

# DPS Resources and Information

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## TLETS Trainings and Certifications for New & Existing Users

### **TLETS Mobile Access Certification**

Individuals who can query TCIC and NCIC for criminal history information must complete at least the 8-hour *TLETS Mobile Access Certification Course*. The required training will ensure users understand the criminal justice system and appropriately handle and disseminate criminal justice information. Users initiating queries for criminal history information from the PSRS must have a unique TLETS ID and complete the 8-hour in-person training. DPS provides the training at no cost. New users have six months to complete the training after being granted initial access and a TLETS User ID. Recertification is completed online and required every two years.

### **Criminal Justice Practitioner Certification**

Individuals who *only* access hard or electronic copies of TCIC and NCIC responses, and do not query for criminal history information themselves, must obtain and maintain a *Criminal Justice Practitioner (CJP) certification*. The CJP certification can be obtained after completing a two-hour self-paced online course. Recertification is required after two years. Users who need to query TCIC and NCIC through the PSRS must complete the TLETS Mobile Access Certification Course.

The jurisdiction's TAC must complete a User Request Form to request access to either certification training. This form is password protected as personal information is needed to create an account. For access to the User Request Form, questions about the TLETS access training and certifications, or to verify if previous certifications are still valid, contact DPS via email at: [TCIC.Training@DPS.Texas.gov](mailto:TCIC.Training@DPS.Texas.gov)

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### **Criminal Justice Information Service (CJIS) Security Awareness Training**

Any PSRS users with access to Criminal Justice Information (CJI) (including TCIC and NCIC) through TLETS must take the CJIS Security Awareness Training. Training shall be taken within six months and biennially thereafter. The training through CJIS Online is web-based and self-paced. *CJIS Security Policy 5.9 – Section 5.2 Security Awareness is federally mandated.* The training is designed to equip those who are authorized to access CJI with basic tools to protect the data.

*Ex: Agencies that receive and view hard or electronic copies of criminal histories or have direct access to inquire into the TLETS system will need CJIS training.*

For information on how to access the CJIS Security Awareness Training please email DPS at: [security.committee@dps.texas.gov](mailto:security.committee@dps.texas.gov) or [cjis.audit@dps.texas.gov](mailto:cjis.audit@dps.texas.gov).

\*The email must come from the Administrator or TAC.

For more information on CJIS Security Training please visit: <https://www.dps.texas.gov/section/crime-records-service/cjis-security-awareness-training>

For questions regarding the Public Safety Report System, please contact OCA at [bail@txcourts.gov](mailto:bail@txcourts.gov).