Limited Access Certification and Recertification

Internet Instructions

Initial Certification/Recertification

The Limited Access is comprised of online training and testing. The online exam is open book and can be accessed using the nexTEST testing system. The Limited Access training link can be found by going to the FDLE Internet site [http://www.fdle.state.fl.us/Limited-Access/Limited-Access-Home.aspx](http://www.fdle.state.fl.us/Limited-Access/Limited-Access-Home.aspx). If you begin training on the Internet site, you must complete training and testing on the Internet site.

1. From the Internet site click on “Limited Access Certification Training Link”:

[Image of the Limited Access Online Certification]

The Florida Department of Law Enforcement (FDLE) has created the 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 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.

So who is a Limited Access User? A Limited Access user is defined as an operator at any Florida law enforcement/criminal justice agency who only performs queries within the FCIC/NCIC systems. A Limited Access user could be an officer using a mobile data terminal to confirm the identity of a subject during a traffic stop; a correctional or booking officer submitting booking data and fingerprints on a live scan machine; a clerk or judge in the courtroom running a criminal history check on a subject at first appearance; an operator using a Rapid ID device to identify a subject in jail or prison. All of these individuals may perform queries into FCIC/NCIC.

- Limited Access Online PDF
- Limited Access Certification Training Link
- Limited Access Internet Instructions
2. Once you are at the nexTEST login screen click on “User Login”

3. Read the Policy Statement and check the box indicating an understanding of the system guidelines and testing expectations. The testing expectations are:
   
   A. I am affirming I am the same user who is logged in and will be taking the nexTEST exam.
   
   B. All the answers provided are selections and I have not had assistance in taking this exam. Either verbally or in writing, beyond access to the standard CJIS Certification Manual.
   
   C. Taking a certification exam for or on behalf of another is prohibited by law and could result in criminal prosecution and/or suspension of authorization to access the FCIC/NCIC system.

4. Enter your USER NAME, which is your last name followed immediately by the first initial of your first name. This should be done in upper case letters, all together with no spaces or dashes.

5. When entering the PASSWORD enter the first three letters of your last name immediately followed by the last four (4) digits of your social security number. This should be done in upper case letters, all together with no spaces or dashes.
6. After logging in you will see the following screen. Click on the Training tab.

7. Click the “Start” button next to Limited Access Training. Limited Access training will take approximately 1 hour.
8. At the end of the Limited Access training you will click the nextTEST picture on the screen to be redirected back to the training page. Click the Continue button.

9. Click the “Begin Test” link to begin the 25 question open book exam. You must receive a score of 80% or higher. If you fail the exam, you must view the online training again and then notify your FCIC Agency Coordinator (FAC) to have the exam unlocked.