

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>CHRISSY</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.

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New Jersey Police Training Commission Portal

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AH

Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

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

Free-form Answer

* Indicate what county your agency is located in. If a State agency, enter "State".

Instructions

List the county your agency is located in. If a State agency, enter "State".

Attach a document

FULFILLMENT

☒ I want to finish later

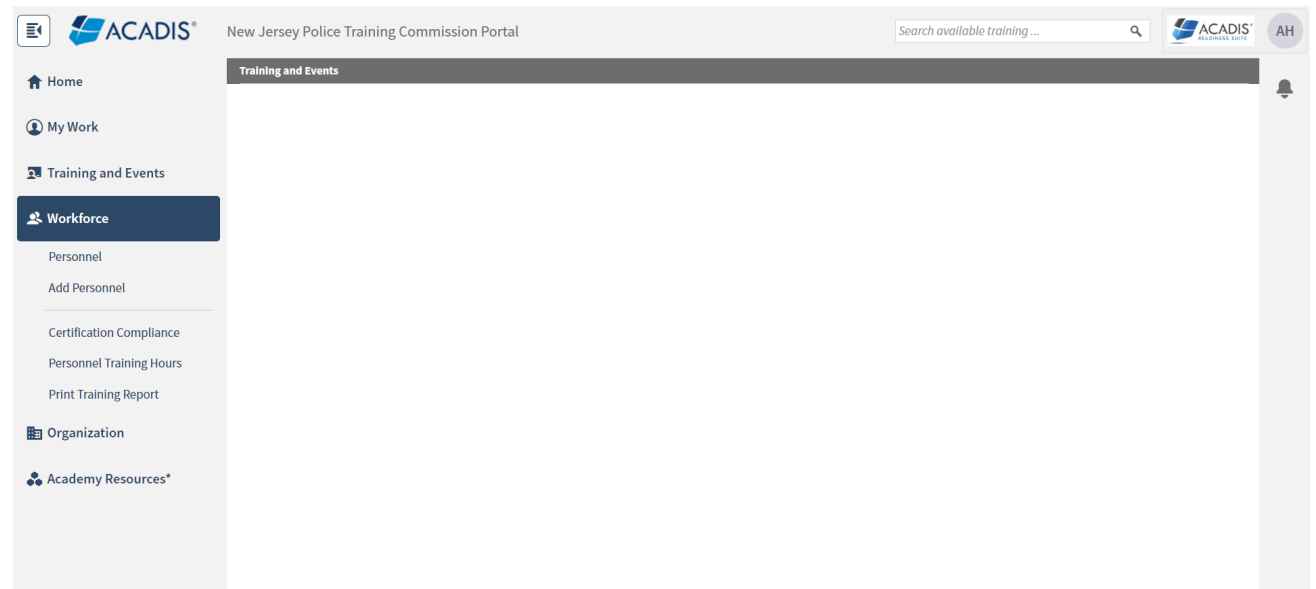
☐ The requirement has been met or exceeded (requires information above)

* Required Information

Cancel Save

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

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READYNESS SUITE

Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

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

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AH

Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

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

Personal Information

To request renewal of NJPTC Law Enforcement License complete this online application. The Privacy Act of 1974 may apply to this form. [Additional Details](#)

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

RECIPIENT

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

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

Cancel

Finish Later

Update Recipient Information

Continue

***ONLY ADMINS ASSIGNED BY THE AGENCY
SHOULD BE UTILIZING THIS FEATURE!
INDIVIDUAL OFFICERS SHOULD NOT USE THIS
OPTION!***

Click Continue

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Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

Request Certification Renewal > NJPTC Law Enforcement License (Weronijewski, Christine)

Guidelines

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

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

GUIDELINES FOR RENEWAL

Please review the following guidelines.

****ONLY ACADIS ADMINS ASSIGNED BY THE AGENCY SHOULD BE UTILIZING THIS FEATURE!! INDIVIDUAL OFFICERS SHOULD NOT USE THIS OPTION!****

Please complete all the requirements before submitting the application. All applications are reviewed prior to approval.

Delete Request | Finish Later | Back

Continue

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

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Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

Request Certification Renewal > NJPFC Law Enforcement License (Academy User 2, 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	Update
Renewal Packet Forms A&B	Document		Unfulfilled	Update

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

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

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Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

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

Free-form Answer

* Indicate what county your agency is located in. If a State agency, enter "State".

Instructions

List the county your agency is located in. If a State agency, enter "State".

