

Session Overview

Introduction & Learning Objectives	05m
Lecture – Certification Process	10m
Lecture – Message Formats	15m
Lecture – Inquiries	10m
Lecture – NLETS	10m
Break	10m
Lecture – Record Keeping & System Misuse	15m
Lecture – Information System Protection	10m
Lecture – WACIC/NCIC	15m
Lecture – Warrants	10m
Break	10m
Lecture – Missing Persons	10m
Lecture – Court Orders	15m
Lecture – Special Offenders / RSOs	15m
Lecture – Property Files / Firearms	10m
Break	10m
Lecture – DOL	10m
Lecture – Criminal History	10m
CERTIFICATION EXAM	30m
End of Session / Break	10m

Total Session Time: 4 hours

Main Topics of Session:

- *Certification*
- *NLETS/WACIC/NCIC*
- *Recordkeeping & System Misuse*
- *Warrants*
- *Court Orders*
- *Missing Persons*
- *Special Offenders / Registered Sex Offender Registry*
- *Property Files / Firearms*
- *DOL*
- *Criminal History*
- *ACCESS Certification Exam*

Facilitators Needed: 1 (Outside Instructor from WSP)

Location: Classroom

Materials Needed:

- *PowerPoint – ACCESS (brought by outside instructor)*

Students Should Already Have:

- *N/A*



**NOTE TO FACILITATOR**

This class is taught by an outside instructor from WSP. All materials are provided by the instructor. An introduction of the instructor is all that is required.

**BREAK/END OF SESSION**