



- Prosecutors or their designee entering these records **MUST** complete required training. (TCIC Full Access & CJIS Security Awareness)
- Pretrial Intervention Program records must be entered into the NCIC Supervised Release file no later than the 10th business day of the defendant entering a program using the State's Attorney's ORI.
- Records must be modified or removed, as appropriate.

Required Training

TCIC Full Access

Individuals entering supervised release information must complete the TCIC Full Access Training within **six months** of access.

TCIC Full Access is a three-day, in-person class. Training availability can be found here: <https://txletstraining.dps.texas.gov/nextest>

Use your TLETS User ID and password to sign in to view.

NOTE: When attending any DPS class, users are **required** to create a Cornerstone ID for training record-keeping and tracking purposes. Failure to comply will result in removal of system access.

CJIS Security Awareness

Individuals accessing criminal justice information must complete CJIS Security Awareness Training (SAT) prior to access and annually thereafter.

CJIS SAT can be accessed here: <https://www.cjisonline.com/>

For questions on how to obtain/access the CJIS SAT, please contact security.committee@dps.texas.gov

Don't have a TLETS User ID?

Individuals that do not have a current TLETS User ID, must have one requested by their Terminal Agency Coordinator (TAC) or Agency Head using the appropriate forms.

The TAC or Agency Head will complete the Crime Records Agency Access and Contact form along with the TLETS User Request Form (URF) which can be found on nextTEST Launch Pad here: <https://txletstraining.dps.texas.gov/launchpad/> and submit to TLETS at TLETS.URF@dps.texas.gov