

## 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 Crime Laboratory, then Breath Alcohol Training, then Recertification Training-Intoxilyzer & PBT. Select GO TO RECERTIFICATION 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.**

**DREW H. WRIGLEY**  
**NORTH DAKOTA ATTORNEY GENERAL**

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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.**

**See A Below** → [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.

**See B Below** → [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.

North Dakota [nd.gov](http://nd.gov) Official Portal for North Dakota State Government

## DREW H. WRIGLEY NORTH DAKOTA ATTORNEY GENERAL

You are entering the Office of Attorney General's Online Training Center.

Please enter your login ID and Password  
You must enter your login ID.  
You must enter your password.

Login ID

Password

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

- 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.

## DREW H. WRIGLEY NORTH DAKOTA ATTORNEY GENERAL

North Dakota *login*

You must enter your login ID.  
You must enter your password.

<p>Already Registered - <a href="#">Not sure?</a></p> <p>North Dakota Login: <input type="text"/></p> <p style="text-align: center;"><a href="#">Forgot Login</a></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><a href="#">Forgot Password</a></p> <p style="text-align: center;"><input type="button" value="Log In"/></p> <p><a href="#">Update your account</a></p>	<p>New to North Dakota Online Services?</p> <p style="text-align: center;"><input type="button" value="Register Now!"/></p> <p>Benefits of North Dakota Login</p> <ul style="list-style-type: none"> <li>One North Dakota Login and password to access multiple <a href="#">ND Online Services</a></li> <li>Register once for secure access to State services</li> </ul> <p>Need help? Read through the <a href="#">FAQ</a>.</p>
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For assistance with this North Dakota Login, contact the [Service Desk](#).

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

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](mailto: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.

The screenshot shows a web form with the following elements:

- Header text: "Please enter the Access Code and Authentication Code that you received"
- Input field 1: "Enter your Access Code" followed by a text box.
- Input field 2: "Enter your Authentication Code" followed by a text box.
- Button: "Validate" located below the input fields.
- Annotation: A yellow box labeled "Chemical Test Operator Number" has two orange arrows pointing to the right, one pointing to the "Access Code" text box and the other pointing to the "Authentication Code" text box.

- 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.

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

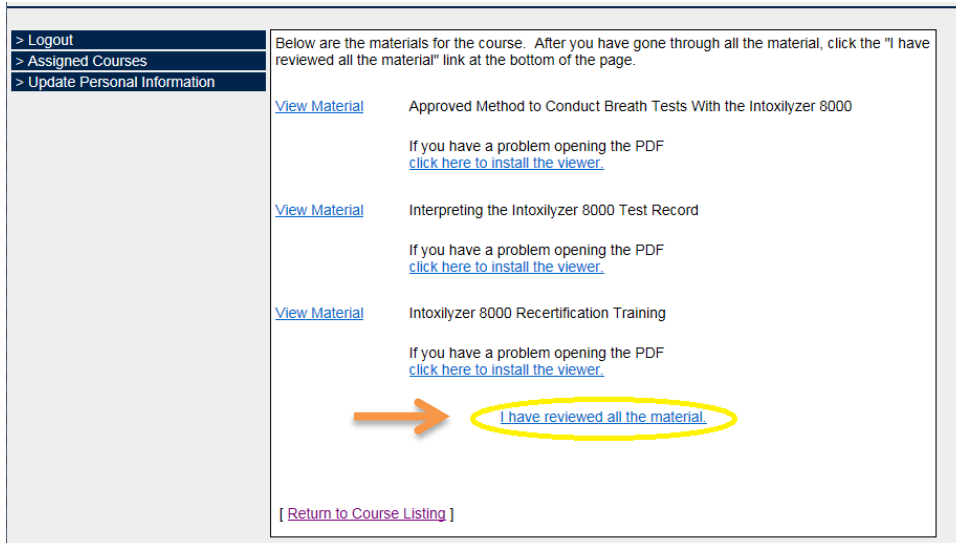
Make sure this information is accurate because it may be listed on certifications and/or licenses. It may also be forwarded to other organizations for tracking your training such as POST Board.