Attach a document

FULFILLMENT

☒ I want to finish later

☐ The requirement has been met or exceeded (requires information above)

* Required Information

Cancel Save

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 displays the ACADIS New Jersey Police Training Commission Portal. The left sidebar contains navigation links: 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 'Request Certification Renewal > NJPTC Law Enforcement License (Academy User, Allison)'. It features a 'Free-form Answer' section with a text box and an 'Attach a document' link. Below this is the 'FULFILLMENT' section with two radio button options: 'I want to finish later' (selected) and 'The requirement has been met or exceeded (requires information above)'. A red asterisk indicates required information. At the bottom right are 'Cancel' and 'Save' buttons. A blue arrow points to the text box, and another points to the 'The requirement has been met or exceeded' option.

ACADIS® New Jersey Police Training Commission Portal

Search available training ...

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

Free-form Answer

* Indicate what county your agency is located in. If a State agency, enter "State". ?

Attach a document

FULFILLMENT

☒ I want to finish later

☐ The requirement has been met or exceeded (requires information above)

* Required Information

Cancel Save

Click “Update” next to the Renewal Packet.

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Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

Request Certification Renewal > NJPIC Law Enforcement License (Academy User 2, 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	Update
Renewal Packet Forms A&B	Document		Unfulfilled	Update

Delete Request | Finish Later | Back

Continue

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

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Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

Request Certification Renewal > NJPTC Law Enforcement License (Academy User 2, Allison)

Document

REQUIREMENT

Renewal Packet Forms A&B ?

DOCUMENTS

Attach or upload documents to be reviewed. Documents are listed below.

Instructions

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) Forms A&B are required. If not recommending for renewal, indicate on Form B.

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

Select the Attach a Document link.

Attach Forms A & B, together as one document.

Do Not send as 2 documents

ACADIS[®] New Jersey Police Training Commission Portal

Search available training ...

KT

Request Certification Renewal > NJPTC Law Enforcement License (Academy User 2, Allison)

Document

REQUIREMENT
Renewal Packet
Forms A&B

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

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

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

Click this option (it ensures security of all submitted information not related to SSN):

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

Click Attach

The screenshot shows the ACADIS New Jersey Police Training Commission Portal. A modal titled "Attach Document(s)" is open, prompting the user to "Select an existing document or upload a new one." The modal contains a table with columns for "Description", "File", and "Uploaded". Below the table, it states "No unattached documents exist". A single document is listed with the description "Last NamePTC IDRenewal" and the file name "#1.png". A checkbox below the table is checked, indicating "This document contains one or more Social Security Numbers and should be restricted." There are buttons for "Attach another document", "Cancel", and "Attach". Below the modal, the "FULFILLMENT" section shows 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.

Example of final product if done correctly

Forward 10/18/2023 02:19 PM
PTC will begin accepting renewal applications for 2025 licenses on **March 1st**. All 2025 renewal applications *must be submitted no later than November 1st*. The new renewal forms can be found on the PTC website.

New Jersey Police Training Commission

Request Certification Renewal - NJPTC

Document

REQUIREMENT

Renewal Packet
Forms A&B

DOCUMENTATION OF FULFILLMENT

Attach or upload documents as evidence of fulfillment.

Attach Document(s)

Select an existing document or upload a new one.

☒ * Description

No unattached documents exist

☒ Academy1523-1222 No file chosen

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

Attach another document

Attach a document | Provide other clarifying comments

☐ I want to finish later

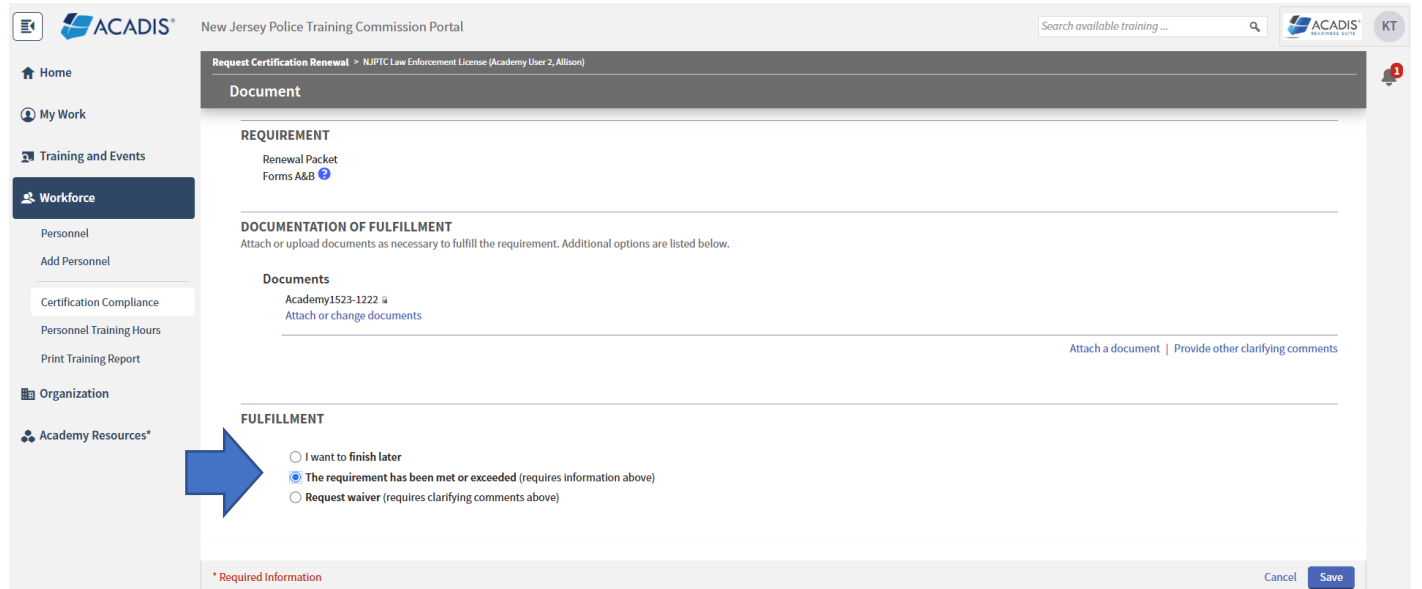
☐ The requirement has been met or exceeded (requires information above)

