

# PTC Renewal Processing Guide



## Licensing & Acadis Units

LICENSING TEAM	ACADIS TEAM	COUNTY
<u>MAQUASIA</u>	AIAYH	Atlantic - Bergen - Burlington - Gloucester
<u>LISETTE</u>	JIM	Ocean County and State Agencies Dept of Treasury, Office of Criminal Investigation Primary Division of Fish and Wildlife State Park Police Transit Police DCJ Department Of Human Services State Parole Board DOC Ocean Co Prosecutors Office
<u>CHRISSEY</u>	KATE	Mercer - Middlesex - Monmouth - Morris - NJSP
<u>JESSY</u>	JEREMY	Passaic - Salem - Somerset - Sussex - Union - Warren
<u>NINIBETH</u>	NNAMDI	Camden - Cape May - Cumberland - Essex - Hudson - Hunterdon
<u>LISETTE</u>	LaShante	County Jails & Sheriff's Offices

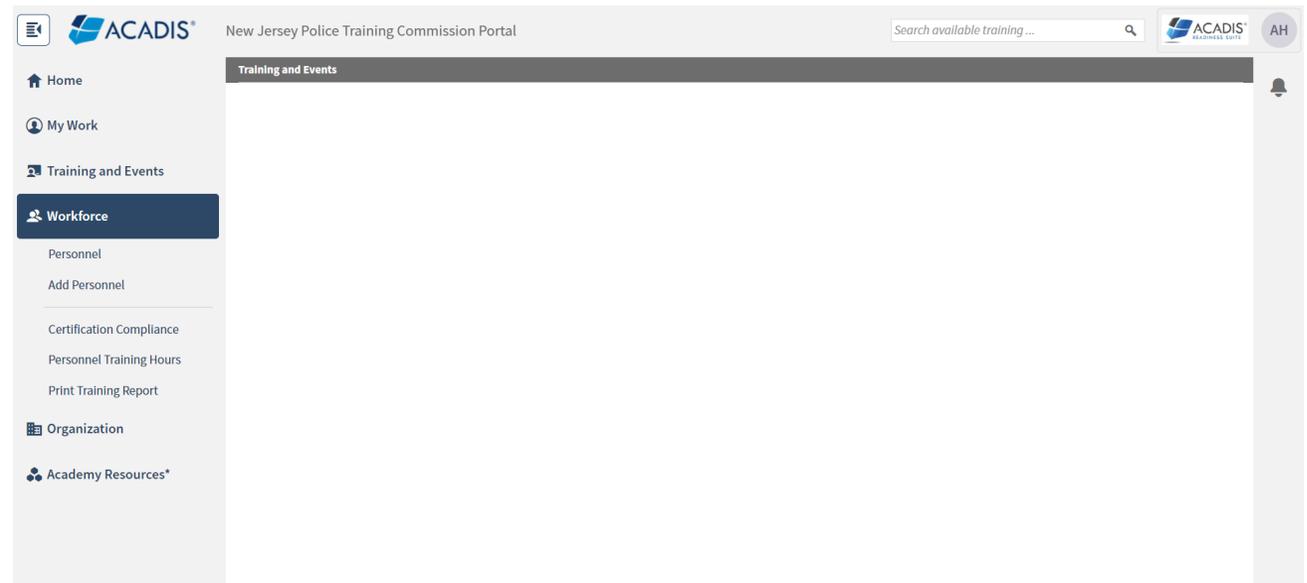
Before we start:

If you see a **Blue Question Mark ?** following any directions, this will drop down more specific instructions to help guide you.

The screenshot shows the ACADIS New Jersey Police Training Commission Portal. The page title is "Request Certification Renewal" for a "NJPTC Law Enforcement License (Academy User, Allison)". The left sidebar contains navigation options: Home, My Work, Training and Events, Workforce (selected), Personnel, Add Personnel, Certification Compliance, Personnel Training Hours, Print Training Report, Organization, and Academy Resources\*. The main content area is titled "Free-form Answer" and contains a text input field with a red asterisk and a blue question mark icon. A tooltip titled "Instructions" is displayed over the question mark, stating: "List the county your agency is located in. If a State agency, enter 'State'." Below the input field is an "Attach a document" link. The "FULFILLMENT" section has two radio button options: "I want to finish later" (selected) and "The requirement has been met or exceeded (requires information above)". At the bottom right, there are "Cancel" and "Save" buttons. A red asterisk and the text "\* Required Information" are located at the bottom left of the form area.

