

Jim Gibbons
Governor



Phillip A. Galeoto
Director

Captain Philip K. O'Neill
Division Chief

Records & Technology Division

333 W Nye Lane
Carson City, Nevada 89706
Telephone (775) 684-6262 • Fax (775) 684-6267
www.nvrepository.state.nv.us

TO: All Terminal Agency Coordinators
FROM: Angela Wick, Program Officer I
SUBJECT: **2009 NCJIS/NCIC Proficiency Seminars**
DATE: December 8, 2008

The 2009 NCJIS/NCIC Proficiency Seminars schedule is ready, and we are pleased to share it with you. The NCJIS seminars provided by the PD&C unit are focused on preparing the student for their TAC/ATAC duties.

Only one type of seminar will be offered at this time for 2009:
The NCJIS/NCIC Proficiency – Inquiry/Entry seminar will be offered six times in Carson City and six times in Henderson in 2009. NCJIS/NCIC policy and procedure, including information on NLETS, JLINK, record inquiry, and record entry will be covered at this seminar.

An additional level of training has been added to the third day of the 2009 seminars for agencies that perform NCJIS Validations. Please refer to the registration form(s) for the required days of attendance for your level of access.

The following is the schedule for the 2009 NCJIS System Proficiency Seminars:

CARSON CITY

MARCH 16 th – 20 th	APRIL 13 th – 17 th	MAY 11 th – 15 th
AUGUST 24 th – 28 th	OCTOBER 5 th – 9 th	NOVEMBER 2 nd – 6 th

HENDERSON

MARCH 23 rd – 27 th	APRIL 27 th – May 1 st	JUNE 8 th – 12 th
SEPTEMBER 21 st – 25 th	OCTOBER 19 th – 23 rd	NOVEMBER 16 th – 20 th

Please make copies of the attached registration forms and complete one for each attendee. Be sure to save a copy of the completed forms for your records. Send all registration forms to the Department of Public Safety, Records and Technology Division, Programs Development and Compliance, NCJIS Training Section, at the address on the registration form at least **TWO (2) weeks prior** to the scheduled seminar. **Note:** Please notify PD&C of all attendee cancellations at least two (2) weeks in advance to allow those on the waiting list sufficient time to make arrangements to attend instead. Seminars that do not have an acceptable level of attendance will be canceled and all registered students must reschedule.

If you do not know your recertification date, please use the JLClient "MOPR" function to find this information or refer to the certification letter from the last seminar you attended.

If your certification will expire prior to a class being offered in 2009 you will need to request an extension. Please email the PS Help Desk and request an extension until you attend one of the March classes (north or south). You must have requested registration for one of the March classes prior to requesting your extension.

This training schedule and the registration forms will also be posted on NVSHARE.
For further assistance, please contact:

Angela Wick
NCJIS Trainer - Henderson
ph. (702) 486-2494
fax (702) 565-0464

Registration forms and other documents may be faxed to the above trainer. Thank you for your cooperation.

CC: Dianne Draper, PD&C Supervisor ; Enclosures

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
CARSON CITY, NV
MARCH REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
TRAINING DIVISION
COMPUTER TRAINING ROOM 6
2101 SNYDER AVENUE
CARSON CITY, NV 89701
Phone#: (775) 687-1610

TIMES: 0800 - 1700 HOURS

	DATES		LEVEL OF TRAINING
_____	MARCH	16th	NLETS RESTRICTED OR PURPOSE CODE X
_____	MARCH	16th – 18th	INQUIRY LEVEL
_____	MARCH	16th – 18th	NCJIS ENTRY & VALIDATION LEVEL
_____	MARCH	16th – 19th	INQUIRY/ENTRY – PERSON LEVEL
_____	MARCH	16th – 20th	INQUIRY/ENTRY – PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY MARCH 1, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 30 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
CARSON CITY, NV
APRIL REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
TRAINING DIVISION
COMPUTER TRAINING ROOM 6
2101 SNYDER AVENUE
CARSON CITY, NV 89701
Phone#: (775) 687-1610

TIMES: 0800 - 1700 HOURS

	DATES		LEVEL OF TRAINING
_____	APRIL	13th	NLETS RESTRICTED OR PURPOSE CODE X
_____	APRIL	13th – 15th	INQUIRY LEVEL
_____	APRIL	13th – 15th	NCJIS ENTRY & VALIDATION LEVEL
_____	APRIL	13th – 16th	INQUIRY/ENTRY – PERSON LEVEL
_____	APRIL	13th – 17th	INQUIRY/ENTRY – PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY MARCH 30, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 30 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
CARSON CITY, NV
MAY REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
TRAINING DIVISION
COMPUTER TRAINING ROOM 6
2101 SNYDER AVENUE
CARSON CITY, NV 89701
Phone#: (775) 687-1610

