

TYPE OF CERTIFICATION	ISSUANCE REQUIREMENTS	EXPIRES	RENEWAL REQUIREMENTS
<b>911 Telecommunicator</b>	Automatically issued when person completes the 911 Basic Telecommunicator Course	Expires 2 years after employment ends	Renewal not required
<b>Annual Handgun Qualification</b>	Submit qualification record to LET through Workforce Portal. Minimum score of 38 required. Note: Instructor of record must be commission recognized.	Annually on December 31st	Submit re-qualification record to LET through Workforce Portal. Minimum score of 38 required. Note: Instructor of record must be commission recognized.
<b>Canine Team (All Types)</b>	Request for certification must be made through Workforce Portal, which requires submission of completed <a href="#">Canine Team Certification Form</a> .	Expires in 1 year plus 1 month after issuance or renewal	Request for renewal must be made through Workforce Portal, which requires submission of completed <a href="#">Canine Team Certification Form</a> .
<b>Canine Evaluator/Instructor</b>	Request for certification must be made through Workforce Portal, which requires submission of completed <a href="#">Canine Instructor Certification Application</a> .	Expires 3 years after date of issuance	Request for renewal must be made through Workforce Portal, which requires submission of completed <a href="#">Canine Instructor Certification Application</a> .
<b>Canine Judge</b>	Request for certification must be made through Workforce Portal, which requires submission of completed <a href="#">Canine Judge Certification Application</a>	Expires 5 years after date of issuance	Request for renewal must be made through Workforce Portal, which requires submission of completed <a href="#">Canine Judge Certification Application</a>
<b>Computer Voice Stress Analyzer</b>	Procedures have not changed – see <a href="https://sdlegislature.gov/Rules/Administrative/21638">https://sdlegislature.gov/Rules/Administrative/21638</a> for additional information		
<b>D.A.R.E. Instructor</b>	Automatically issued when the person completes the 80-Hour D.A.R.E. Officer Instructor Course	Expires 2 years after date of issuance	Request for renewal must be made through Workforce Portal, which requires submission of completed <a href="#">SD DARE School Information Sheet</a> .
<b>Enhanced Conceal Pistol Use of Force Instructor</b>	Automatically issued when the person completes the Enhanced Concealed Pistol Use of Force Course	Expires on the last day of the twenty-fourth calendar month on the certificate of completion.	Application must re-do initial application process and re-attend Enhanced Concealed Pistol Use of Force Course.

<b>Firearms Instructor</b>	Automatically issued when the person completes an approved Handgun Instructor Course and an approved Instructor Development Course	Expires 4 years after the issuance date.	Automatically renewed if applicant completes a minimum of 24 hours of approved Firearm Instructor Continuing Education
<b>Law Enforcement Officer</b>	Automatically issued when person completes the Basic Law Enforcement Certification or Law Enforcement Reciprocity Course	<p>Expires 2 years after employment</p> <p><b>OR</b></p> <p>On December 31<sup>st</sup> of the calendar year if officer does not complete annual handgun qualification</p> <p><b>OR</b></p> <p>On December 31<sup>st</sup> of even number years if the officer does not complete all continuing education requirements.</p> <p><b>OR</b></p> <p><i>On the 4-year date from the last Domestic Violence training.</i></p> <p><i>Note: The 2-year training cycle begins on January 1<sup>st</sup> of the odd number year and expires on December 31<sup>st</sup> of the following even numbered year.</i></p>	<p>Automatically renewed if all the following training requirements are met:</p> <ul style="list-style-type: none"> <li>• Qualify annually with duty handgun</li> <li>• Complete a minimum of 36 hours of continuation training every 2-year continuing education cycle.</li> <li>• Complete a minimum of 2 hours of Mental Health/Crisis Response training every 2-year continuing education cycle.</li> <li>• Complete a minimum of 2 hours of Use of Force/Response to Resistance training every 2-year continuing education cycle.</li> <li>• Complete Domestic Violence training every 4-years</li> </ul>
<b>Polygraph</b>	Procedures have not changed – see <a href="https://sdlegislature.gov/Rules/Administrative/159">https://sdlegislature.gov/Rules/Administrative/159</a> for additional information		

<p>Reserve Law Enforcement Officer</p>	<p>Automatically issued once the application is approved and Reserve Officer Training Record is approved. Minimum of 100 hours in identified categories is required.</p>	<p>Expires 2 years after employment  <b>OR</b>  On December 31<sup>st</sup> of the calendar year if officer does not complete annual handgun qualification  <b>OR</b>  On December 31<sup>st</sup> of even number years if the officer does not complete all continuing education requirements.  <b>OR</b>  <i>On the 4-year date from the last Domestic Violence training.</i></p> <p><i>Note: The 2-year training cycle begins on January 1<sup>st</sup> of the odd number year and expires on December 31<sup>st</sup> of the following even numbered year.</i></p>	<p>Automatically renewed if all the following training requirements are met:</p> <ul style="list-style-type: none"> <li>• Qualify annually with duty handgun</li> <li>• Complete a minimum of 36 hours of continuation training every 2-year continuing education cycle.</li> <li>• Complete a minimum of 2 hours of Mental Health/Crisis Response training every 2-year continuing education cycle.</li> <li>• Complete a minimum of 2 hours of Use of Force/Response to Resistance training every 2-year continuing education cycle.</li> <li>• Complete Domestic Violence training every 4-years</li> </ul> <p><b><i>In addition, Reserve officers must work at least 96 hours per calendar year.</i></b></p>
<p>School Sentinel</p>	<p>Automatically issued when person completes the 80-hour School Sentinel Course</p>	<p>Expires 1 year from the date of date.</p>	<p>Automatically renewed if all the following training requirements are met:</p> <ul style="list-style-type: none"> <li>• Qualify annually with duty handgun</li> <li>• Complete a minimum of 8 hours of continuation training annually IAW SDAR 2:01:16:10</li> </ul>

Terminal Operator	Automatically issued when a person completes a NCIC Limited or Full Access class.	Expires 2 years from the issuance date.	Automatically renewed when person passes the NCIC Limited Access Recertification Test.
TPR/UOF Instructor	Automatically issued when a person completes the TPR/UOF Instructor Course held by LET. If person attends the same course held by a different provider, agency must request certification through the workforce portal.	Expires 3 years from the date of issuance.	Certification is renewed if a person completes a TPR/UOF Instructor Refresher Course held by LET. If person attends a refresher course held by a different provider, agency must request certification through the workforce portal.