



Revised 6/4/2015

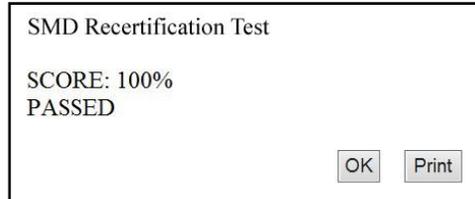
HOW TO RENEW SMD OPERATOR RECERTIFICATION IN ACADIS:

-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 submission process.

| Certifications | | | | | |
|-----------------------------------|---------------|------------|------------|----------|---|
| Name | Type | Issue Date | Expiration | Status | |
| DMT Operator | Certification | 11/07/2012 | 11/07/2014 | Inactive | Print |
| DUI Detection/SFST Certification | Certification | 04/12/2012 | 12/31/2014 | Inactive | Print |
| Speed-Measurement Device Operator | Certification | 02/11/2012 | 12/31/2015 | Active | Print Renew |

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

Renewal Application for Speed-Measurement Device Operator

Verify the following personal information. Click "Update Information" to enter missing, incorrect, or additional information.

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

Applicant

Academy ID 5046-7947

Applicant Studio, Test 1

Mailing Address 5400 Broad River Road
Columbia, SC 29212-3540
(Richland County)

Primary Phone (803) 896-7777 (Work)

Email cjastudio1@gmail.com

Driver's License No. or State Identification Card No. None specified

Issuing State None specified

Date of Birth None specified

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

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

Renewal Application for Speed-Measurement Device Operator

Please review the following guidelines.

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

Renewal Guidelines

NOTICEYou 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 Application](#) [Finish Later](#) [Back](#) [Continue](#)

-The next screen will list the requirements for the SMD Recertification process. Click on "Update" for the training requirement.

Renewal Application for Speed-Measurement Device Operator

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

Renewal Requirements

| Requirement | Type | Fulfilled Date | Status | |
|----------------------------|----------|----------------|-------------|------------------------|
| Online SMD Recertification | Training | | Unfulfilled | Update |
| Completed Proficiency Form | Document | | Unfulfilled | Update |

[Delete Application](#) [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 "I meet or exceed this requirement", then click on "Save".

Training

REQUIREMENT
Online SMD Recertification

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: 11h 0m

| Training | Start | End | Grade | Hours | Training Category | Student Status |
|---|------------|------------|---------|-------|-------------------|--------------------|
| <input checked="" type="checkbox"/> SMD - Operator Recertification - SMD Recertification 2015 | 05/26/2015 | 05/26/2015 | 100.00% | 2h 0m | | Completed - Passed |

Previous Period (01/01/2014 - 12/31/2014) Training for Period: 6h 0m

Other Periods (through 12/31/2013) Training for Period: 44h 0m

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

Documents
No documents attached
[Add a document](#)

Clarifying Comments
None specified ([change](#))

FULFILLMENT

I have not provided documentation yet, but intend to

I meet or exceed this requirement (requires documentation above)

I do not meet this requirement and would like to request that some or all of the requirement be waived

[Cancel](#) [Save](#)

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

Renewal Application for Speed-Measurement Device Operator

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

Renewal Requirements

| Requirement | Type | Fulfilled Date | Status | |
|----------------------------|----------|------------------------------|-------------|------------------------|
| Online SMD Recertification | Training | 05/27/2015 by Studio, Test 1 | Fulfilled | Update |
| Completed Proficiency Form | Document | | Unfulfilled | Update |

[Delete Application](#) [Finish Later](#) [Back](#) [Continue](#)

-The Document screen will pop up in a small window. Scroll down to the Clarifying Comments section and click on "Change" 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 "I do not meet this requirement and would like to request that some or all of the requirement be waived", then click on "Save".

REQUIREMENT
Completed Proficiency Form

Document

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

Documents
No documents attached
Add a document

Clarifying Comments
None specified (change) ←

FULFILLMENT

I have not provided documentation yet, but intend to
 I meet or exceed this requirement (requires documentation above)
 I do not meet this requirement and would like to request that some or all of the requirement be waived

Cancel Save

Change Clarifying Comments

Clarifying Comments

Submitted Road Proficiency Form on 5-26-2015 by Hal Volin ID#2811-8980

Characters: 70 of 1500 allowed.

Cancel Save

Clarifying Comments

Submitted Road Proficiency Form on 5-26-2015 by Hal Volin ID#2811-8980 (change)

FULFILLMENT

I have not provided documentation yet, but intend to
 I meet or exceed this requirement (requires documentation above)
 I do not meet this requirement and would like to request that some or all of the requirement be waived

Cancel Save

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

Renewal Application for Speed-Measurement Device Operator

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

Renewal Requirements

| Requirement | Type | Fulfilled Date | Status | |
|----------------------------|----------|-----------------------|-----------|--------|
| Online SMD Recertification | Training | 05/27/2015 by Studio, | Fulfilled | Update |
| Completed Proficiency Form | Document | 05/27/2015 by Studio, | Fulfilled | Update |

Delete Application Finish Later Back Continue

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

Renewal Application for Speed-Measurement Device Operator

Please answer the following questions to submit the Application.

Renewal 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.

I meet all of the requirements for this certification and attest that the above statement is true.
 I do not meet all the requirements for this certification.

Please supply additional information for consideration for this renewal.

Criminal Offense Declaration

Since my last issue or renewal of this certification, I have not been charged or convicted of a criminal offense other than a minor traffic violation.
 Since my last issue or renewal of this certification, I have been charged or convicted of a criminal offense other than a minor traffic violation.

Please supply additional information for consideration for this renewal.

Once submitted, this application cannot be edited. Click Submit to finalize the renewal process.

Delete Application Finish Later Back Submit

-A small Audit Alert window should pop up that will provide follow-up instructions.

 **Audit Alert**

Your renewal 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.



-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 | |
| DMT Operator | Certification | 11/07/2012 | 11/07/2014 | Inactive | Print |
| DUI Detection/SFST Certification | Certification | 04/12/2012 | 12/31/2014 | Inactive | Print |
| Speed-Measurement Device Operator | Certification | 02/11/2012 | 12/31/2015 | 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 | |
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