENT

Completed Proficiency Form [Instructions](#)

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

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**

Change Clarifying Comments

Clarifying Comments

55 of 2000 characters allowed.

Cancel **Save**

Document

REQUIREMENT

Completed Proficiency Form [Instructions](#)

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

Clarifying Comments

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 document requirement should now say "Fulfilled". Now, 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	
Completed Proficiency Form	Document	07/25/2018 by Studio, Test 1	Fulfilled	Update
Online SMD Recertification	Training		Unfulfilled	Update

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

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

Training

REQUIREMENT

Online DUI/SFST Recertification [Instructions](#)

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 checked="" type="checkbox"/> SMD - Operator Recertification - SMD Recertification	07/25/2018	07/25/2018	100.00%	3h 0m	Mandatory Retraining	Completed - Passed
<input 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](#)

-The requirements page should now show that both renewal requirements (Document and Training) have been 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	
Completed Proficiency Form	Document	07/25/2018 by Studio, Test 1	Fulfilled	Update
Online SMD Recertification	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.

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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 SMD 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

Once submitted, this application is final and cannot be edited. ✕

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 Speed-Measurement Device Operator 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
Speed-Measurement Device Operator	Certification	04/12/2012	12/31/2018	Active Print

-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 Speed-Measurement Device Operator 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
Speed-Measurement Device Operator	Certification	04/12/2012	12/31/2020	Active Print

