

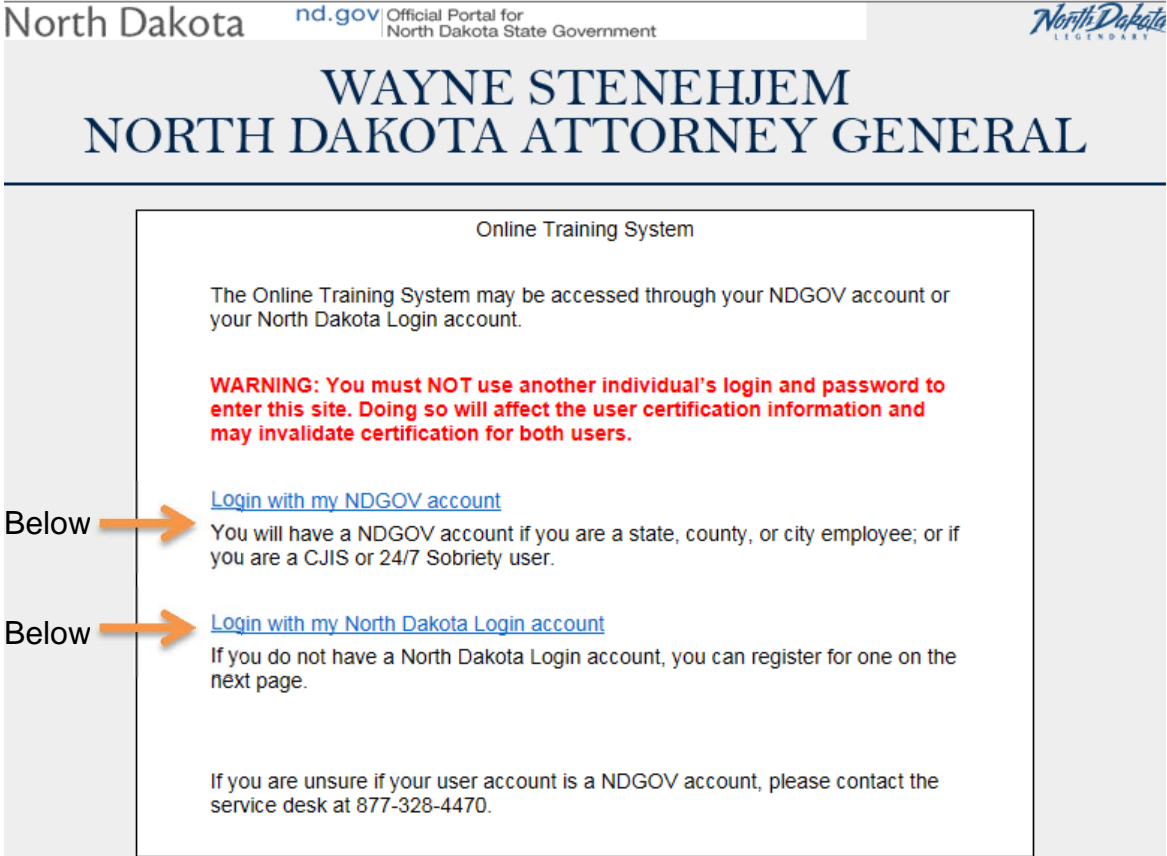
Instructions for Completing Online Chemical Test Operator Recertification Training

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/>. 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.**



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North Dakota
LEGENDARY

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Online Training System

The Online Training System may be accessed through your NDGOV account or your North Dakota Login account.

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.

[Login with my NDGOV account](#)
You will have a NDGOV account if you are a state, county, or city employee; or if you are a CJIS or 24/7 Sobriety user.

[Login with my North Dakota Login account](#)
If you do not have a North Dakota Login account, you can register for one on the next page.

If you are unsure if your user account is a NDGOV account, please contact the service desk at 877-328-4470.

- 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.

