

NONCRIMINAL JUSTICE AGENCY TRAINING DOCUMENTATION FORM

AGENCY NAME: _____

AGENCY ORI: _____

The following training is REQUIRED:

Standard Security & Awareness Training (CJIS Online)

This training must be completed within six (6) months of hire or appointment to position with access to criminal history record information (CHRI). It must be repeated every two (2) years for as long as the individual is on the agency Authorized Personnel List and granted access to CHRI.

Agency Internal Privacy and Security Training.

Any personnel placed on the agency authorized Personnel List should receive internal agency training on the agency's security and handling processes prior to being allowed access to CHRI. Refresher training shall be completed every two (2) years.

Name:	First Time (F) or Refresher Training (R)?	Date of Standard Security & Awareness Training (CJIS online)	Date of Agency Privacy & Security Training	Acknowledgement Statement Signed? (Y/N)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

The persons named above have received the required training in accordance with applicable rules and regulations.

NAC Printed Name: _____

NAC Signature: _____

Date: _____

Please print legibly

Keep training logs on file. Training logs will be reviewed during audits. The NDBCI will also periodically request the agency submit the training logs as part of quality assurance and compliance review. Please do not send training logs to NDBCI unless requested.