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MEMO TO: ALL AGENCY TRAINING OFFICERS  
FROM: CHARLES E. EDER, STATE TOXICOLOGIST *CEE*  
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DATE: MAY 10, 2012  
REGARDING: RECERTIFICATION OF CHEMICAL TEST OPERATORS

The Chemical Test Operator online recertification training is now available on the Office of Attorney General web site: <http://www.ag.nd.gov/CrimeLab/Lab.htm>. Once here, click on LAW ENFORCEMENT TRAINING. Operators certified on the Intoxilyzer® S-D5, Intoxilyzer® 8000, and Field Inspectors with the upcoming expiration date of 06/30/2012 must take this training if they are to remain certified. Training will continue to remain open year round for future recertification on Breath Alcohol instruments. Enclosed you will find a list of officers at your agency and information needed for online recertification training, i.e. Chemical Test Operator numbers and expiration dates

Please read the Instructions for Completing Chemical Test Operator Training. Allow about 2 hours for each Intoxilyzer® S-D5 and Intoxilyzer® 8000 training sessions, which will give the operator 2 hours of Post Board credit for each course. The Field Inspector recertification course will not receive Post Board credit due to the short nature of the course.

Training completed before June 23, 2012 will ensure operators are placed on the annual List of Certified Chemical Test Operators prepared for county recorders on July 1, 2012. If training is completed on/after June 23, 2012, (or the 23<sup>rd</sup> of any month) the operator's name will be placed on a supplemental list the following month. During that time, that operator needs to be careful not to use the instruments while waiting for his/her name to appear on the county recorder's list. Operators need to keep their current Chemical Test Operator card and they must be carried with the operator and made available upon request. If an officer has changed agency locations, please contact the Crime Lab to update the location and obtain a new card.

AGENCY TRAINING OFFICERS SHOULD:

- View the enclosed operator list for expiration dates to see who currently needs to take the training; check if there are any officers new to your agency that may have had past training through their previous agency.
- Schedule times for officers to complete the training; make sure they know which training they should take (Intoxilyzer® S-D5, Intoxilyzer® 8000, and Field Inspector).
- Inform operators that if they're new to the online training, they will need their Chemical Test Operator Number in order to create a login to the training site. You may also view your agency's Chemical Test Operators and their certification expirations on the web site.
- Inform operators they will need their POST Board (Peace Officer) number when registering. If not entered during registration, POST Board training hours will not be credited.

Please note that this will be the last time the Crime Lab will supply agencies with training expiration dates.

If you have any questions regarding this process, please contact the Crime Lab.

CEE/DK/cl  
Enclosure