

## Pre-Approved Course or Enter Your Own Course Information

When you select “Submit Completed Training for Approval”, the first step is to indicate how will you submit event information – see below.

Indicate how you will submit event information.

\* I will submit my event by:  Starting with a pre-approved course or course material  
Training\*  
  
 Entering my own course information

The first option is to start with a pre-approved course or course material. This option should **RARELY** be selected. Use this option only if:

- You are reporting completion of viewing the LET Domestic Violence Video
- You are reporting annual state handgun qualification
- You are certifying members of your organization have met all state mandated biennial (every two years) training requirements. *Note: This is **ONLY** for those agencies who do not regularly report in-service training to LET and is only to be submitted toward the end of the 2-year reporting period. 85% percent of agencies will **NOT** use this option.*
  - Law Enforcement Continuing Education Biennial Reporting (at least 36 hours)
  - Mental Health/Crisis Response Training – Biennial Reporting (at least 2 hours)
  - Use of Force/Response to Resistance Training – Biennial Reporting (at least 2 hours)

The second option is to enter your own course information. This is the option you will **USE 85% OF THE TIME**. Simply check this option and hit continue and follow the instructions. Remember the items with a red asterisk (\*) is required – all other sections are optional but recommended.

*The **KEY** step to a successful submission is to select the correct “training category”. **The majority of training submission rejections are a result of selecting the incorrect “training category**. Please review the Help Document titled “Acadis Training Categories Explained”. The document can be located in the portal under the Academy Resources tab.*