



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> . 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 the “Limited Access Online Certification” link. The Limited Access Certification presentation PDF may also be viewed/printed from this page, and can be used as a reference during the training and exam.

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.

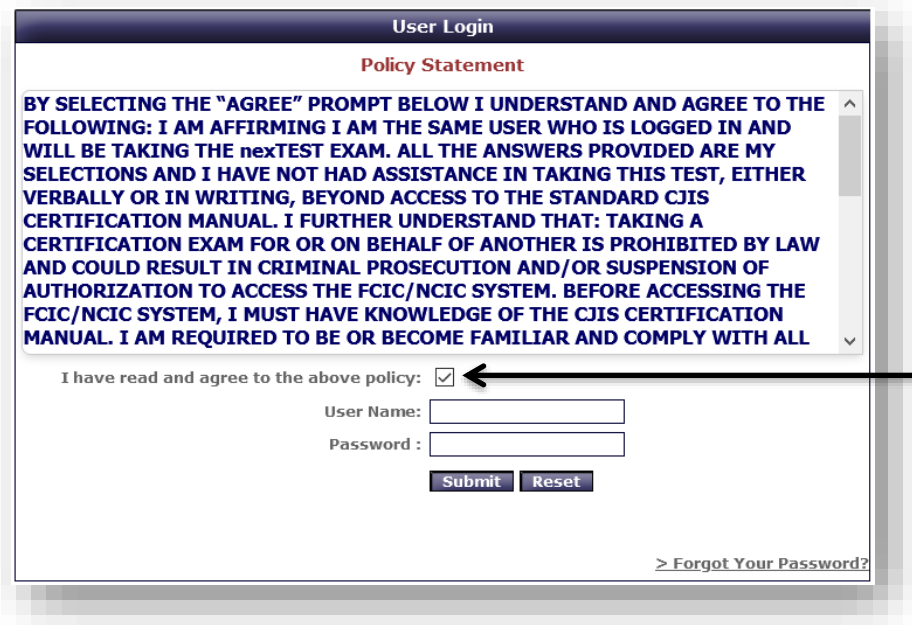
So who is a Limited Access User? A Limited Access user is defined as an operator at any Florida law enforcement/criminal justice agency who only performs queries within the FCIC/NCIC systems. A Limited Access user could be an officer using a mobile data terminal to confirm the identity of a subject during 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 Job Aids 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 my selections and I have not had assistance in taking this test, 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.



The screenshot shows a web form titled "User Login". Below the title is a section labeled "Policy Statement" in red. The policy text is in blue and states: "BY SELECTING THE 'AGREE' PROMPT BELOW I UNDERSTAND AND AGREE TO THE FOLLOWING: I AM AFFIRMING I AM THE SAME USER WHO IS LOGGED IN AND WILL BE TAKING THE nexTEST EXAM. ALL THE ANSWERS PROVIDED ARE MY SELECTIONS AND I HAVE NOT HAD ASSISTANCE IN TAKING THIS TEST, EITHER VERBALLY OR IN WRITING, BEYOND ACCESS TO THE STANDARD CJIS CERTIFICATION MANUAL. I FURTHER UNDERSTAND THAT: 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. BEFORE ACCESSING THE FCIC/NCIC SYSTEM, I MUST HAVE KNOWLEDGE OF THE CJIS CERTIFICATION MANUAL. I AM REQUIRED TO BE OR BECOME FAMILIAR AND COMPLY WITH ALL". Below the policy text is a checkbox labeled "I have read and agree to the above policy:" which is checked. An arrow points to this checkbox. Below the checkbox are two input fields: "User Name:" and "Password:". Below these fields are two buttons: "Submit" and "Reset". At the bottom right of the form is a link: "> Forgot Your Password?".

4. Enter your credentials as provided by your nexTEST Administrator.
5. Upon logging in, if you have never entered your email address into your nexTEST account, you will be required to enter an email address.
6. If you have forgotten your password, click the "Forgot Your Password" link.

7. After logging in you will see the following screen. Click on the Training tab.



8. Click the “Start” button next to Limited Access Training. Limited Access training will take approximately 1 hour.



9. At the end of the Limited Access training you will close the browser window to be redirected back to the training page. Click the Continue button.

To Complete Training

The modular portion of the training has finished.

Limited Access users may begin the Limited Access Certification test. Full Access users must complete the Full Access Online training prior to taking test.

To record completion, close the browser window.

Florida Department of Law Enforcement (Build)

nexTEST
CJIS TESTING

POWERED BY
PEAK
PERFORMANCE
SOLUTIONS

Training Confirmed and Recorded

Thank you TEST TEST for confirming the training.

You have completed the Limited Access Training. Limited Access users have fourteen (14) days to complete the open book certification exam. Full Access users must now complete the Full Access Online training. Click the button below to take the exam now or to begin the Full Access Online training.

Continue 

 **nexTEST Home**

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10. Click the “Begin Test” link to begin the 25-question open book exam. You must receive a score of 80% or higher.



11. If you fail the certification exam you must:
 - a. View the Limited Access online module again prior to retesting.
 - b. After viewing the online module, contact your FCIC Agency Coordinator (FAC) to have your test unlocked.