

Instructions for Completing Online Chemical Test Operator Recertification Training

Before beginning the training, make sure you have:

- **Chemical Test Operator Number (six digits)**
- **Certification Expiration Date**
- **POST Board (Peace Officer) Number**

Please do not call the Crime Lab for this information. If you do not have this information, contact your training officer.

1. **BEGIN ONLINE TRAINING:** To begin training you should already be in the North Dakota Attorney General web page, <http://www.ag.nd.gov/>, have clicked on Crime Lab, then clicked on the link [Breath Alcohol](#) under LAW ENFORCEMENT TRAINING.

Enter the training site by clicking [Intoxilyzer 8000](#), [Intoxilyzer S-D5](#), [Field Inspector](#), and [Intoximeters ASFST](#). You may either print the instructions or follow along online.

2. **LOGIN:** The Online Training Management System will appear and require you to either use or create a login to access the site. **Warning: You must NOT use another individual's login and password to enter this site. Doing so will affect the user certification information and may invalidate certification for both users.**

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North Dakota Attorney General
Wayne Stenehjem

Online Training System

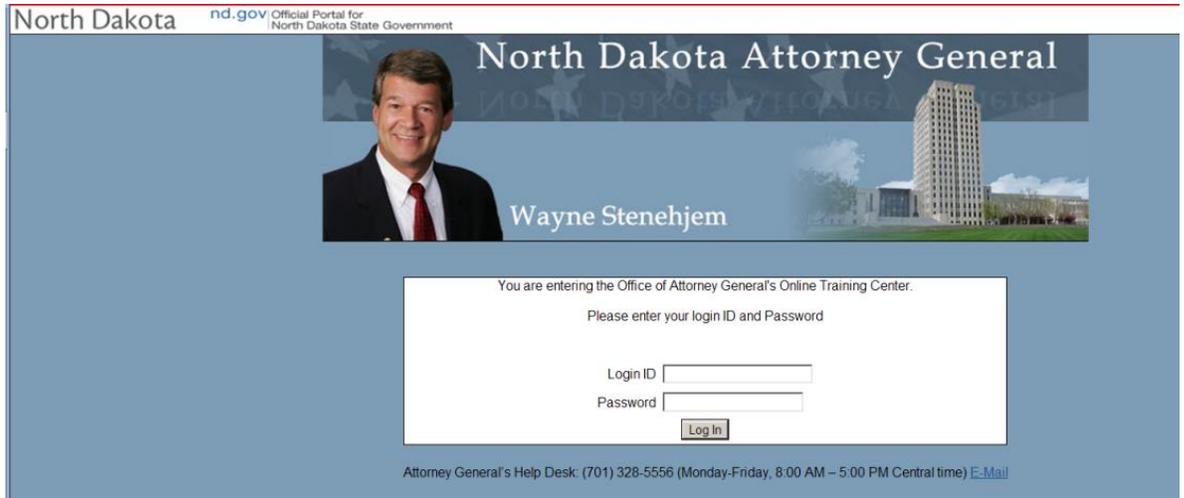
The Online Training System may be accessed through your NDGOV account or your North Dakota Login account.

WARNING: You must NOT use another individual's login and password to enter this site. Doing so will affect the user certification information and may invalidate certification for both users.

See A below → [Login with my NDGOV account](#)
You will have a NDGOV account if you are a state, county, or city employee; or if you are a CJIS or 24/7 Sobriety user.

See B below → [Login with my North Dakota Login account](#)
If you do not have a North Dakota Login account, you can register for one on the next page.

- A. [Login with my NDGOV account](#): If you are a state, county, or city employee; or if you access CJIS or the 24/7 Sobriety Program, you should already have an account established. Click on the link and use your login and password as you normally would.



- B. [Login with my State of North Dakota Login ID](#): If you do not have a NDGOV account or a State of North Dakota Login ID, you will need to create a State Login ID. Click on the link, and then click **Register Now!** Continue to follow the instructions provided.



An email containing the activation link will be sent to the email address you provide. Activate your new login account by clicking on the link in the email. We suggest you use your first initial and last name as a login ID and an easily-remembered password in case you have to leave the site and resume later. Once your login account has been activated, you can proceed with the online testing.