TIMES: 0800 - 1700 HOURS

	DATES		LEVEL OF TRAINING
_____	MAY	11th	NLETS RESTRICTED OR PURPOSE CODE X
_____	MAY	11th – 13th	INQUIRY LEVEL
_____	MAY	11th – 13th	NCJIS ENTRY & VALIDATION LEVEL
_____	MAY	11th – 14th	INQUIRY/ENTRY – PERSON LEVEL
_____	MAY	11th – 15th	INQUIRY/ENTRY – PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY APRIL 27, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 30 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
CARSON CITY, NV
AUGUST REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
TRAINING DIVISION
COMPUTER TRAINING ROOM 6
2101 SNYDER AVENUE
CARSON CITY, NV 89701
Phone#: (775) 687-1610

TIMES: 0800 - 1700 HOURS

	DATES		LEVEL OF TRAINING
_____	AUGUST	24th	NLETS RESTRICTED OR PURPOSE CODE X
_____	AUGUST	24th – 26th	INQUIRY LEVEL
_____	AUGUST	24th – 26th	NCJIS ENTRY & VALIDATION LEVEL
_____	AUGUST	24th – 27th	INQUIRY/ENTRY – PERSON LEVEL
_____	AUGUST	24th – 28th	INQUIRY/ENTRY – PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY AUGUST 10, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 30 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
CARSON CITY, NV
OCTOBER REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
TRAINING DIVISION
COMPUTER TRAINING ROOM 6
2101 SNYDER AVENUE
CARSON CITY, NV 89701
Phone#: (775) 687-1610

TIMES: 0800 - 1700 HOURS

	DATES	LEVEL OF TRAINING
_____	OCTOBER 5th	NLETS RESTRICTED OR PURPOSE CODE X
_____	OCTOBER 5th – 7th	INQUIRY LEVEL
_____	OCTOBER 5th – 7th	NCJIS ENTRY & VALIDATION LEVEL
_____	OCTOBER 5th – 8th	INQUIRY/ENTRY – PERSON LEVEL
_____	OCTOBER 5th – 9th	INQUIRY/ENTRY – PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY SEPTEMBER 21, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 30 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
CARSON CITY, NV
NOVEMBER REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
TRAINING DIVISION
COMPUTER TRAINING ROOM 6
2101 SNYDER AVENUE
CARSON CITY, NV 89701
Phone#: (775) 687-1610

TIMES: 0800 - 1700 HOURS

	DATES	LEVEL OF TRAINING
_____	NOVEMBER 2nd	NLETS RESTRICTED OR PURPOSE CODE X
_____	NOVEMBER 2nd – 4th	INQUIRY LEVEL
_____	NOVEMBER 2nd – 4th	NCJIS ENTRY & VALIDATION LEVEL
_____	NOVEMBER 2nd – 5th	INQUIRY/ENTRY – PERSON LEVEL
_____	NOVEMBER 2nd – 6th	INQUIRY/ENTRY – PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY OCTOBER 19, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 30 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
HENDERSON, NV
MARCH REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002.
Phone#: (702) 486-2491

TIMES: 0800 - 1700 HOURS

	DATES	LEVEL OF TRAINING
_____	MARCH 23rd	NLETS RESTRICTED AND PURPOSE CODE X
_____	MARCH 23rd – 25th	INQUIRY LEVEL
_____	MARCH 23rd – 25th	NCJIS ENTRY & VALIDATION LEVEL
_____	MARCH 23rd – 26th	ENTRY/INQUIRY AND PERSON LEVEL
_____	MARCH 23rd – 27th	ENTRY/ INQUIRY, PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY MARCH 9, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 10 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK AT (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
HENDERSON, NV
APRIL REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002.
Phone#: (702) 486-2491

TIMES: 0800 - 1700 HOURS

	DATES	LEVEL OF TRAINING
_____	APRIL 27th	NLETS RESTRICTED AND PURPOSE CODE X
_____	APRIL 27th – 29th	INQUIRY LEVEL
_____	APRIL 27th – 29th	NCJIS ENTRY & VALIDATION LEVEL
_____	APRIL 27th – 30th	ENTRY/INQUIRY AND PERSON LEVEL
_____	APRIL 27th – May 1	ENTRY/ INQUIRY, PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY APRIL 13, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 10 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK AT (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
HENDERSON, NV
JUNE REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002.
Phone#: (702) 486-2491

