

Arizona Department of Public Safety  
Access Integrity Unit

## 2023 NCJA Compliance Training Schedule

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The Arizona Department of Public Safety's Access Integrity Unit is pleased to announce the training schedule for 2023. Attendees will benefit from our free training class by learning about state and federal compliance standards relating to the Arizona Criminal Justice Information System. Below are the training guidelines, a list and a description of the class we offer, and directions on how to register for training. All questions and concerns may be forwarded to the Access Integrity Unit at (602) 223-2488 or via e-mail at [NCJA@azdps.gov](mailto:NCJA@azdps.gov). All training dates are available either in-person or online via Microsoft Teams at this time.

### **TRAINING GUIDELINES**

- Training is only mandatory if you are an initial access agency; however, it is highly encouraged for all authorized users.
- All classes are free of charge — on a first come, first served basis.
- Classes are subject to change or cancellation.

## Training Descriptions

### **Initial Access & NCJA Compliance Training:**

All new agencies are required to have at least one representative attend Initial Access & NCJA Compliance Training prior to submitting any fingerprint cards. This training is not required for existing agencies; however, it is recommended if an agency has experienced personnel turnover or agency personnel wish to attend a refresher in order to ensure compliance with current requirements. The persons who attend training should be prepared to share the information learned with other relevant user agency personnel. This training is for the Agency Security Contact and agency trainers – this is NOT the training which is required for all agency Authorized Personnel. Authorized Personnel training requirements are explained in the class. This class is also offered through the Microsoft Teams application via an invite link.

#### ***Class Description***

Initial Access & NCJA Compliance Training lasts approximately three hours and covers the basic rules in the NCJ Agency Guide and provides information on the following:

- How to properly fill out the information on a fingerprint card and inventory sheet.
- Fingerprint submission packet requirements, including fees.
- How to read and interpret criminal justice information/criminal history record information.
- Complying with state and federal requirements associated with noncriminal justice fingerprint criminal history checks
- Outlines the Agency Security Contact's role as the primary user agency liaison and provides guidance regarding user agency regulatory compliance and required documentation.
- Basic privacy and security guidelines for the access, use, handling, and destruction of criminal history record information.
- Advising agencies on the key areas they need to consider when developing policies and procedures for criminal history handling.
- Authorized personnel training requirements and an overview of CJIS Online Security Awareness training.

# 2023 DPS NCJA Class Schedule

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JANUARY	FEBRUARY	MARCH	APRIL
<b>10</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>14</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>14</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>11</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm
MAY	JUNE	JULY	AUGUST
<b>9</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>13</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>11</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>8</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>12</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>10</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>14</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm	<b>12</b> Initial Access & NCJA Compliance Combined 9 am to 12 pm



Arizona Department of Public Safety  
**Noncriminal Justice Agency Training Reservation Form**

To make reservations for training, the Agency Security Contact (ASC) or Secondary Agency Security Contact should complete and submit this form, indicating the attendance type and training date requested.

A registration confirmation email with training materials will be sent to the Agency Security Contact or Secondary Agency Security Contact and attendees. In-person attendees will receive class location information at the time of registration. Online attendees will receive their Microsoft Teams meeting link the day prior to class.

<b>Training Reservation Form</b>			
<b>Agency Name</b>	<b>Agency OCA (if applicable)</b> XX _____	<b>Today's Date</b>	
<b>Agency Security Contact Name</b>		<b>Agency Security Contact Phone</b>	
<b>Agency Security Contact Email</b>			
<b>Please list all attendees by name and their email addresses. We will email important check-in information and directions.</b>			
<u>Where do you want to attend class?</u>	<u>Class Name</u>	<u>Training Date</u>	<u># of Attendees</u>
_____	<b>Phoenix Classroom at DPS - Initial Access &amp; NCJ Compliance Training</b>	_____	_____
_____	<b>Online - Initial Access &amp; NCJ Compliance Training</b>	_____	_____

Send completed form to: Arizona Department of Public Safety  
 Access Integrity Unit  
 ATTN: Noncriminal Justice Compliance  
 P.O. Box 6638 | MD 3160  
 Phoenix, AZ 85005-6638

OR  
 Fax: (602) 223-2926  
 ATTN: AIU Noncriminal Justice Compliance  
 Email: [NCJA@azdps.gov](mailto:NCJA@azdps.gov)  
 Subject line: Training Reservation