After logging into MyNJ and routing into your Acadis Portal:

Please click the Workforce tab



Click into the Personnel Tab

Select the Officer you want to Renew

Scroll down to Certifications

Hit the “Renew” next to the NJPTC Law Enforcement License

The screenshot shows the ACADIS Personnel Profile page for Allison. The page is titled "Personnel Profile" and "Academy User, Allison". The left sidebar contains navigation options: Home, My Work, Training and Events, Workforce (selected), Personnel, Add Personnel, Certification Compliance, Personnel Training Hours, Print Training Report, Organization, and Academy Resources\*. The main content area is divided into three sections: Applications, Certifications, and Employment. The Certifications section contains a table with one row: NJPTC Law Enforcement License, Certification, 01/01/2024, 12/31/2024, Active. A "Renew" button is located to the right of this row. The Employment section contains a table with one row: NJ Police Training Commission, No agency title/rank / No appointment type\*, Lockhart, Tykeria T, 01/01/1997. A "View Details" button is located to the right of this row. A "Back" button is located at the bottom right of the page.

ACADIS® New Jersey Police Training Commission Portal Search available training ... ACADIS®

Personnel Profile Academy User, Allison Manage Profile

Applications No applications exist.

Certifications

Name	Type	Issue Date	Expiration	Status	
NJPTC Law Enforcement License	Certification	01/01/2024	12/31/2024	Active	Renew

Employment

Organization	Agency Title/Rank / Appointment Type*	Supervisor	Last Hired	
NJ Police Training Commission	No agency title/rank / No appointment type*	Lockhart, Tykeria T	01/01/1997	View Details

more

Back

Verify that the information on the Personal Information screen that pops up is accurate

Click Continue

The screenshot displays the ACADIS New Jersey Police Training Commission Portal. The page title is "Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)". The main heading is "Personal Information". Below this, a message states: "To request renewal of NJPTC Law Enforcement License complete this online application. The Privacy Act of 1974 may apply to this form. [Additional Details](#)".

A sidebar on the left contains navigation options: Home, My Work, Training and Events, Workforce (highlighted), Personnel, Add Personnel, Certification Compliance, Personnel Training Hours, Print Training Report, Organization, and Academy Resources\*.

The "Personal Information" section includes a progress indicator with four steps: 1. Personal Information (active), 2. Guidelines, 3. Requirements, and 4. Affirmation.

The "RECIPIENT" section contains the following information:

PTC ID	5551-8964
Recipient	Academy User, Allison
Applicant	Harris, Aiyah
Mailing Address	None specified
Primary Phone	None specified
Email	None specified
Date of Birth	None specified

At the bottom right, there are navigation buttons: "Cancel", "Finish Later", "Update Recipient Information", and "Continue".

Click Continue

The screenshot shows the ACADIS web application interface. At the top, the header includes the ACADIS logo, the text 'New Jersey Police Training Commission Portal', a search bar with the placeholder 'Search available training ...', and a user profile icon labeled 'AH'. A left-hand navigation menu contains several categories: 'Home', 'My Work', 'Training and Events', 'Workforce' (which is highlighted), 'Organization', and 'Academy Resources\*'. Under 'Workforce', there are sub-links for 'Personnel', 'Add Personnel', 'Certification Compliance', 'Personnel Training Hours', and 'Print Training Report'. The main content area is titled 'Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)'. Below this, a dark grey bar contains the word 'Guidelines'. A notice states 'The Privacy Act of 1974 may apply to this form. [Additional Details](#)'. A vertical sidebar on the left of the main content area lists four steps: '1 Personal Information', '2 Guidelines' (the current step), '3 Requirements', and '4 Affirmation'. The main content area under 'GUIDELINES FOR RENEWAL' contains the text: 'Please review the following guidelines. Please complete all the requirements before submitting the application. All applications are reviewed prior to approval.' At the bottom right of the main content area, there are four buttons: 'Delete Request', 'Finish Later', 'Back', and 'Continue'.

