

Agency Officer Recertification Reporting Process in Acadis

Below is the renewal process to follow in Acadis after all of your eligible, primary officers have completed training for the state fiscal year (July 1 – June 30) and your agency is ready to receive reimbursement.

1. From the Acadis portal click on the Organization tab



2. On the Organization page under “Certifications”, you will see “Recertification Training Compliance”. Click on the Renew link located to the right of the certification.

Organization Profile

Name: WisDOJ Training and Standards Bureau

Mailing Address: 17 W. Main Street
P.O. Box 7070
Madison, WI 53707
(Dane County)

Primary Phone: (608) 266-8800 (Organization)

Email Address: fortunatodj@doj.state.wi.us

Points of Contact (POC)

Contact Role	Name (Last, First)	Email Address	Phone
Deputy Director	Lenz, Stacy E	lenzse@doj.state.wi.us	
Director	Fortunato, Dennis J	fortunatodj@doj.state.wi.us	

Certifications

Name	Type	Issue Date	Expiration	Status
Recertification Training Compliance	Organization	07/01/2015	06/30/2017	Inactive

Renew

Agency Officer Recertification Reporting Process in Acadis

3. You will be prompted to review your information. Please review, update if necessary, and then click Continue.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Form

Organization
Personal Information

Request Certification Renewal for Recertification Training Compliance

To request renewal of Recertification training Compliance complete this online application

1 Personal Information

2 Organization Information

3 Guidelines

4 Requirements

5 Affirmation

APPLICANT

Verify the following personal information. You may update your record to enter missing or incorrect details

Credential ID	(Required)
Applicant	Williams, Richard P
Mailing Address	17 West Main Street Madison, WI 53703 (Dane County)
Primary Phone	(608) 266-7783 (Work)
Email	williamsr@doj.state.wi.us
Driver's License No. or State Identification Card No.	williamsr@doj.state.wi.us
Issuing State	WI
Date of Birth	12/14/1968

Cancel | Finish Later | Update My Information **Continue**

4. The next step will be to review the information for your organization. Please review, update if necessary, and then click Continue.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Form

Organization
Organization Information

Request Certification Renewal for Recertification Training Compliance

Verify the following organization information:

Personal Information Organization Information

* Mailing Address Type Organization

* Address 117 W. Main Street

Address 2 P.O. Box 7070

* City Madison

* State Wisconsin

* Zip Code 53707

* County Dane

* Phone Organization 608/2643800 ext

Guidelines Requirements Affirmation

Go Back Request Renewal Finish Later Cancel

Agency Officer Recertification Reporting Process in Acadis

5. Review the Renewal Guidelines and click Continue.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Form

Organization Guidelines

Request Certification Renewal for Recertification Training Compliance

1 Personal Information
2 Organization Information
3 Guidelines
4 Requirements
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GUIDELINES FOR RENEWAL

Please review the following guidelines.

Directions: Complete the following form and submit to the Training and Standards Bureau once annual re-certification training for FY18 (July 1, 2017 - June 30, 2018) is complete and the training has been entered into Acadis for all eligible primary officers employed with your agency. All training must be entered in Acadis no later than July 31, 2018, and this form must be submitted no later than August 15, 2018. Reimbursement funds will be sent following receipt of this form and following an audit of your agency's training records in Acadis. NOTE: The Training and Standards Bureau cannot guarantee that reimbursement funds will be available after the August 15th deadline.

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

6. Fulfill Renewal Requirements by clicking on Update.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Form

Organization Requirements

Request Certification Renewal for Recertification Training Compliance

1 Personal Information
2 Organization Information
3 Guidelines
4 Requirements
5 Affirmation

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	
Did all eligible primary law enforcement/tribal law enforcement officers employed with your agency complete the statutorily required LESB handgun qualification course for FY18 (07/01/17-06/30/18)?	Custom Question with Single Response		Unfulfilled	Update
Did all eligible primary officers employed with your agency complete a minimum of 24 hours of recertification training during FY18 (07/01/17-06/30/18)?	Custom Question with Single Response		Unfulfilled	Update

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

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7. Complete the requirement by answering the question. If all eligible primary officers did not complete training, attach a list of those officers who did not complete training under "Documents". Under Fulfillment, choose "The requirement has been met or exceeded" to move on, or "I want to finish later", to complete the process at a later time. Click Save.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Form

Organization Requirements

Custom Question with Single Response

* Did all eligible primary law enforcement/tribal law enforcement officers employed with your agency complete the statutorily required LESB handgun qualification course for FY18 (07/01/17-06/30/18)?

☒ Yes **1. Select Yes, No, or N/A**

☐ No

☐ N/A

Documents

No documents attached

[Add a document](#) **2. If No, Attach a document**

FULFILLMENT

☐ I want to finish later

☒ The requirement has been met or exceeded (requires information above) **3. Select "The requirement has been meet or exceeded"**

* Required information

Cancel Save

8. When complete the "Status" will show "Fulfilled".

Wisconsin Department of Justice - Training & Standards Bureau

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Organization Requirements

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2 Organization Information

3 Guidelines

4 Requirements

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REQUESTMENTS

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	
Did all eligible primary law enforcement/tribal law enforcement officers employed with your agency complete the statutorily required LESB handgun qualification course for FY18 (07/01/17-06/30/18)?	Custom Question with Single Response	02/12/2018 by Williams, Richard P.	Fulfilled	Update
Did all eligible primary officers employed with your agency complete a minimum of 24 hours of recertification training during FY18 (07/01/17-06/30/18)?	Custom Question with Single Response		Unfulfilled	Update

Delete Request | Finish Later | Back | Continue

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9. Repeat the same process for the rest of the renewal requirements.
10. When the "Status" for all requirements indicates "Fulfilled", click Continue.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Form

Williams, Richard P

Organization Requirements

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2 Organization Information

3 Guidelines

4 Requirements

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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	
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Did all eligible primary officers employed with your agency complete a minimum of 24 hours of recertification training during FY18 (07/01/17-06/30/18)?	Custom Question with Single Response	02/12/2018 by Williams, Richard P	Fulfilled	Update

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

11. Read the Renewal Affirmation and select an answer. Click Submit.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Form

Williams, Richard P

Organization Affirmation

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4 Requirements

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APPLICANT AFFIRMATION

I certify that the information included on this form is accurate and that all training completed for FY18 has been entered into Acadis for the eligible primary officers employed with my agency.

☒ 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

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

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

12. Your report will be submitted to Training and Standards. You will receive an "Audit Alert" pop-up stating that your renewal has been selected for audit. The Training and Standards Bureau audits all training records for the fiscal year. Click Done.

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13. After the Training and Standards Bureau completes the audit, the "Status" under "Certifications" for your organization will indicate "Active" and the Expiration date will be updated to 6/30 of the next FY.

Wisconsin Department of Justice - Training & Standards Bureau

Home Training & Events Registration Organization Personnel Web Form

Williams, Richard P

Organization

Organization Profile [Manage Profile](#)

Name WisDOJ Training and Standards Bureau

Mailing Address 17 W. Main Street
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Certifications

Name	Type	Issue Date	Expiration	Status
Recertification Training Compliance	Organization	07/01/2015	06/30/2019	Active

Please contact your Training and Standards Bureau Field Representative with any questions.

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