TIMES: 0800 - 1700 HOURS

	DATES		LEVEL OF TRAINING
_____	JUNE	8th	NLETS RESTRICTED AND PURPOSE CODE X
_____	JUNE	8th – 10th	INQUIRY LEVEL
_____	JUNE	8th – 10th	NCJIS ENTRY & VALIDATION LEVEL
_____	JUNE	8th – 11th	ENTRY/INQUIRY AND PERSON LEVEL
_____	JUNE	8th – 12th	ENTRY/ INQUIRY, PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY MAY 22, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 10 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK AT (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
HENDERSON, NV
SEPTEMBER REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002.
Phone#: (702) 486-2491

TIMES: 0800 - 1700 HOURS

	DATES	LEVEL OF TRAINING
_____	SEPTEMBER 21st	NLETS RESTRICTED AND PURPOSE CODE X
_____	SEPTEMBER 21st – 23rd	INQUIRY LEVEL
_____	SEPTEMBER 21st – 23rd	NCJIS ENTRY & VALIDATION LEVEL
_____	SEPTEMBER 21st – 24th	ENTRY/INQUIRY AND PERSON LEVEL
_____	SEPTEMBER 21st – 25th	ENTRY/ INQUIRY, PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY SEPTEMBER 4, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 10 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK AT (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
HENDERSON, NV
OCTOBER REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002.
Phone#: (702) 486-2491

TIMES: 0800 - 1700 HOURS

	DATES	LEVEL OF TRAINING
_____	OCTOBER 19th	NLETS RESTRICTED AND PURPOSE CODE X
_____	OCTOBER 19th – 21st	INQUIRY LEVEL
_____	OCTOBER 19th – 21st	NCJIS ENTRY & VALIDATION LEVEL
_____	OCTOBER 19th – 22nd	ENTRY/INQUIRY AND PERSON LEVEL
_____	OCTOBER 19th – 23rd	ENTRY/ INQUIRY, PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
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ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

NCJIS FINGERPRINT BASED BACKGROUND CHECK MUST BE COMPLETED PRIOR TO ATTENDING

PLEASE USE AN INDIVIDUAL REGISTRATION FORM FOR **EACH** ATTENDEE.
RETAIN A COPY OF EACH FORM SUBMITTED FOR YOUR RECORDS.

PLEASE RETURN THIS REGISTRATION FORM BY OCTOBER 5, 2009. YOU WILL RECEIVE FORMAL NOTIFICATION OF YOUR ACCEPTANCE TO ATTEND THIS SEMINAR VIA E-MAIL. IF YOU DO NOT RECEIVE NOTIFICATION 10 DAYS PRIOR TO CLASS, PLEASE CONTACT ANGELA WICK AT (702) 486-2494.

NCJIS PROFICIENCY SEMINAR - 2009
FOR TACS AND ATACS
HENDERSON, NV
NOVEMBER REGISTRATION FORM

INSTRUCTOR: ANGELA WICK
DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
PROGRAMS DEVELOPMENT AND COMPLIANCE
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002
Phone#: (702) 486-2494
Fax#: (702) 565-0464

LOCATION: DEPARTMENT OF PUBLIC SAFETY
RECORDS & TECHNOLOGY DIVISION
2398 SOUTH BOULDER HWY.
HENDERSON, NV 89002.
Phone#: (702) 486-2491

TIMES: 0800 - 1700 HOURS

	DATES	LEVEL OF TRAINING
_____	NOVEMBER 16th	NLETS RESTRICTED AND PURPOSE CODE X
_____	NOVEMBER 16th – 18th	INQUIRY LEVEL
_____	NOVEMBER 16th – 18th	NCJIS ENTRY & VALIDATION LEVEL
_____	NOVEMBER 16th – 19th	ENTRY/INQUIRY AND PERSON LEVEL
_____	NOVEMBER 16th – 20th	ENTRY/ INQUIRY, PERSON AND PROPERTY LEVEL

ATTENDEES NEED TO BRING THE FOLLOWING MATERIALS TO THE SEMINAR:
PENS/PENCILS, NOTE PAPER AND POST-IT-NOTES
ATTENDEES HAVE THE OPTION TO BRING THEIR OWN NCJIS, NCIC AND NLETS MANUALS.

ATTENDEE'S NAME _____ TAC _____ ATAC _____

AGENCY'S NAME _____

AGENCY'S ADDRESS _____

EMAIL ADDRESS FOR CONFIRMATION _____

AGENCY'S TELEPHONE _____ OPERATOR ID _____

PLEASE HAVE YOUR ADMINISTRATOR SIGN THIS REQUEST

ADMINISTRATOR'S SIGNATURE _____

DATE _____

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