Click "Update" next to the Indicate what county your Agency is located in.

The screenshot shows the ACADIS portal interface. The breadcrumb trail is: Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison). The page title is "Requirements". A privacy notice states: "The Privacy Act of 1974 may apply to this form. [Additional Details](#)".

On the left, a navigation menu includes: Home, My Work, Training and Events, Workforce (selected), Personnel, Add Personnel, Certification Compliance, Personnel Training Hours, Print Training Report, Organization, and Academy Resources\*.

The main content area features a "REQUIREMENTS" section with the instruction: "Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click corresponding 'Update' link." A blue arrow points to the "Update" link in the first row of the table.

Requirement	Type	Fulfilled Date	Status	
Indicate what county your agency is located in. If a State agency, enter "State".	Free-form Answer		Unfulfilled	<a href="#">Update</a>
Renewal Packet Forms A&B OR Forms A&C	Document		Unfulfilled	<a href="#">Update</a>

At the bottom right, there are navigation links: [Delete Request](#) | [Finish Later](#) | [Back](#) | [Continue](#).

If your Department is a State Agency, please type "State" instead of the County.

The screenshot shows the ACADIS New Jersey Police Training Commission Portal. The page title is "Request Certification Renewal" with a breadcrumb trail: "Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)". The user is identified as "AH".

The left sidebar contains the following navigation items: Home, My Work, Training and Events, Workforce (highlighted), Personnel, Add Personnel, Certification Compliance, Personnel Training Hours, Print Training Report, Organization, and Academy Resources\*.

The main content area is titled "Free-form Answer" and contains a text input field with a tooltip that reads: "Instructions: List the county your agency is located in. If a State agency, enter 'State'." Above the input field is a red asterisk and the text: "\* Indicate what county your agency is located in. If a State agency, enter 'State'." To the right of the input field is a link that says "Attach a document".

Below the input field is a section titled "FULFILLMENT" with two radio button options: "I want to finish later" (selected) and "The requirement has been met or exceeded (requires information above)".

At the bottom of the form, there is a red asterisk and the text "\* Required Information". On the right side, there are "Cancel" and "Save" buttons.

Type into the free-form text box, the County that your Department is located in.

Select  The requirement has been met or exceeded.

Click Save

The screenshot shows the ACADIS New Jersey Police Training Commission Portal. The page title is "Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)". The left sidebar contains navigation links: Home, My Work, Training and Events, Workforce (selected), Personnel, Add Personnel, Certification Compliance, Personnel Training Hours, Print Training Report, Organization, and Academy Resources\*. The main content area has a search bar "Search available training ..." and a notification bell. Below the search bar is a "Free-form Answer" section with a text box and an "Attach a document" link. A red asterisk indicates a required field: "\* Indicate what county your agency is located in. If a State agency, enter 'State'." Below this is a "FULFILLMENT" section with two radio buttons: "I want to finish later" (selected) and "The requirement has been met or exceeded (requires information above)". A red asterisk indicates required information: "\* Required Information". At the bottom right are "Cancel" and "Save" buttons. Two blue arrows point to the text box and the "The requirement has been met or exceeded" radio button.

Click "Update" next to the Renewal Packet.

The screenshot shows the ACADIS portal interface. The breadcrumb trail is "Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)". The main heading is "Requirements". Below this, there is a privacy notice and a list of requirement steps: 1. Personal Information, 2. Guidelines, 3. Requirements, and 4. Affirmation. The "Requirements" step is active. A table lists the requirements with columns for Requirement, Type, Fulfilled Date, and Status. The "Renewal Packet Forms A&B OR Forms A&C" requirement is marked as "Unfulfilled" and has an "Update" link next to it, which is highlighted by a blue arrow. At the bottom right, there are navigation links: "Delete Request", "Finish Later", "Back", and a "Continue" button.

Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)

### Requirements

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

- 1 Personal Information
- 2 Guidelines
- 3 Requirements
- 4 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	
Indicate what county your agency is located in. If a State agency, enter "State".	Free-form Answer		Unfulfilled	
Renewal Packet Forms A&B OR Forms A&C	Document		Unfulfilled	<a href="#">Update</a>

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

Please look at the more detailed instructions located in the **Blue Question Mark ?** before uploading any forms.

The screenshot displays the ACADIS New Jersey Police Training Commission Portal. The page title is "Request Certification Renewal - NJPTC Law Enforcement License (Academy User, Allison)". The breadcrumb trail is "Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)". The page is titled "Document" and contains a "REQUIREMENT" section with the text: "Renewal Packet Forms A&B OR Forms A&C". A blue question mark icon is next to this text. A tooltip titled "Instructions" is open, providing the following text: "The Chief (or designee) must upload all forms in renewal packet as one document. Save the document with the Officer's LastName & PTC ID, followed by 'Renewal' (Ex: Jones0000-0002Renewal.PDF) If being renewed, Forms A&B are required. If unable to certify, Forms A&C are required." Below the requirement is a "FULFILLMENT" section with three radio button options: "I want to finish later" (selected), "The requirement has been met or exceeded (requires information above)", and "Request waiver (requires clarifying comments above)". A link "Attach a document | Provide other clarifying comments" is visible. The page footer includes a red asterisk and the text "\* Required Information", along with "Cancel" and "Save" buttons.

Select the [Attach a Document](#) link.

Attach either Forms A & B OR A & C, together as one document.

**Do Not send as 2 documents**

The screenshot shows the ACADIS portal interface for a 'Request Certification Renewal'. The breadcrumb trail is 'Request Certification Renewal > NJPIC Law Enforcement License (Academy User, Allison)'. The page title is 'Document'. The 'REQUIREMENT' section lists 'Renewal Packet' and 'Forms A&B OR Forms A&C'. The 'DOCUMENTATION OF FULFILLMENT' section contains the instruction 'Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.' and a link 'Attach a document | Provide other clarifying comments' which is highlighted by a blue arrow. The 'FULFILLMENT' section has three radio button options: 'I want to finish later' (selected), 'The requirement has been met or exceeded (requires information above)', and 'Request waiver (requires clarifying comments above)'. At the bottom right, there are 'Cancel' and 'Save' buttons. A red asterisk indicates '\* Required Information'.

Click the **Choose File** button and upload your document.

Name the document using the Last name, PTC ID, and the word Renewal without any spaces.

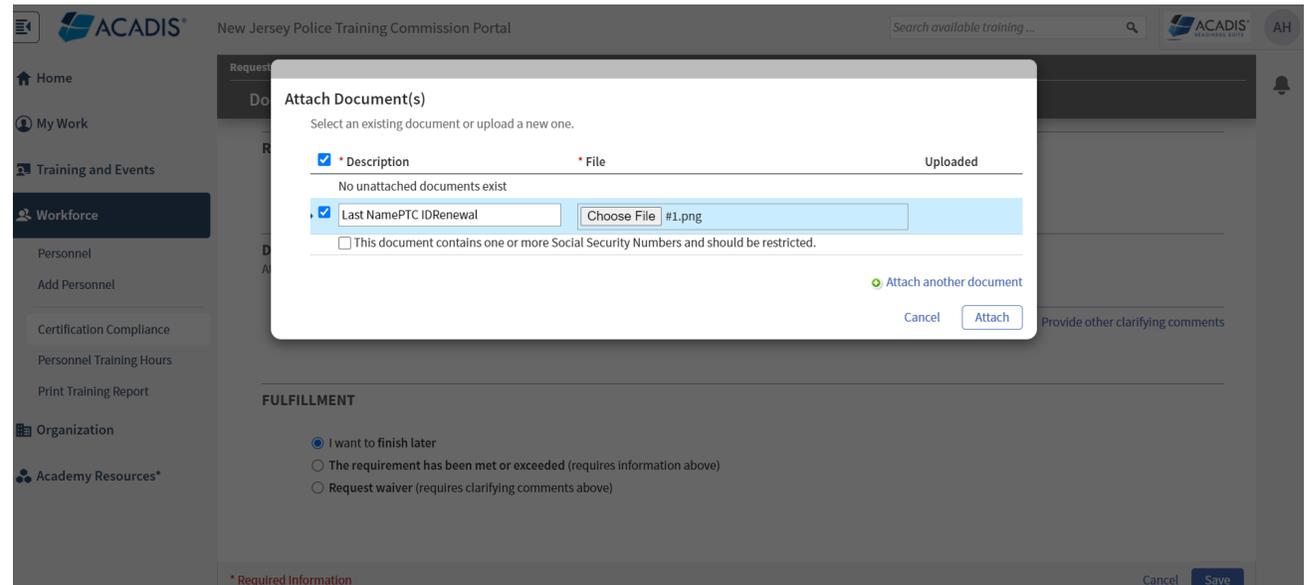
example:

Smith1235-0002Renewal

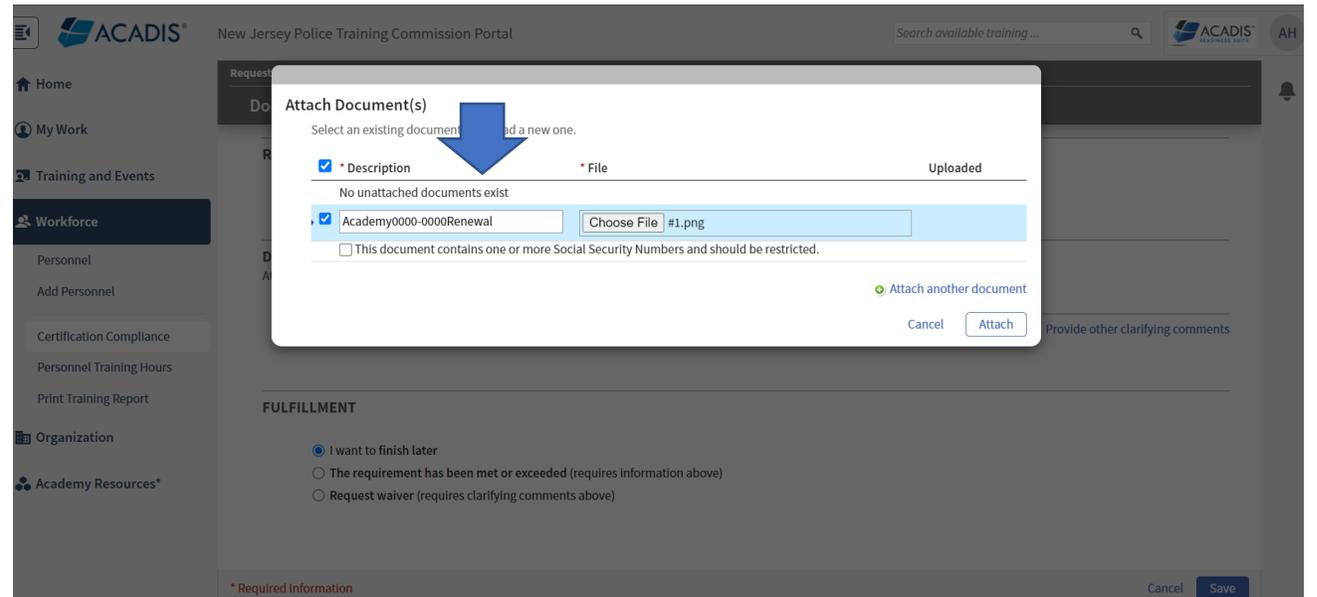
**DO NOT USE:**

**This document contains one or more Social Security Numbers and should be restricted.**

Click Attach



Example of final product if done correctly



Select  The requirement has been met or exceeded

Click Save

New Jersey Police Training Commission Portal

Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)

Document

Renewal Packet  
Forms A&B OR Forms A&C

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

**Documents**  
Academy0000-0000Renewal  
[Attach or change documents](#)

[Attach 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

Once all of the Requirements have a status of Fulfilled:

Click Continue

The screenshot shows the ACADIS portal interface. The left sidebar contains navigation options: Home, My Work, Training and Events, Workforce (selected), Personnel, Add Personnel, Certification Compliance, Personnel Training Hours, Print Training Report, Organization, and Academy Resources\*. The main content area is titled 'Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)'. Below this is a 'Requirements' section with a sub-header 'The Privacy Act of 1974 may apply to this form. [Additional Details](#)'. A blue arrow points to the 'Update' link in the 'Status' column of the requirements table. The table has columns for Requirement, Type, Fulfilled Date, and Status. Two requirements are listed, both with a status of 'Fulfilled'.