If you are unsure if your user account is a NDGOV account, or you experience technical difficulties when creating a user account, contact the State Information Technology Service Desk at 1-877-328-4470. If you experience technical difficulties while in the training session, contact the Attorney General's Help Desk at 701-328-5556 Monday-Friday 8 a.m. to 5 p.m., or by email (<mailto:ndaghd@nd.gov>). Do not call the crime lab for this information.

3. **ENTER ACCESS/AUTHENTICATION CODES:** The next screen will appear only if you are new to the online training, and will request your Chemical Test Operator (CTO) information. You will need to enter your **Chemical Test Operator Number** (e.g. 107501) for both Access Code and Authentication Code. If your CTO number contains a leading zero, the zero must be entered.

Press Enter or click Validate to continue.

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Please enter the Access Code and Authentication Code that you received

Enter your Access Code

Enter your Authentication Code

Validate

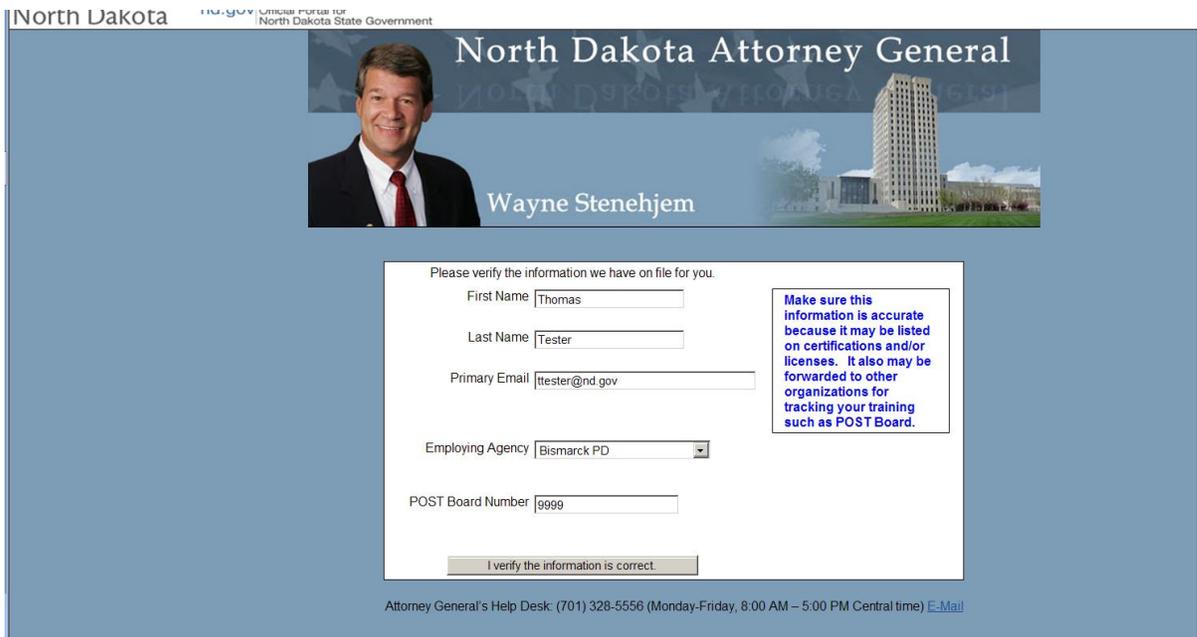
Chemical Test Operator Number

Attorney General's Help Desk: (701) 328-5556 (Monday-Friday, 8:00 AM - 5:00 PM Central time) [E-Mail](#)

4. **VERIFY INFORMATION:** Update your personal information here. If you have a four-digit POST Board number, enter your number. If you do not have a POST Board number, enter 0000. Make sure you have keyed in everything correctly; this information will go on the List of Certified Chemical Test Operators. The POST Board will automatically receive notification when you have successfully completed the training, and you will receive credit for training hours as long as you enter the number when requested during the online registration process. If you do not know this information, contact the North Dakota Post Board at (701) 328-5509.

