

Reporting remedial training through Acadis Portal

- ➔ Training and Events
- ➔ Report Completed Training
- ➔ Start with pre-approved course or course material (template)
- ➔ Search “Remedial”
- ➔ Choose course by year and title

The screenshot shows the 'New Mexico Law Enforcement Academy Portal' interface. The 'Training and Events' menu is highlighted in green. The 'Report Completed Training' option is also highlighted in green. A search dropdown for 'remedial' is open, showing several training options. The 'Continue' button is highlighted in green.

Indicate how you will submit event information.

* Training Event

Resume an unsubmitted (draft) training event ?

Start with a pre-approved course or course material (template)

Training *

Enter

Default Roster Add th

* Required Information

remedial

Approved Lesson Plans & Curricula

In-Service Training - Remedial 2025 In-Service: Racial Sensitivity

In-Service Training - Remedial 2025 In-Service: Stress Management

In-Service Training - Remedial 2025 In-Service: Tourniquet and Trauma Kit

In-Service Training - Remedial 2025 In-Service: Use of Force w/out Vascular Neck Restraints

Cancel Continue

Ensure submission includes ALL of the following:

1. Roster or Certificate of completion
 - i. Course title
 - ii. Course accreditation #
 - iii. Credential Instructor (Full and Legible name)
 - iv. Total hours
 - v. Date
2. Remedial Memo

If memo covers all non-compliant individuals, it only needs to be submitted once. If not, each individual will require their own memo.

Memo Directions

The purpose of the remediation process is to identify the root cause of non-compliance whether it stemmed from a lack of available training, certified instructors, resources, or other contributing factors so that appropriate assistance and corrective measures can be provided.

As part of this process, a memorandum must be submitted outlining:

1. The specific reason(s) for non-compliance, in detail;
2. The remedial actions taken since falling out of compliance; and
3. The future steps or corrective measures being implemented to prevent recurrence.

All certified officers must complete their required in-service training every two years under 10.29.7 NMAC to keep their law enforcement certification current.

To teach any accredited course, an officer must hold a valid Instructor Certification under 10.29.4 NMAC (or 10.29.6 NMAC), which requires not only successful completion of instructor development training but also ongoing in-service compliance.

Officers who go beyond the mandatory requirements by completing advanced, instructor-level, or management-level courses may apply those hours toward Advanced Certifications under 10.29.4.13 NMAC, which recognize professional development, advanced education, and rank progression.

These three components are intentionally designed to reinforce one another:

- In-Service = Maintain your certification and operational readiness.
- Instructor Certification = Share your expertise by teaching accredited courses.
- Advanced Certification = Be formally recognized for your continued education and leadership.

Failure to maintain in-service compliance impacts all three officers lose eligibility for instructor renewal, advanced certification, and ultimately, their law enforcement certification itself.

It's important to note that certification and in-service requirements apply individually to each officer, while the agency's training division carries the responsibility of ensuring all personnel remain properly credentialed and compliant to maintain their active commission status.