

# Basic CJIS Full Access Training Instructions

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To comply with FBI and State requirements, each trainee will be required to complete the Security and Privacy training module prior to any CJIS access. **The trainee's LINK User Account Request Form and fingerprint-based background check must be completed prior to starting the Security and Privacy Training.** Once Security and Privacy Training is completed, the user should complete the remaining portion of the course which includes review of the modules, on-site training, and testing.

There are multiple training modules. Each folder contains training modules. Each training module has a corresponding Training Checklist located in the CJIS Documents Application under CJIS Training Modules. These checklists must be signed and dated by the trainer and trainee upon completion of each module. The checklists must be maintained in the agency's training files along with a Certificate of Completion.

To complete the Basic CJIS Full Access Course:

1. Print the four (4) Training Checklists:
  - a. CJIS System Training
  - b. Property File Training
  - c. Person File Training
  - d. Canadian Transaction Training
2. Go to the nexTEST application and log into the USER LOGIN.
3. Open and review the training folders in numerical order.
4. At a CJIS Terminal Agency, the trainer should allow the trainee to log into the NCIC system to get practical experience.
5. The trainer must ensure the trainee completely understands the entry process; entry, modify, clear, cancel, etc. At a CJIS Terminal Agency, the trainer may allow the trainee to work with real entries or may choose to use training entries only.
6. If there are questions or concerns during the training process, the trainer should contact their Regional Auditor for assistance.
7. Once all modules in a folder have been completed, the trainer and trainee will sign and date the applicable Training Checklist.
8. Once the trainee has completed all of the training modules, they must go to the nexTEST application and log into USER LOGIN and select the "NCIC Certification" tab.
9. The trainee will be given one (1) hour to complete the test. If the trainee fails the test, the trainer must review the areas the trainee failed, before the trainee can re-test.

In addition to the training checklists there are also special forms and NCIC entry checklists that have been provided for additional assistance during training. The trainers must make sure that the trainee has reviewed all training materials before allowing the trainee to test.

**CJIS System**

- Using the CJIS Launch Pad
- Using the CJIS Terminal
- CJIS Overview
- System Security
- Message Switching
- Administrative Messages
- Image
- Hit Confirmation and Locate

**I have reviewed all CJIS System training materials and understand how to use the programs and complete the transactions.**

**Trainee signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Trainer signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Person Files

### Driver's License

- Driver's License Query
- Driver's License By Name Query
- Driver's License History Query
- Commercial Driver's License Query
- Driver's License Photo (KY) Query
- Mexican Commercial Driver's License Query

### Criminal History

#### NCIC

- Query History
- Query Wanted & History
- Record Request

#### NLETS

- Identity Query
- Full Record Query
- Additional Query
- Additional Query Response

### Wanted Person

- Query Wanted
- Enter Wanted
- Enter Detainer
- Enter Supplemental
- Enter Stolen/Fraudulent IDs
- Enter Dental
- Modify Wanted
- Modify Dental
- Locate
- Clear
- Cancel Wanted
- Cancel Detainer
- Cancel Supplemental
- Cancel Stolen/Fraudulent IDs

## Identity Theft

- Query
- Enter
- Enter Supplemental
- Modify
- Cancel
- Cancel Supplemental

## Protection Orders

- Query
- Enter
- Enter Supplemental
- Modify
- Clear
- Cancel
- Cancel Supplemental

### Order to Arrest

- Enter
- Clear
- Cancel

## Missing Person

- Query
- Query Kentucky Only
- Query Kentucky Only by LIN
- Enter
- Enter Supplemental
- Enter Dental
- Modify
- Modify Dental
- Locate
- Clear
- Cancel
- Cancel Supplemental

### Person with Information

- Enter
- Enter Supplemental
- Modify
- Cancel
- Cancel supplemental

**Unidentified Person**

- Query
- Enter
- Enter Supplemental
- Enter Dental
- Modify
- Modify Dental
- Clear
- Cancel
- Cancel Supplemental

**Gang**

- Query
- Enter
- Enter Supplemental
- Modify
- Cancel
- Cancel Supplemental

**Gang Member**

- Query
- Enter
- Enter Supplemental
- Modify
- Cancel
- Cancel Supplemental

**I have reviewed all NCIC Person File training materials and understand how to complete the above listed transactions.**

**Trainee signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Trainer signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Canadian Transactions

Person

Driver's License

Criminal History

Article

Gun

Vehicle

Boat

**I have reviewed all Canadian Transactions training materials and understand how to complete the above listed transactions.**

**Trainee signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Trainer signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Property Files

### Article

- Query

#### Single Entry

- Enter
- Modify
- Locate
- Clear
- Cancel

#### Group Entry

- Enter
- Modify
- Locate
- Clear
- Cancel

### Securities

- Query

#### Single Entry

- Enter
- Modify
- Locate
- Clear
- Cancel

#### Group Entry

- Enter
- Modify
- Locate
- Clear
- Cancel

### Gun

- Query
- Enter
- Modify
- Locate
- Clear
- Cancel

**License Plate**

- Query
- Enter
- Modify
- Locate
- Clear
- Cancel

**Vehicle**

- Query
- Enter
- Modify
- Locate
- Clear
- Cancel

**Boat**

- Query
- Enter
- Modify
- Locate
- Clear
- Cancel

**Vehicle/Boat Part**

- Query
- Enter
- Modify
- Locate
- Clear
- Cancel

**I have reviewed all NCIC Property File training materials and understand how to complete the above listed transactions.**

**Trainee signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Trainer signature** \_\_\_\_\_ **Date** \_\_\_\_\_



# Inquiry Only CJIS Certification Training Instructions

## For Access to Inquiry Only Terminal and Mobile Data Terminal

To comply with FBI and State requirements, each trainee will be required to complete the Security and Privacy training module prior to any CJIS access. Once the required fingerprint-based background check has been completed, a LINK User Account Request form shall be submitted to the State Information Security Officer (ISO) as specified on the form.

Once completed, the trainee shall complete the remaining portion of the course which includes review of the modules, any on-site training, and testing.

The training modules should be completed in numerical order.

During the review process, for Inquiry Only Terminal access, the trainer should allow the trainee to log into the NCIC terminal to get practical experience.

If there are any questions or concerns during the training process, the trainer should contact their Regional Auditor for assistance.

Once the trainee has completed all of the training modules, they will select the "NCIC Certification" tab and complete the testing process. Trainees have one (1) hour to complete the test.

Recertification is required on an annual basis.