Note: Field Inspector Recertification Training will not receive Post Board credit due to the limited length of the training. However, Field Inspectors will still need to recertify for the Crime Lab's training requirements.

Proceed by clicking **I verify the information is correct.**



The screenshot shows the North Dakota Attorney General's website. At the top, there is a header with the text "North Dakota" and "Official Portal for North Dakota State Government". Below this is a banner for the North Dakota Attorney General, Wayne Stenehjem, featuring his portrait and a building. The main content area contains a verification form with the following fields:

- First Name:
- Last Name:
- Primary Email:
- Employing Agency:
- POST Board Number:

Below the form is a button labeled "I verify the information is correct." To the right of the form is a blue box with the following text: "Make sure this information is accurate because it may be listed on certifications and/or licenses. It also may be forwarded to other organizations for tracking your training such as POST Board." At the bottom of the page, there is a footer with the text: "Attorney General's Help Desk: (701) 328-5556 (Monday-Friday, 8:00 AM – 5:00 PM Central time) [E-Mail](#)"

5. **ASSIGNED COURSES:** Next, the Assigned Courses screen appears. There may be more than one course available to you. Click [Begin Course](#) to view material (if you have to leave the training session and come back later, the date and time you last logged in will appear under the date range).

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> Logout

> Assigned Courses

Assigned Courses

Online Course

Alco-Sensor FST Recertification [[Begin Course](#)]
 Course Number: NDCL1301
 Alco-Sensor FST Recertification Training

S-D5 Recertification [[Begin Course](#)]
 Course Number: NDCL1103

8000 Recertification [[Begin Course](#)]
 Course Number: NDCL1106

Field Inspector Recertification Training [[Begin Course](#)]
 Course Number:

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If you've clicked on the link to the material and received a message regarding your computer needing a PDF file reader, you will need to install one. To do so, click on one of the [click here to install the viewer](#) links and follow the instructions to install the Adobe Reader program. Each file will open in a separate window. When you have viewed all course material, click [I have reviewed all the material](#).

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> Logout

> Assigned Courses

Course Assigner Course Taker

Below are the materials for the course. After you have gone through all the material, click the "I have reviewed all the material" link at the bottom of the page.

View Material	S-D5 Approved Method
	If you have a problem opening the PDF click here to install the viewer .
View Material	Screening Device Recertification Training
	If you have a problem opening the PDF click here to install the viewer .

[I have reviewed all the material](#)

[\[Return to Course Listing \]](#)

Attorney General's Help Desk: (701) 328-5556 (Monday-Friday, 8:00 AM – 5:00 PM Central time) [E-Mail](#)

6. **QUIZ:** If there is a quiz, the quiz information will now appear at the bottom of the page (The ASFST recertification does not have a quiz). Click [Take the Quiz](#).

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Course Assigner Course Taker

> Logout
> Assigned Courses

You reviewed the course material on 3/28/2014 2:48:36 PM. Please take the quiz by clicking the "Take the Quiz" link at the bottom of the page.

[View Material](#) S-D5 Approved Method
If you have a problem opening the PDF [click here to install the viewer](#).

[View Material](#) Screening Device Recertification Training
If you have a problem opening the PDF [click here to install the viewer](#).

Quiz Information
Screening Device Recertification
[Take the Quiz](#)

[[Return to Course Listing](#)]

Attorney General's Help Desk: (701) 328-5556 (Monday-Friday, 8:00 AM – 5:00 PM Central time) [E-Mail](#)

- A. **COMPLETING THE QUIZ:** Use your mouse to click on the appropriate answer and click [Next](#) to proceed. You may also click on [Return to the course material](#) if you wish to review material.

