



Office of Court Administration

TCIC/TLETS Training Certification Levels

To ensure State and Federal compliance and maintain secure system integrity, training requirements are assigned based on your specific role and level of system access required for your duties. Please review the training levels below to identify the mandatory training necessary for access.

THIS TRAINING INFORMATION HANDOUT IS ONLY FOR THE OFFICE OF COURT ADMINISTRATION'S USE. IF YOU ARE ANOTHER ENTITY AND REQUIRE TCIC ACCESS, PLEASE CONTACT TCIC TRAINING.

TCIC FULL ACCESS

Any users who require access to **enter** records/information into TCIC/NCIC must complete TCIC Full Access certification **within six months** of access and biennially thereafter. TCIC Full Access is a three-day, in-person class.

TCIC MOBILE ACCESS

Any users who require access to **query** criminal history record information must complete TCIC Mobile Access certification **within six months** of access and biennially thereafter. TCIC Mobile Access is a one-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.

CJIS SECURITY AWARENESS

ALL users accessing criminal justice information must complete CJIS Security Awareness Training (SAT) **prior** to access and annually thereafter. CJIS SAT is available online and 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

How do I know which training to take?

- If the PSRS user is viewing only and does not have access to push the 'button', they will take: **CJIS SAT**
- If the PSRS user has the ability to push the 'button' to search criminal history/NCIC transactions, they will take: **TCIC Mobile Access & CJIS SAT**
- If the individual enters supervised release, they will take: **TCIC Full Access & CJIS SAT**

Users with Full or Mobile Access must have a unique TLETS ID AND a Cornerstone ID.

QUESTIONS?

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TCIC/TLETS Training
TCIC.Training@dps.texas.gov
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