Requirement	Type	Fulfilled Date	Status
Indicate what county your agency is located in. If a State agency, enter "State".	Free-form Answer	07/05/2024 by Harris, Aiyah	Fulfilled <a href="#">Update</a>
Renewal Packet Forms A&B OR Forms A&C	Document	07/05/2024 by Harris, Aiyah	Fulfilled <a href="#">Update</a>

At the bottom right of the page, there are links for 'Delete Request', 'Finish Later', 'Back', and a blue 'Continue' button.

## APPLICANT AFFIRMATION

- Select  All requirements for this certification or license have been met....

## CRIMINAL OFFENSE DECLARATION

- Select  The Recipient has NOT been charged with or convicted of a criminal offense

**This field is not applicable to NJ Law Enforcement Agencies, however it is currently not able to be removed. Select only the first option (NOT charged or convicted) It won't change the information in the attached documents. PTC will be reviewing the documents submitted, not this disclosure.**

Click Submit

ACADIS® New Jersey Police Training Commission Portal

Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)

Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources\*

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

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

### APPLICANT AFFIRMATION

By submitting this application I certify that the Applicant is of good moral character and meets the requirements for employment as a law enforcement officer in the State of New Jersey, specifically, the initial requirements for Law Enforcement License set forth in N.J.S.A. 52:17B-71d and N.J.A.C. 13:1-1 to 13:1-20.1. I further certify that the foregoing statements made by me are truthful and accurate. I understand that if any of the foregoing statements are knowingly false, I shall be subject to punishment.

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

Once the Renewal Submission process is completed, you should receive the following message to let you know that it has been successful.

The screenshot displays the ACADIS New Jersey Police Training Commission Portal. A notification box is overlaid on the page, indicating that the user's application has been selected for audit and the certification has not been renewed. The notification text reads: "Selected for Audit. Your application has been selected for audit and the certification has not been renewed. All application will be reviewed prior to approval." The background shows the "Request Certification Renewal" process, with the "Affirmation" step selected. The "Affirmation" section includes a statement of truth and a "CRIMINAL OFFENSE DECLARATION" section with two radio button options: "The recipient has NOT been charged with or convicted of a criminal offense\*" (selected) and "The recipient has been charged with or convicted of a criminal offense\*". A footer note states: "\* excluding minor traffic violations and criminal offenses expunged by a court." The portal also features a sidebar with navigation options like Home, My Work, Training and Events, Workforce, and Organization, and a search bar at the top right.

This is how it will look on the profile after everything is submitted.

Once the application is reviewed by the Licensing Unit, the Status will change to approved, or rejected.

REMINDER: If you have questions or issues, with the Renewal process, please email [PTCLicensing@njdcj.org](mailto:PTCLicensing@njdcj.org). Your PTC Licensing Representative will respond accordingly.

The screenshot shows the ACADIS Personnel Profile page for Allison. The page includes a navigation sidebar on the left with options like Home, My Work, Training and Events, Workforce, and Organization. The main content area displays the user's profile information, including PTC ID (5551-8964), Mailing Address, Primary Phone, Primary Email, and Emergency Contact. Below the profile information, there is an 'Applications' section with a table listing the user's applications.

Certification	Requested Action	Application Date	Requirements	Complete	Incomplete	Progress	Status	
<a href="#">NJPTC Law Enforcement License</a>	Portal Renewal	07/05/2024	2	2		<div style="width: 100%; height: 10px; background-color: green;"></div>	<input type="radio"/> Pending Audit	<button>View</button>