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STATE OF WISCONSIN
DEPARTMENT OF JUSTICE
Division of Law Enforcement Services

October 1, 2026

To: Criminal Justice Agency Administrators
Re: 2027 TIME System Training

The Crime Information Bureau (CIB) will again be offering TIME System training during 2027. Enclosed please find a copy of the TIME System training course descriptions, list of training dates/locations for 2027 and further information regarding CIB's online training site, Acadis.

CIB is responsible for providing program instruction in accordance with Wisconsin Statute 165.83 (2)(g). The Wisconsin Department of Justice is signatory to an agreement with the FBI Criminal Justice Information Services Division (CJIS) and must be in compliance with federal regulations and policy. CJIS requires that all operators accessing NCIC must be trained and functionally tested for proficiency and be re-tested biennially. Individuals who have limited TIME System access, including acting as relief of dispatchers/other operators must be TIME System certified at the level of transactions performed. Trained personnel are more effective and efficient in the performance of their assigned duties. Consideration should be given to the potential liabilities that could result from having untrained personnel.

To register for classroom or online training:

1. Your TAC or Acadis Administrator can register personnel online through the registration functions available on Acadis.
2. For assistance with difficulties or for information on how to register personnel the agency TAC or Acadis Administrator may send an email message cibtrain@wisdoj.gov.

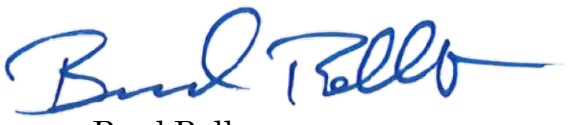
All registration requests requiring any special accommodation needs for the attendee, please email cibtrain@wisdoj.gov.

Training requests will be accepted for sites/dates other than those on the enclosed listing under the following conditions:

1. A similar class has not been scheduled in the same area that is equally convenient.
2. The requesting agency can provide a written roster of at least ten attendees.
3. The requesting agency can provide a suitable training location with a classroom atmosphere and privacy for class participants.
4. A CIB instructor is available.

For more information, please visit the CIB Resources page on Wilenet. https://wilenet.widoj.gov/.

Sincerely,



Brad Rollo
Director
Crime Information Bureau

Security Awareness

This training reviews the basic security requirements that must be followed to gain unescorted access to the TIME/CJIS systems and information. It covers issues such as required background checks, physical security measures (logons, passwords, etc.), technical security requirements (encryption), and what to do in the event of a security incident. The CJIS Security policy requires that security awareness training be completed annually by all personnel who have unescorted access to criminal justice information, manages and accesses NCIC or other CJIS systems. All employees who have access to criminal justice information and all appropriate information technology (IT) personnel shall receive security awareness prior to being granted unescorted access to criminal justice information or your agency's secure location.

Available online via Acadis or a paper version is available on the CIB Resources page of WILENET: https://wilenet.widoj.gov/.

eTIME Certification

Instruction includes TIME System query functions to the data files. eTIME provides access to Wisconsin Department of Transportation driver's registration files and vehicle registration files, out-of-state driver's registration files and vehicle registration files, Wisconsin and out-of-state criminal history files, DOC person files, DNR files, CIB/NCIC wanted person, missing person, protection order/injunction files and other CIB/NCIC person and vehicle hot files. A query transaction is also available for CCAP, NICS and Mental Health records, CIB/NCIC stolen part file along with the NCIC stolen article, stolen security, stolen/lost/missing/felony and recovered gun files. This certification does not authorize the individual to operate mobile data computers with MDC, full query, or full access capabilities.

Available online via Acadis only.
Online: To achieve a full eTIME Certification online requires completion of the eTIME Online Training bundle, which includes modules 1, 2, 3, 5 and the eTIME Online Operator Agreement; however, users may certify in only the modules applicable to their job duties. Students must pass a test at the end of each module.

Mobile Data Operator Certification

The instructional material includes file queries only. This certification authorizes the individual to operate terminals/computers with eTIME access, MDC access and perform transactions available for MDCs on full access terminals.

Available online via Acadis or in a classroom environment.
Classroom: Taught by Agency Assigned Instructors (AAI) who are TIME System Basic or Advanced certified and have received specialized training from a CIB training officer. Students must pass a written examination.

Online: To achieve an MDC certification online requires completion of the MDC Online Training bundle, which includes modules 1 through 6. Students must pass a test at the end of each module.