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Course Assigner Course Taker

> Logout
> Assigned Courses

Quiz Information
Screening Device Recertification
Number of Questions: 10
[Return to the course material](#)

1. The fuel cell detector can detect ethanol, methanol, and isopropanol, but not acetone.

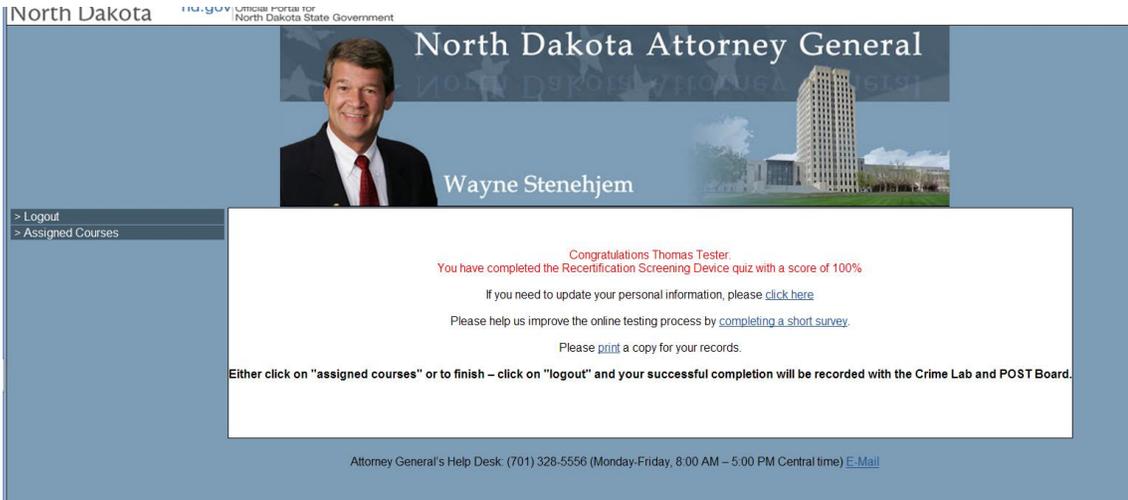
A) True
 B) False

[Next](#)

Attorney General's Help Desk: (701) 328-5556 (Monday-Friday, 8:00 AM – 5:00 PM Central time) [E-Mail](#)

Upon successful completion of the quiz, the system displays a congratulatory message with your name and score. The information has been captured by the system and training hours will be reported to the POST Board (providing you had entered your POST Board 4-digit number during the registration).

Follow the links to update your personal information, complete a short survey, and print a copy of the results of this training session. You cannot return to the score screen, so you may want to print it now. If assigned more than one training session, click on Assigned Courses on the left of the screen.



B. UNSUCCESSFUL COMPLETION OF THE QUIZ: You are allowed three incorrect answers (two incorrect answers for Field Inspector Recertification). After this, the test will close, a message will appear indicating unsuccessful completion, and you will be required to review the training material again. Click [Return](#) to go back to the Assigned Courses screen to restart the course and retake the quiz.



The Assigned Courses page indicates courses completed with date and time. If you wish to print this, use the print option in your browser program. If you need to take another course, continue by clicking [Begin Course](#).

The screenshot shows the North Dakota Attorney General's website. At the top, it says "North Dakota" and "Official Portal for North Dakota State Government". Below this is a banner for "North Dakota Attorney General" featuring a portrait of Wayne Stenehjem and a building. The name "Wayne Stenehjem" is written below the portrait. On the left side, there is a navigation menu with options: "> Logout" and "> Assigned Courses". The main content area is titled "Assigned Courses" and lists three courses:

- Online Course**
 - Screening Device Recertification [[View Material](#)]
 - Course Number: 080611(AG3)-10
 - Course Material Reviewed on 4/23/2012 4:32:00 PM
 - The quiz was completed on 4/23/2012 4:37:00 PM
- Intox 8000 Recertification [[Begin Course](#)]
- Course Number: 080663(AG3)-10

Below the courses, there is a section for "Field Inspector Recertification Training" with a [[Begin Course](#)] link and "Course Number:".

At the bottom of the page, it says "Attorney General's Help Desk: (701) 328-5556 (Monday-Friday, 8:00 AM – 5:00 PM Central time) [E-Mail](#)".

7. **LOG OUT**: Clicking Logout to the left of the screen will complete training. You'll be taken to the Online Course page and date/time of training completion will be displayed (use your browser program to print this information if desired).