Please enter the Access Code and Authentication Code that you received

Enter your Access Code

Enter your Authentication Code

Chemical Test Operator Number

- 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".

Please verify the information we have on file for you.

First Name

Last Name

Primary Email

Employing Agency

POST Board Number

Make sure this information is accurate because it may be listed on certifications and/or licenses. It may also be forwarded to other organizations for tracking your training such as POST Board.

5. **ASSIGNED COURSES:** Next, the Assigned courses screen appears. There may be more than on 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.

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- > Logout
- > Assigned Courses
- > Update Personal Information

Assigned Courses

Online Course

Alco-Sensor FST Recertification [[Begin Course](#)]
 Course Number: NDCL1507
 Alco-Sensor FST Recertification Training


8000 Recertification [[Begin Course](#)]
 Course Number: NDCL1502

Field Inspector Recertification Training [[Begin Course](#)]
 Course Number:

Attorney General's Help Desk: (701) 328-5556 (Monday-Friday, 8:00 AM – 5:00 PM Central time) [E-Mail](#)

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](#).

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> Logout	<p>Below are the materials for the course. After you have gone through all the material, click the "I have reviewed all the material" link at the bottom of the page.</p> <p>View Material Approved Method to Conduct Breath Tests With the Intoxilyzer 8000</p> <p>If you have a problem opening the PDF click here to install the viewer.</p> <p>View Material Interpreting the Intoxilyzer 8000 Test Record</p> <p>If you have a problem opening the PDF click here to install the viewer.</p> <p>View Material Intoxilyzer 8000 Recertification Training</p> <p>If you have a problem opening the PDF click here to install the viewer.</p> <p style="text-align: center;">I have reviewed all the material.</p> <p>[Return to Course Listing]</p>
> Assigned Courses	
> Update Personal Information	

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.


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> Logout	<p>You reviewed the course material on 2/27/2017 10:48:00 AM. Please take the quiz by clicking the "Take the Quiz" link at the bottom of the page.</p> <p>View Material Field Inspector Recertification Training</p> <p>If you have a problem opening the PDF click here to install the viewer.</p> <p style="text-align: center;">Quiz Information Field Inspector Recertification  Take the Quiz</p> <p>[Return to Course Listing]</p>
> Assigned Courses	
> Update Personal Information	

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- 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.


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> Logout	Quiz Information
> Assigned Courses	Field Inspector Recertification
> Update Personal Information	Number of Questions: 5
	Return to the course material.

1. The Field Inspector may designate any certified Intoxilyzer® 8000 operator to perform an installation of the instrument for them.


A) True
 B) False

 [Next](#)

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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.

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> Logout	<p style="color: red; font-size: small;">Congratulations Thomas Tester You have completed the Intoxilyzer 8000 Recertification quiz with a score of 100% Your successful completion will be recorded with the Crime Lab and POST Board. You will not receive a new operator card - the card you were previously issued is still valid for</p> <p>Please print a certificate for your records. Do not send to the Crime Laboratory.</p> <p>If you need to update your personal information, please click here</p> <p>Please help us improve the online testing process by completing a short survey.</p> <p>Either click on "assigned courses" or to finish – click on "logout" and your successful completion will be recorded with the Crime Lab and POST Board.</p>
> Assigned Courses	
> Update Personal Information	

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- 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.

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> Logout
> Assigned Courses
> Update Personal Information

Assigned Courses

Online Course

Alco-Sensor FST Recertification [[View Material](#)]
Course Number: NDCL1507
Alco-Sensor FST Recertification Training
Course Material Reviewed on 1/3/2018 7:28:00 AM

8000 Recertification [[Begin Course](#)] 
Course Number: NDCL1502

Field Inspector Recertification Training [[View Material](#)]
Course Number:

Course Material Reviewed on 1/3/2018 7:29:00 AM
The quiz was completed on 1/3/2018 7:31:00 AM

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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.

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You have been logged off the Online Training System.

[Click here to log in again.](#)

[Close This Window](#)

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