LEADS Daily Bulletin

November 19, 2026

CJIS Security Awareness Reminder

Mandatory Annual Training Requirement

The new CJIS Security Policy version 6, Access Control (AC), requires users to complete CJIS Security Awareness Training prior to accessing Criminal Justice Information (CJI) and annually thereafter.

On May 1, 2024, the LEADS training platform – nexTEST – was modified to comply with this new requirement. Modifications will be made to assign CJIS Security Awareness Training annually for all users.

LEADS recertification training will remain biennial, or every two (2) years. However, a user will now be required to log into **nexTEST** annually to complete the CJIS Security Awareness Training as well. Therefore, every other year will require both CJIS Security Awareness Training and LEADS Recertification training.

This new requirement applies to all personnel who manage or have access to FBI CJIS systems, to include LEADS operators, IT contractors, and vendor employees. IT contractors and vendors will still be able to complete the CJIS Security Awareness Training and test on CJIS Online, https://www.cjisonline.com/. *NOTE*: This includes anyone who has *unescorted* access to areas that have or have the potential to have criminal justice information. LEADS users *and* Practitioner certifications are still required to complete both the Security Awareness and LEADS certifications in nexTEST.

New LEADS Operators

Six (6) month training access will not be granted to new LEADS operators until the user successfully completes the CJIS Security Awareness Training and test. Upon successful completion of the CJIS Security Awareness Testing, the trainee will receive a six (6) month LEADS FA or LTFA training expiration date. The trainee may operate a LEADS terminal if there is a certified operator present. Prior to the expiration of the six (6) month training access granted, the new user must complete their assigned LEADS training and pass the FA or LTFA test. NexTEST will update the expiration date to Configurator.

Existing LEADS Operators

Security Awareness training will be required **one year** from the date of the user's last certification date.

> For example, a user last took their LEADS certification including security awareness training on 01/01/2025. NexTEST will display two certifications, one for Security Awareness and one for the user's LEADS certification.
>
> > The expiration date for Security Awareness will now be **01/01/2026**.
> >
> > The user's LEADS certification will remain valid for two years and will expire **01/01/2027**.

All users will be notified by email 60 days prior to any training that is set to expire.

***For users who were certified prior to May 1, 2024, the LEADS certification and Security Awareness will expire on the same date of the expiration. Example: a user certified on February 15, 2024. The user's certification for both LEADS and Security Awareness will expire on February 15, 2026. When the user recertifies, the LEADS and the Security Awareness training will show separately in the user's profile under the TRAINING tab.

If you have any questions or need assistance, please contact the ISP Help Desk ISP.HelpDesk@illinois.gov or at 866/LEADS-00 (866/532-3700).

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date