Basic Certification

Instruction designed for personnel using PortalXL to access the TIME System. The training consists of instruction for sending administrative messages; querying the state and national computerized data files; and interpretation of system responses. These files/responses include National Crime Information Center and Crime Information Bureau hot files on persons, vehicles, and property; Department of Corrections person files, Department of Transportation registration and licensing files; and Department of Natural Resources license and snowmobile/ATV/boat registration records. Instruction includes information on obtaining and interpreting criminal history record information from national, state, and local repositories, hit confirmation procedures and liability. It is highly recommended that students review the New Operator Handout prior to enrollment. A copy of the New Operator Handout is available at https://wilenet.widoj.gov.

Available online via Acadis or in a classroom environment upon request.
Classroom: A two-day (8:30 a.m. – 4:00 p.m.) session. Students must pass a written examination.
Online: To achieve a Basic certification online requires completion of Basic Online Training bundle, which includes modules 1 through 8. Students must pass a test associated with each module.

Advanced Certification

Instruction designed for personnel who will perform entry, modification, supplementation and cancel transactions. Training includes record entry and cancelation procedures for the Warrant/Wanted and Missing Person File, Stolen Vehicle File, Stolen Part File, Gang, Terrorist Screen Center File, Protection Order File, Identity Theft File, Violent Person File, NICB Impound File, Detainer File, and NCIC Stolen Property Files. Modifying and adding additional data to these files is also covered. Students must have successfully obtained a Basic certification before attending Advanced training.

Available online via Acadis or in a classroom environment.
Classroom: Classroom instruction consists of a day and a half (Day 1 = 8:30 a.m. – 4:30 p.m. & Day 2 = 8:30 a.m. – 12:00 p.m.) session. Students must successfully complete the 100-question Advanced Test following the class to achieve Advanced certification.
Online: Advanced online training consists of the Advanced TIME System Online Training bundle, which includes three (3) entry modules followed by a 100-question test. Students must successfully pass the test after completing the three entry modules to achieve Advanced certification.

Inservice

Inservice training will include a review of selected TIME System topics, new or changed TIME System features and policies.

Available online via paper copies on WILENET.

Recertification

The recertification examination is a biennial examination for personnel who have obtained a TIME system operator's certification. NCIC requires that all operators be re-certified biennially, based upon the date of their last certification.

Available online via Acadis.
Online: Specific recertification examinations for eTIME, MDC, Basic, and Advanced operators are available online.

Validation/Quality Control Training

This specialized training program is designed for personnel assigned to the duty of Validation Officer and may also include supervisors. Completion of this training is highly recommended, but it is not required. The training will include all functions of verifying computerized records, including contacting the Clerk of Courts and complainants to determine whether the records are still active or valid. Instruction includes an explanation of the audit program and what documentation will be needed for the audit; file validation procedures; quality control and serious error notices. Every agency validating records in the TIME/NCIC System must have an individual assigned as a Validation Officer. CIB recommends that Validation Officers attend training every five years.

Available in a classroom environment only.
Classroom: Classroom instruction consists of a half-day (1:00 p.m. – 4:30 p.m.) session.

Basic Instructor Certification

This special certification is designed for personnel in good standing with Criminal Justice agencies and at least three years of experience with the TIME System (Basic and Advanced Certified). The documentation required for this is three (3) letters of recommendation from your agency administrators, a certificate of completion of an Instructor Development Course and of course a willingness to complete training for Basic/MDC TIME Certification for the department. Biennial re-certification will be required to sustain certification. Agencies interested in additional information should contact CIB via email at cibtrain@wisdoj.gov.

Advanced Instructor Certification

This special certification is designed for personnel in good standing with Criminal Justice agencies and at least three years of experience with the TIME System (Advanced Certified). The documentation required for this is three (3) letters of recommendation from your agency administrators, a certificate of completion of an Instructor Development Course and a willingness to complete training for Advanced TIME Certification for the department. Biennial re-certification will be required to sustain certification. Agencies interested in additional information should contact CIB via email at cibtrain@wisdoj.gov.

