



The Florida Department of Law Enforcement

Important Update:

Implementation of Limited Access Online Training



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Executive Summary:

The Florida Department of Law Enforcement (FDLE) has created an online Limited Access Certification training for users whose job function only requires queries into the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC). The purpose of Limited Access training is to provide users an essential understanding of the information and files contained within FCIC/NCIC and describe key policies and procedures related to criminal justice systems.

The Florida Department of Law Enforcement (FDLE) is excited to announce the launch of the Limited Access Certification training. The Limited Access Certification training has been designed as an online self-directed certification course for users who perform queries of the Florida Crime Information Center (FCIC) and the National Crime Information Center (NCIC), but do not make entries into FCIC/NCIC. The Limited Access Certification course is approximately 40 minutes of content based training information with review questions. Following the training the user will be allowed one (1) hour in which to take a 25 question exam and achieve a passing score of 72%.

Important Information for:

All Criminal Justice Agency Personnel, Agency Heads, Terminal Agency Coordinators (TAC), nexTEST Administrators, Information Technology (IT) Personnel

In an effort to accommodate both criminal justice agencies and non-criminal justice agencies with statutory access to FCIC/NCIC, the Limited Access Certification training has been integrated into an enhanced nexTEST testing system which will allow access to training via the Internet or CJNet.

System Requirements for Online Training:

AUDIO: This training contains audio on all slides. Speakers or headphones are recommended equipment.

FLASH CONTENT: Flash Player 10 or later (<http://www.adobe.com/go/getflash>). If using Firefox a Flash plugin may be required.

PDF RESOURCES: This training contains documents which require the installation of Adobe Reader. (<http://get.adobe.com/reader/>)

BROWSER COMPATIBILITY:

- Windows: Internet Explorer 6 and later, Firefox 1.x and later, Safari 3 and later, Google Chrome, Opera 9.5 and later
- Mac: Safari 3 and later, Firefox 1.x and later, Google Chrome
- Linux: Firefox 1.x and later

Policies and Procedures for Limited Access Certification:

- To access FCIC/NCIC, users must be at least 18 years of age and be a member of an agency with statutory access to criminal justice information.
- Administration of paper tests have been discontinued for general users seeking certification. Paper tests will only be provided in response to a request for an Americans with Disabilities Act (ADA) accommodation.
- The user may utilize the PDF version of the “Limited Access Certification” training, as a guide while taking the examination. The document can be found on the Limited Access Certification homepage, and within the nexTEST system immediately prior to testing.
- The user is certified to use the system for two years after the last date where a passing score of 72% is achieved. This certification is transferable to any criminal justice agency in the state of Florida.
- Failure Policy:
 - Upon the first (1st) failure a user may immediately choose to re-test in nexTEST for Limited Access Certification. Re-training has not been programmatically required, however remains an available option.
 - Upon the second (2nd) failure a user will be locked in the nexTEST testing system. The user will be required to re-train within the Limited Access Certification course. Upon completion of re-training, the user must contact his/her Terminal Agency Coordinator (TAC)/nexTEST Administrator who will request that the regional IDT representative or Customer Support Center (CSC) representative unlock the user.
 - The user will have an opportunity to re-test in nexTEST.
- If a Limited Access user allows his/ her certification to expire, access to FCIC/NCIC will be denied. To re-gain certification a user will be required to go through training.

Required Steps for Online Training:

