



Kern County

SHERIFF

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nexTEST User Guide and Required Annual Online Testing

The National Crime Information Center (NCIC), the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI), require all agency employees and volunteers to test annually. To comply with the enhanced training and security policies, the Kern County Sheriff's Office will utilize the nexTEST online application to meet these requirements.

All agency employees and volunteers shall take this test within 30 days of receiving the NCIC certification expiration email.

Before You Begin:

- The nexTEST application can be accessed from any device with internet connectivity.
- Tests are not timed, allowing users to save their progress and return later.
- If you do not pass your test, you can retake it immediately, with no limit on the number of attempts.
- Upon logging into the application, users will see the training documents and tests they are required to complete.
- The training documents and tests available to each user are determined by their level of CLETS access as defined by the system administrator.

Testing Requirements:

- Personnel with access to information but who do not operate CLETS terminals must complete the Security Awareness Test, with a passing score of 85%.
- Personnel who can operate a CLETS terminal (desktop application or MDC) must complete the Less Than Full Access test, with a passing score of 70%.
- Personnel who can enter data into CLETS databases must complete the Full Access test, with a passing score of 70%.

Usernames & Password:

- Usernames include the Originating Agency Identifier and department ID number.
 - Example: CA0150000_200500.
- The default password for every user is canextest (password is case-sensitive)

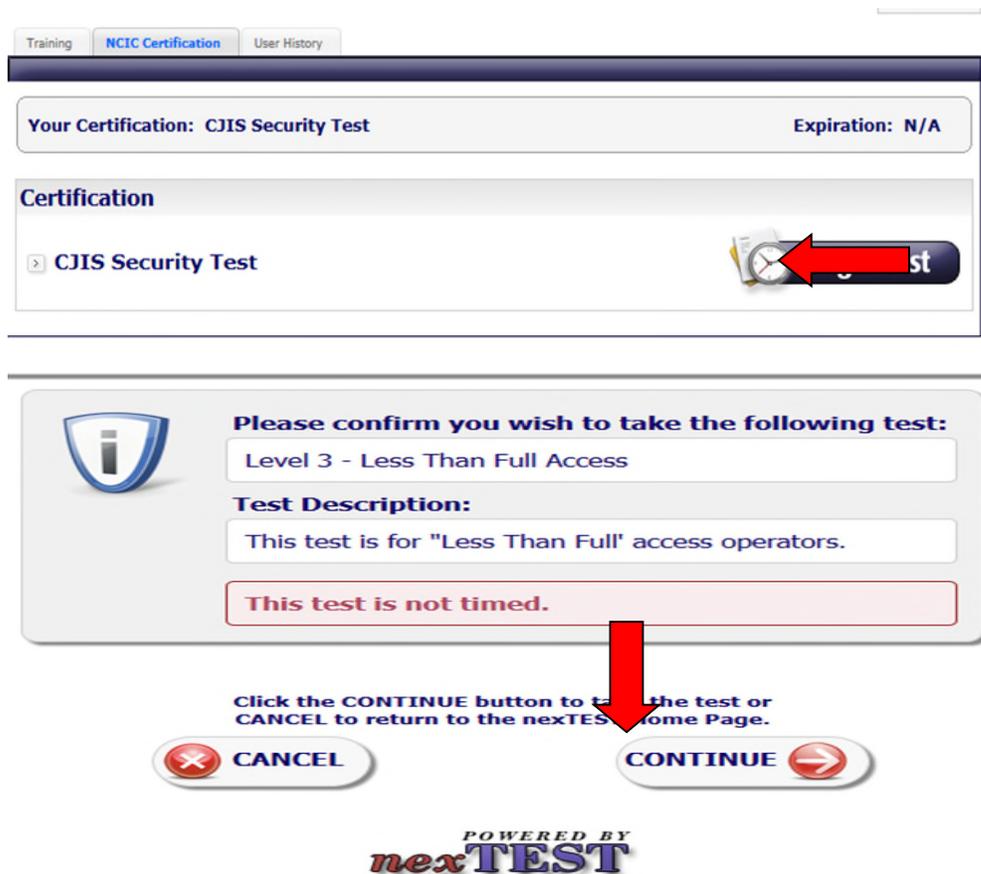
If you are unable to log into the system, email sheriffclets@kernsheriff.org the first available administrator will assist you.

To begin:

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



Select the NCIC Certification tab to begin the test.



A new window will open with your exam. At the bottom of the exam, you can grade the exam or save it for later. If you need to exit the exam and return to it later, select save for later; otherwise, choose grade exam.

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