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.

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.

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.
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.