nexTEST User Guide and Required Online Training

Current California Law Enforcement Telecommunications System (CLETS) training, security policies and practices as well as the National Crime Information Center (NCIC) made by the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), require all agency employees and volunteers shall at the minimum complete a Security Awareness training session and test biennially. To remain in compliance with the enhanced training and security policies, the Kern County Sheriff's Office will be utilizing the nexTEST on-line application to meet these requirements. This test shall be taken by all agency employees and volunteers even if you may have taken the test earlier this year or with in the last biennial training term. This is required so that in the event of a CLETS audit we as a department can show that every employee and volunteer has tested concurrently to meet the biennial requirements. All employees must be accounted for. Supervisors, if you have an employee that is currently off on extended leave, please email the CLETS Coordinator at meyerl@kernsheriff.org.

All training sessions and exams shall *be completed by June 30, 2023*

The following guide will assist personnel in completing the ***required*** training and test.

Before you begin:
- The nexTEST application can be used on any device with internet access.
- The tests are not timed. Users will have the ability to save their work and return later if needed.
- If you fail your test, you may immediately take the test again; there is no limit to the number of times you may complete the test.
- Once users are logged into the application, they will be presented with the training documents and test they are required to complete.
- The training documents and tests presented to the user are based upon the level of CLETS access as defined for the user by a system administrator.
- Personnel that have access to information but do not operate CLETS terminals will complete the Security Awareness training session and test. Passing score is 85%.
- Personnel that can operate a CLETS terminal (or an MDC) will complete the Security Awareness and Less Than Full Access training sessions, and the Less Than Full Access test. Passing score is 70%.
- Personnel that can make entries into CLETS databases will complete the Security Awareness and Full Access training sessions, and the Full Access test. Passing score is 70%.

- Usernames consist of the agency ORI (CA0150000), underscore, and 6-digit Department ID number.
  - Example: CA0150000_202243

- The default password for every user is: canextest (passwords are case sensitive)
- If you are unable to log into the system, send an email to: sheriffclets@kernsheriff.org and the first available administrator will assist you.

To begin:

1. Go to https://california.cjisapps.com/nextest/login_page.cgi?type=user enter your username (CA0150000_XXXXXX) and the password (canextest) and select submit.

2. Once logged in, you should see your name and a list of the training sessions you are required to complete. Select Begin Training when ready.

3. The CJIS Security and Awareness Training is a guided presentation you will complete by following the on-screen prompts. The CLETS Less Than Full Access or the Full Access Workbooks can be printed for reference.

4. Once you have completed your training sessions, select the NCIC Certification tab to complete your test.
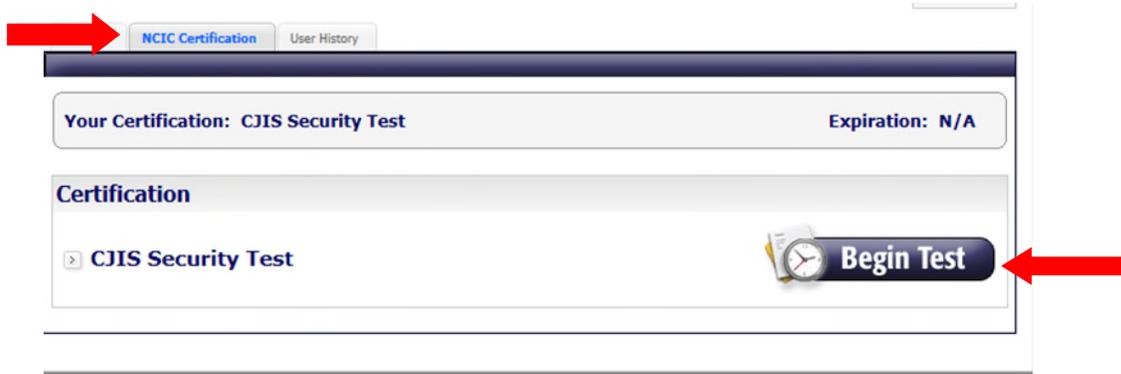
5. Select continue to proceed with the exam. If you are not sure what level of exam you should be taking, ***do not*** send an email to the address listed on the confirmation screen; send any inquiries to sheriffclets@kernsheriff.org and we will assist you.
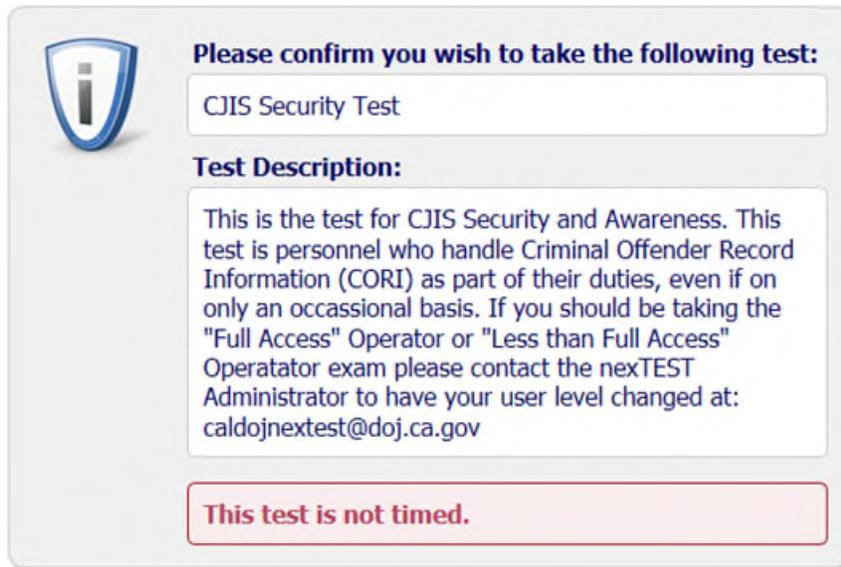
6. A new window will open with your exam. At the bottom of the exam you will have the option to grade exam or save for later. If you need to exit the exam and return to it later, select save for later otherwise; select grade exam.

7. Once your exam has been graded, you have the option to print your certificate. This is optional as records are maintained within the system and certificates do not need to be submitted to training.