TIME Agency Coordinator (TAC) Training

A specialized training program designed for personnel who serve as the point of contact at their local agency for matters related to the CJIS information access. The TAC administers the TIME system programs within the local agency and oversees the agency's compliance with CJIS system policies assigned the duty of TIME Agency Coordinator (TAC). Each agency having TIME System access must designate an individual employed by the criminal justice agency as the TAC. Any exceptions must be coordinated with and approved by CIB. The TAC serves as the liaison between the agency and the Crime Information Bureau. The training will familiarize TIME Agency Coordinators with physical, personnel, computer and communications safeguards and security requirements in compliance with the Department of Justice, Crime Information Bureau, Criminal Justice Information Services Division (CJIS) and International Justice and Public Safety Information Sharing Network (Nlets) rules and regulations. The TAC has an important role in ensuring terminal operators are properly trained, certified, and re-certified. Instruction includes liability concerns relating to the state and national files, departmental responsibilities dealing with hit confirmation and record keeping. Every agency must designate a person as TAC, and this person must complete TAC training within 12 months of assignment. CIB recommends that TACs attend training every five years.

Available in a classroom environment only.
Classroom: Classroom instruction consists of a one-day (8:30 a.m. – 4:00 p.m.) session.

LASO Training (Local Agency Security Officer)

LASO training is required prior to assuming the LASO role, and annually thereafter. The following topics are addressed as enhanced security awareness training for a LASO:

1. The roles and responsibilities listed in CJIS Security Policy Section 3.2.9.
2. Additional state/local/tribal/federal agency LASO roles and responsibilities.
3. Summary of audit findings from previous state audits of local agencies.
4. Findings from the last FBI CJIS Division audit of the CSA.
5. Most recent changes to the CJIS Security Policy.

Available online via Acadis or a paper version is available on the CIB Resources page of WILENET: https://wilenet.widoj.gov/

ACADIS

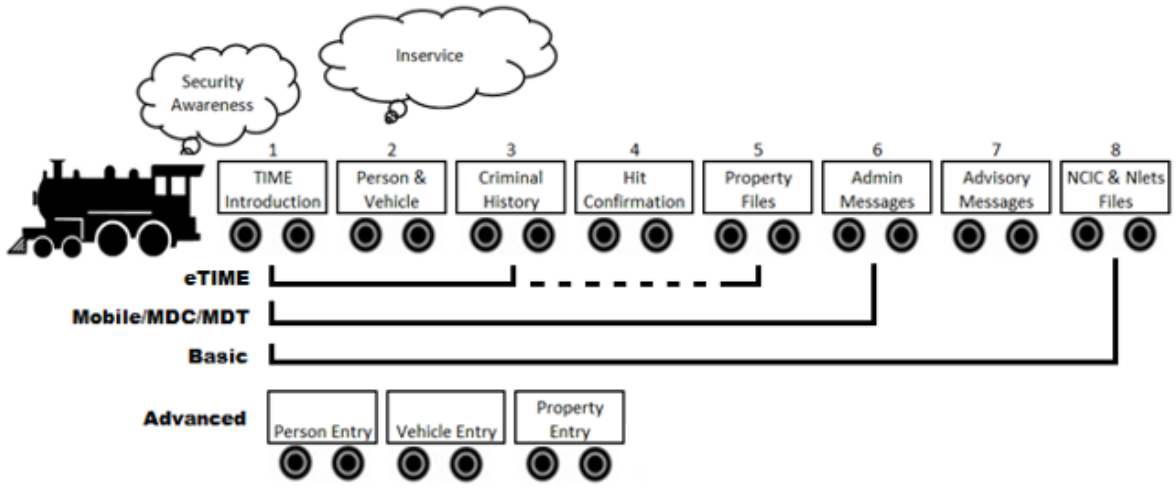
Acadis provides access to TIME System training, training records and roster management tools through an online portal. The training accessible through Acadis is required to meet federally mandated training requirements. Acadis allows agency staff to recertify at any location with Internet access.

All individuals holding a TIME System certification must be listed on an agency's Acadis roster. Agency personnel not on the agency roster must be added by completing the appropriate webform and submitting it to Wisconsin DOJ Training and Standards Bureau. Each agency with Acadis access must assign at least one Acadis administrator. TACs and Acadis administrators will have authority to register personnel for training, generate reports and view training records.

Online *e*TIME, Mobile and Basic certifications are available as bundles, made up of individual modules. Each module covers a specific topic in detail and is followed by a test about the material covered. Certifications are granted after the user completes the module and passes the associated test. The modules cover the following topic areas:

(1) TIME System Introduction
(2) Person and Vehicle Queries
(3) Criminal History Queries
(4) Hit Confirmation
(5) NCIC Property Files
(6) Administrative Messages
(7) Advisory Messages
(8) Additional NCIC and NLETS Files

To achieve full *e*TIME Certification online requires completion of Modules 1, 2, 3 and 5, however users may certify in only the modules applicable to their job duties. Mobile certification requires personnel completing modules 1-6; Basic certification is achieved by successfully completing modules 1-8.