☐ Request waiver (requires clarifying comments above)

* Required Information

Select *The requirement has been met or exceeded

Click Save



The screenshot displays the ACADIS portal interface for a 'Request Certification Renewal'. The left sidebar contains navigation links: 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 'New Jersey Police Training Commission Portal' and includes a search bar and a user profile 'KT'. The form is titled 'Request Certification Renewal > NJPTC Law Enforcement License (Academy User 2, Allison)' and is divided into sections: 'Document' (Renewal Packet, Forms A&B), 'DOCUMENTATION OF FULFILLMENT' (Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.), 'Documents' (Academy1523-1222, Attach or change documents), and 'FULFILLMENT'. In the 'FULFILLMENT' section, three radio buttons are present: 'I want to finish later', 'The requirement has been met or exceeded (requires information above)' (which is selected), and 'Request waiver (requires clarifying comments above)'. At the bottom right, there are 'Cancel' and 'Save' buttons. A red notification bell icon is visible in the top right corner.

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New Jersey Police Training Commission Portal

Search available training ...

KT

Request Certification Renewal > NJPTC Law Enforcement License (Academy User 2, Allison)

Document

REQUIREMENT

Renewal Packet
Forms A&B

DOCUMENTATION OF FULFILLMENT

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

Documents

Academy1523-1222

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

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Search available training ...

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KT

Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

Request Certification Renewal > NJPTC Law Enforcement License (Academy User 2, 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" button.

Requirement	Type	Fulfilled Date	Status	
Indicate what county your agency is located in. If a State agency, enter "State".	Free-form Answer	02/19/2025 by Tholen, Katherine	Fulfilled	Update
Renewal Packet Forms A&B	Document	02/19/2025 by Tholen, Katherine	Fulfilled	Update

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

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)

Affirmation

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 modal is open, titled "Selected for Audit", with a yellow warning icon. The message inside the modal states: "Your application has been selected for audit and the certification has not been renewed. All application will be reviewed prior to approval." A "Close" button is located at the bottom right of the modal. The background shows the "Request Certification Renewal" form, with the "Affirmation" step selected. The form includes a section for "CRIMINAL OFFENSE DECLARATION" 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 footnote at the bottom of the form states: "* excluding minor traffic violations and criminal offenses expunged by a court". At the bottom right of the form, there is a status bar with a warning icon and the text "Once submitted, this application is final and cannot be edited.", along with buttons for "Delete Request", "Finish Later", "Back", and "Submit".

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Search available training ...

Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

Request Certification Renewal

Affirmation

The Privacy Act of 1974 may

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

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.

Close

and meets the requirements for employment as a

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.

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CRIMINAL OFFENSE DECLARATION

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☐ 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

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. Your PTC Licensing Representative will respond accordingly.

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Search available training ...

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AH

Home

My Work

Training and Events

Workforce

Personnel

Add Personnel

Certification Compliance

Personnel Training Hours

Print Training Report

Organization

Academy Resources*

Personnel Profile

Academy User, Allison

Manage Profile

Academy User, Allison

PTC ID
5551-8964

Mailing Address
-

Primary Phone
-

Primary Email
-

Emergency Contact
-

Applications

All applications are displayed.

Certification

Requested Action

Application Date

Requirements

Complete

Incomplete

Progress

Status

[NJPTC Law Enforcement License](#)

Portal Renewal

07/05/2024

2

2

Pending Audit

View

more

Back