Instructions for Completing Online
Chemical Test Operator Recertification Training

Before beginning the training, make sure you have:

- Six Digit Chemical Test Operator Number
- Certification Expiration Date
- POST Board (Peace Officer) Number

Please do not call the Crime Lab for this information. If you do not have this information, contact your training officer.

1. **BEGIN ONLINE TRAINING**: To begin training navigate to the North Dakota Attorney General Webpage, [https://attorneygeneral.nd.gov/](https://attorneygeneral.nd.gov/). Click on Criminal Justice Resources, then Breath Alcohol Training, then Recertification Training. Select **GO TO TRAINING**.

2. **LOGIN**: The Online Training Management System will appear and require you to either use or create a login to access the site. **Warning**: You must NOT use another individual’s login and password to enter this site. Doing so will affect the user certification information and may invalidate certification for both users.
A. **Login with my NDGOV account:** If you are a state, county, or city employee; or if you access CJIS or the 24/7 Sobriety Program, you should already have an account established. Click on the link and use your login and password as you normally would.

B. **Login with my North Dakota Login account:** If you do not have a NDGOV account or a State of North Dakota Login ID, you will need to create a State Login ID. Click on the link, and then click **Register Now!** Continue to follow the instructions provided.
An email containing the activation link will be sent to the email address you provided. Activate your new login account by clicking on the link in the email. We suggest you use your first initial and last name as a login ID and an easily-remembered password in case you have to leave the site and resume later. Once your login account has been activated, you can proceed with online testing.

If you are unsure if your account is NDGOV, or you experience technical difficulties when creating a user account, contact the State Information Technology Service Desk at 1-877-328-4470. If you experience technical difficulties while in the training session, contact the Attorney General’s Help Desk at 701-328-5556 Monday-Friday, 8:00 AM – 5:00 PM Central Time or by email (ndaghd@nd.gov). Do not call the Crime Lab for this information.

3. ENTER ACCESS/AUTHENTICATION CODES: The next screen will appear only if you are new to the online training, and will request your Chemical Test Operator (CTO) information. You will need to enter your Chemical Test Operator Number (e.g. 107501) for both Access Code and Authentication code. If your CTO Number contains a leading zero, the zero must be entered.

Press Enter or click Validate to continue.

4. VERIFY INFORMATION: Update your personal information here. Enter your four-digit POST Board number if you have one. If you do not have a POST Board number, enter 0000. Make sure you have keyed in everything correctly; this information will go on the List of Certified Chemical Test Operators. The POST Board will automatically receive notification when you have successfully completed training, and you will receive credit for training hours as long as you enter the number when requested during the online registration process. If you do not know this information, contact the North Dakota Post Board at 701-328-5529.

Note: Field Inspector Recertification Training will not receive POST Board credit due to the limited length of training. However, Field Inspectors still need to recertify for the Crime Lab’s training requirements.

Proceed by clicking “I verify the information is correct”.

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5. **ASSIGNED COURSES:** Next, the Assigned courses screen appears. There may be more than one course available to you. Click **Begin Course** to view material. If you have to leave the training session and return later, the date and time you last logged in will appear under the date range.
If you clicked on the link to the material and received a message regarding your computer needing a PDF file reader, you will need to install one. Select click here to install viewer link and follow the instructions to install Adobe Reader. Each file will open in a separate window.

After you have viewed all the course material, click I have reviewed all the material.

6. **QUIZ**: If there is a quiz, it will now appear at the bottom of the page. Click Take the Quiz. ASFST Recertification does not have a quiz.
A. **Completing the Quiz:** Use your mouse to click on the appropriate answer and **Next** to proceed. You may also click on **Return to the course material** if you wish to review material.

Upon successful completion of the quiz, the system displays a congratulatory message with your name and score. The information has been captured by the system and training hours will be reported to POST Board if you entered your 4-digit number during registration.

Follow links to update your personal information, complete a short survey, and print a copy of the results for your training session. You cannot return to the score screen, so you may want to print it now. If assigned more than one training session, click on **Assigned Courses** on the left of the screen.
B. **Unsuccessful Quiz**: You are allowed three incorrect answers (two incorrect answers for Field Inspector Recertification). After this, the test will close and a message will appear indicating unsuccessful completion. You will be required to review the training material again. Click Return to go back to the Assigned Courses screen to restart the course and retake the quiz.

The Assigned Courses page indicates courses completed with date and time. This screen may be printed using the print option in your web browser. If you need to take another course, continue by clicking **Begin Course**.

7. **LOG OUT**: After completing your training session, click Logout on the left side of the screen below the Wayne Stenehjem North Dakota Attorney General banner. You’ll be able to close out of your web browser or log in again.