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

<ul style="list-style-type: none"> <li>&gt; Logout</li> <li>&gt; Assigned Courses</li> <li>&gt; Update Personal Information</li> </ul>	<div style="text-align: center; border: 1px solid black; padding: 10px;"> <p><b>Assigned Courses</b></p> <p><u>Online Course</u></p> <p>Alco-Sensor FST Recertification [ <a href="#">Begin Course</a> ]            Course Number: NDCL1507            Alco-Sensor FST Recertification Training</p> <hr/> <p>8000 Recertification [ <a href="#">Begin Course</a> ]            Course Number: NDCL1502</p> <hr/> <p>Field Inspector Recertification Training [ <a href="#">Begin Course</a> ]            Course Number:</p> </div>
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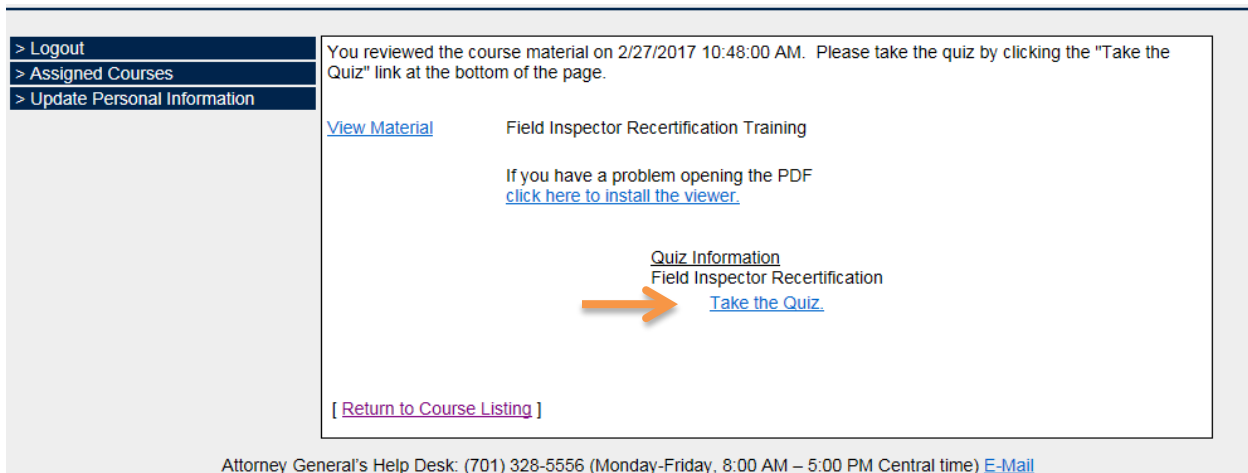
If you clicked on the link to the material and received a message regarding your computer needing a PDF file reader, you will need to install one. Select [click here to install viewer](#) link and follow the instructions to install Adobe Reader. Each file will open in a separate window.

After you have viewed all the course material, click [I have reviewed all the material.](#)



The screenshot shows a course page with a sidebar on the left containing navigation links: > Logout, > Assigned Courses, and > Update Personal Information. The main content area contains three sections of material, each with a 'View Material' link and a PDF viewer instruction: 'Approved Method to Conduct Breath Tests With the Intoxilyzer 8000', 'Interpreting the Intoxilyzer 8000 Test Record', and 'Intoxilyzer 8000 Recertification Training'. At the bottom of the main content area, there is a link that says 'I have reviewed all the material.', which is circled in yellow and has an orange arrow pointing to it. Below this link is a '[ Return to Course Listing ]' link.

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.



The screenshot shows a course page with a sidebar on the left containing navigation links: > Logout, > Assigned Courses, and > Update Personal Information. The main content area contains one section of material with a 'View Material' link and a PDF viewer instruction: 'Field Inspector Recertification Training'. Below this, there is a 'Quiz Information' section for 'Field Inspector Recertification' with a link that says 'Take the Quiz.', which is circled in yellow and has an orange arrow pointing to it. Below this link is a '[ Return to Course Listing ]' link. At the bottom of the page, there is a footer that reads: 'Attorney General's Help Desk: (701) 328-5556 (Monday-Friday, 8:00 AM – 5:00 PM Central time) [E-Mail](#)'.

- 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.

> Logout  
> Assigned Courses  
> Update Personal Information

Quiz Information  
Field Inspector Recertification  
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.

> Logout  
> Assigned Courses  
> Update Personal Information

**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

Please [print a certificate](#) for your records. Do not send to the Crime Laboratory.

If you need to update your personal information, please [click here](#)

Please help us improve the online testing process by [completing a short survey](#).

**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.**

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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](#).

**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

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

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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 Drew H. Wrigley North Dakota Attorney General banner. You'll be able to close out of your web browser or log in again.

## DREW H. WRIGLEY NORTH DAKOTA ATTORNEY GENERAL

You have been logged off the Online Training System.

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

[Close This Window](#)

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