- TACs/nexTEST Administrators enroll a user in the Limited Access Certification training and provide the appropriate URL/link to begin training. Access to training will be directed through the Limited Access Certification homepage:
 - Internet: <http://www.fdle.state.fl.us/Content/Limited-Access/Menu/Limited-Access.aspx>
 - CJNet: <http://www.flcjn.net/limitedaccess/index.htm>
- A user will authenticate to nexTEST with his/her login credentials. Within nexTEST choose the ‘Training’ Tab and select the ‘Begin Training’ button. Note: Due to local Internet/CJNet connectivity some users may periodically experience slowness in loading the training.
- Upon completion of the training course the final slide will provide a hyperlink back to nexTEST. **The user must log back into nexTEST to validate completion of the training course.** The user will have 30 days once training has been completed in which to take the nexTEST exam.
- Users must complete testing within the same domain that the initial login to nexTEST and training occurred. (Example: If a user initiates training on CJNet, testing must occur on CJNet.)
- A PDF copy of the content (slide images and script) contained within the training will be accessible to the user as a resource during the test. A copy of the Limited Access Certification PDF will be provided on the Limited Access homepage and in the nexTEST training system immediately before a user begins testing.

New CJNet nexTEST Administrative Functionality:

The nexTEST testing system located on the CJNet has been modified to meet requirements for online training, and to allow additional functionality for administrators in registering users for certification training. Below are some of the changes that a TAC/ nexTEST Administrator will find available:

- A 'Bulk Change to Limited' Access will be provided to allow for the one time transfer of existing agency personnel in nexTEST from a Full Access designation to a Limited Access designation. This functionality will only be available until October 1, 2013.
- When an administrator 'Adds a User' in nexTEST, he/she will encounter a drop down menu in which the individual is designated as 'Initial Limited Access' or 'Awaiting Full Access'.
- Administrators may now register users for training in nexTEST. Administrators can search by region for Full Access training, verify seating availability, and add users to the roster.

NOTE: The Internet version of nexTEST includes no administrative functionality as it has been provided for training and testing purposes only. Any agency statutorily prohibited from access to CJNet must contact their regional IDT representative for assistance in entering new staff into nexTEST, acquiring credentials for existing staff, or making modifications to training records.

New Static nexTEST Training Sequence Numbers:

New and re-certifying users in nexTEST will no longer be required to enter a training sequence number or Instructor Code. The TAC and/or IDT representative will automatically set the user access level within the nexTEST training system. The assigned user access level will correspond to a hard coded training sequence number in nexTEST.

Full Access Certification/Re-Certification:

The FDLE has tasked a workgroup of subject matter experts to create an in-depth Full Access Certification Course for users that make entries into FCIC/NCIC. This workgroup has identified multiple discipline areas for focus to develop a curriculum for users entering and maintaining records in FCIC/NCIC. We anticipate the launch of the new Full Access Certification curriculum in 2014.

Additionally, the IDT has revised the existing CJIS Certification manual for Full Access Certification. The FDLE-IDT will begin teaching Full Access Certification training utilizing the revised manual effective July 1, 2013.

Limited Access Certification training facilitated by an Instructor:

The FDLE wishes to maintain the flexibility to allow an agency to facilitate an instructor led course which utilizes the online resources for Limited Access Certification. Special permission will be granted by FDLE to an agency that chooses to provide Limited Access Certification in an instructor led format and will be contingent upon the following:

- An agency seeking to facilitate Limited Access Certification instruction must submit a letter signed by the agency head to the Information Delivery Team via email at CJISIDT@fdle.state.fl.us indicating why it is cost-effective and necessary for the continued business process of the agency.
- An agency must receive written approval for continued facilitation of Limited Access Certification training from the FDLE CJIS Director.

- An agency which has received written approval for facilitation from FDLE must coordinate with the regional IDT representative, provide a class schedule, and consent to periodic visits for evaluation.

To maintain the integrity of the training, it will only be available for teaching/training via the Limited Access Certification homepages.

American with Disabilities Act (ADA) Accommodations:

The FDLE is committed to providing reasonable accommodations for persons with disabilities upon request of the individual and/or agency. Individuals with disabilities requiring an accommodation to participate in a training activity should contact the regional IDT representative, in a timely manner, by emailing CJISIDT@fdle.state.fl.us.

Agency Contact Information:

For questions or assistance, please contact your regional IDT representative, send an email to CJISIDT@fdle.state.fl.us, or call the FDLE Customer Support Center (CSC) at 1-800-292-3242.