Online Advanced certification can be achieved only after completing the Basic TIME System Online Training bundle and then successfully completing the Advanced

TIME System Online Training and 100-question test. The Advanced Online Training bundle includes three entry modules. The modules cover the following skills/topic areas:

Person Entry
Other Property Entry
Vehicle Entry (Includes Parts and License Plates)

Acadis instructional handouts can be viewed and printed by going to https://wilenet.widoj.gov/ and clicking on the Resources tab. Choose "Crime Information Bureau." Then click on TIME System Training Materials-Manuals-Forms on the left side of the page. There are links to helpful Acadis documents near the top of the page.

BASIC TIME SYSTEM OPERATOR TRAINING

Two-day class 8:30am – 4:00pm
(Currently only available online by completing Basic TIME System Online Training)

Due to lack of attendance in recent years, we are not hosting any in-person Basic classes in 2027. However, in-person Basic training may be requested if there are at least 10 attendees. Personnel may obtain a Basic certification by completing the Basic TIME System Online Training (modules 1-8) via Acadis.

The agency TAC or Acadis Administrator may register personnel through Acadis. If assistance is needed, please contact cibtrain@wisdoj.gov.

ADVANCED TIME SYSTEM OPERATOR TRAINING

One-and-a-half-day class: Day 1 8:30am – 4:30pm & Day 2 8:30am – 12:00pm
(Also available online by completing the Advanced TIME System Online Training followed by successfully completing the Advanced Test.)
Note: A Basic TIME System certification is required **prior to** attending an Advanced class or taking the Advanced modules.

March 17-18, 2027	DeForest Police Department
April 21-22, 2027	Sheboygan County Sheriff's Office
May 12-13, 2027	Rock County Sheriff's Office
June 9-10, 2027	Lake View Campus Conference Center (hosted by Marathon County Sheriff's Office)
July 21-22, 2027	Barron County Sheriff's Office
August 11-12, 2027	Portage County Sheriff's Office
September 2027	CIB Conference – NO TRAINING
October 13-14, 2027	Door County Communications
November 17-18, 2027	Oconomowoc Police Department

The agency TAC or Acadis Administrator may register personnel through Acadis. If assistance is needed, please contact cibtrain@wisdoj.gov.

TIME AGENCY COORDINATOR (TAC) TRAINING

One-day class 8:30am– 4:00pm
TAC training is required at least once for newly appointed TACs, TAC training is **NOT** available online.

March 16, 2027	DeForest Police Department
April 20, 2027	Sheboygan County Sheriff's Office
May 11, 2027	Rock County Sheriff's Office
June 8, 2027	Lake View Campus Conference Center (hosted by Marathon County Sheriff's Office)
July 20, 2027	Barron County Sheriff's Office
August 10, 2027	Portage County Sheriff's Office
September 2027	CIB Conference – NO TRAINING
October 12, 2027	Door County Communications
November 16, 2027	Oconomowoc Police Department

The agency TAC or Acadis Administrator may register personnel through Acadis. If assistance is needed please contact cibtrain@wisdoj.gov.

TIME SYSTEM VALIDATION TRAINING

One half-day class 1:00pm – 4:30pm
(Validation training is **NOT** available online.)

March 18, 2027	DeForest Police Department
April 22, 2027	Sheboygan County Sheriff's Office
May 13, 2027	Rock County Sheriff's Office
June 10, 2027	Lake View Campus Conference Center (hosted by Marathon County Sheriff's Office)
July 22, 2027	Barron County Sheriff's Office
August 12, 2027	Portage County Sheriff's Office
September 2027	CIB Conference – NO TRAINING
October 14, 2027	Door County Communications
November 18, 2027	Oconomowoc Police Department

The agency TAC or Acadis Administrator may register personnel through Acadis. If assistance is needed please contact cibtrain@wisdoj.gov.

TIME SYSTEM INSERVICE/

RECERTIFICATION TRAINING 2027

eTIME, MDC, Basic, and Advanced recertifications are available online by completing the appropriate recertification modules. 2027 In-Service training is currently only available via a printout on WILENET.

The agency TAC or Acadis Administrator may register personnel through Acadis. If assistance is needed please contact cibtrain@wisdoj.gov.