



RESPONSIBILITIES OF APPROVED INSTRUCTORS REGARDING SPECIALIZED TRAINING

CLASS MATERIALS:

A SBI DCIN Training Specialist will coordinate with approved instructors any changes to the certification material, to ensure that the information being taught is accurate and up to date. Therefore, any instructional material updates required by the SBI/CIIS/DCIN Training Unit, must be included in your lesson plan before instructing a class.

SCHEDULING OF CLASSES:

Once a Local Agency Instructor (LAI) has been fully authorized to instruct DCIN Module 1 – General Inquiries at their respective agency, an instructor may schedule a training class with a minimum of 1 (maximum at the discretion of the instructor and instructor's agency) and conducted per guidelines set forth by the SBI/CIIS DCIN Training Unit.

STUDENTS:

Must verify that all students attending class have been entered in Console by agency TAC or ATAC. Ensure user profiles have been activated as active for Omnixx Force and Trainer. Test authorizations cannot be assigned unless the student has been entered in Console.

ONLINE TESTING PROCEDURES:

Utilize the Instructions for Taking Online Certification Test with students. Make sure they understand they will test with agency TAC or ATAC. SBI/CIIS/DCIN Training Unit staff will assign testing authorization within 24 hours after receiving the class roster. Test authorization will be valid for 15 days. Student must receive a passing score of at least 80% within three (3) attempts before test authorization expires. If student fails to do so, he/she must attend the instructional class again.

RETEST OF INITIAL STUDENTS:

Retesting of a student that fails the test following the instructional class is permissible, without having to repeat the instructional class.

RE-CERTIFICATION STUDENTS:

An online test challenge is only permissible for recertification students whose certification will expire within the next 30 days and up to 365 days after expiration. If an operator's certification expires, he/she will not be able to operate any DCIN device until recertified. Expired operators may challenge the online test within 365 days after expiration without having to attend an instructional class. If they do not successfully recertify within 365 days after their expiration, they will have to attend an instructional class and successfully pass the online test to regain their certification.

SUBMISSION OF DOCUMENTATION:

1. Verify with agency TAC/ATAC that all students have been entered in Console. If not, the student must be entered before the class begins.
2. Verify the Student Names, User IDs and ORIs to ensure the class roster is correct.
3. Verify that completed Minimum Course Requirements indicating the student attended at least 90% of total class time by placing checkmark in the "Minimum Course Requirements Met" field. This is a required field.
4. At the end of class, the instructor must submit completed class roster using the LAI Class Roster submission link found in Omnixx Force Links, Local Agency Coordinator (LAI).
5. After receiving the class roster, students will be authorized to test for Module 1 – General Inquiries by SBI/CIIS/DCIN Training Unit staff by the end of the next business day.
6. Students will not be granted access to DCIN transactions until they have successfully completed the Module 1 online certification test with a passing score of 80% or higher.

**SBI CRIMINAL INFORMATION & IDENTIFICATION SECTION DCIN
TRAINING UNIT - TRAINING SPECIALISTS**

District Name	Counties
1 – Coastal	Brunswick, Carteret, Columbus, Craven, Duplin, Jones, New Hanover, Pamlico, Pender, Onslow Shaina Vivier – svivier@ncsbi.gov
2 – Northeastern	Beaufort, Bertie, Camden, Chowan, Currituck, Dare, Edgecombe, Gates, Greene, Halifax, Hertford, Hyde, Lenoir, Martin, Nash, Northampton, Pasquotank, Perquimans, Pitt, Tyrrell, Washington, Wayne, Wilson Sarah Meyer – smeyer@ncsbi.gov
3 – Southeastern	Bladen, Cumberland, Hoke, Lee, Moore, Richmond, Robeson, Sampson, Scotland Jessica Ward – jward@ncsbi.gov
4 – Capital	Chatham, Durham, Franklin, Granville, Harnett, Johnston, Orange, Person, Vance, Wake, Warren Rusty Barnett – rbarnett@ncsbi.gov
5 – Northern Piedmont	Alamance, Caswell, Davidson, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes Lindsay Bass – lbass@ncsbi.gov
6 – Southern Piedmont	Anson, Cabarrus, Cleveland, Gaston, Lincoln, Mecklenburg, Rowan, Stanly, Union David Burpeau – dburpeau@ncsbi.gov
7 -Northwestern	Alexander, Alleghany, Ashe, Avery, Burke, Caldwell, Catawba, Davie, Iredell, Surry, Watauga, Wilkes, Yadkin Meredith Nelson – mnelson@ncsbi.gov
8 - Western	Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, McDowell, Mitchell, Polk, Rutherford, Swain, Transylvania, Yancey Staci Grimshaw – sgrimshaw@ncsbi.gov