## **Steps for State Certification Exam**

Step 1: Go to https://nvelearn.nv.gov/moodle/

Step 2: Login with you Username & Password. If you are a State of Nevada employee this will be you NEATS Username (not your employee number) & Password.

	Log in	
Username		
Password		
	Remember username Log in	
	Forgotten your username or password?	
	Cookies must be enabled in your browser ⑦	

# **Step 3: Under Course Categories select "Other Nevada Public Service Entities and the Public"**

NVeLearn and Employee Information

Deg-in Instructions
Mandatory Training Requirements for State of Nevada Employees
Course Categories
State of Nevada Employees
Other Nevada Public Service Entities and Public
Voluntary Benefit Programs for Nevada Public Service Employees
Information Technology

#### Step 4: Select "Law Enforcement"

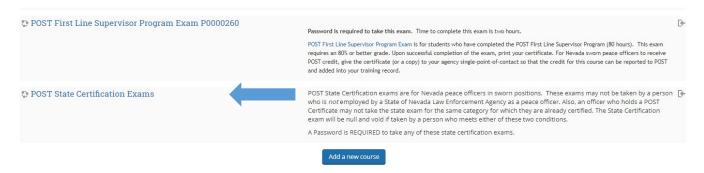
Department of Motor Vehicles
Education
Health and Human Services
> Law Enforcement
Veterans Advocacy and Support
Department of Business & Industry

#### Step 5: Select "Peace Officer Standards and Training (POST)"



### **Steps for State Certification Exam**

#### Step 6: Select "POST State Certification Exams"

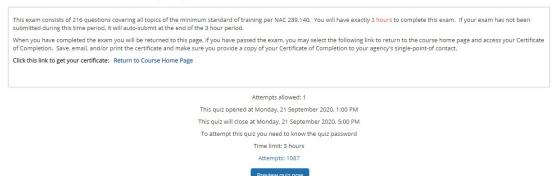


Step 7: Select the Exam based on what category peace officer you are. (Your Test Proctor can direct you.)



#### Step 8: Click on "Preview quiz now"

Category I State Certification Exam (NPO)



Step 9: Enter the password provided by the test proctor, Click on "Start attempt"

	Start attempt
Passwo	rd
To attempt th	nis quiz you need to know the quiz password
	Quiz password
Timed o	quiz
The quiz has	a time limit of 3 hours. Time will count down from the moment you start your attempt and
you must sub	omit before it expires. Are you sure that you wish to start now?
	Start attempt Cancel

# IMPORTANT: If the test site locks during the exam, please press CTRL-F5 to unlock and resume the exam.

Step 11: Retrieving results, Certificate of Completion.

After completing the exam and submitting your results, click the link "Return to Course Home Page"

Click this link to get your certificate: Return to Course Home Page

Click the Certificate of Completion Link that is now available.

🚧 Certificate of Completion-Category I

### **Click "Get Certificate"**

Click the button below to open your certificate in a new browser window.

Get Certificate

Your certificate will open up in a new window. You can then save and email to yourself, print the certificate or save it to the computer or a thumb drive.

IMPORTANT: If you fail to save your certificate or lose it you will need to contact Kelly Engels,

<u>k.engels@post.state.nv.us</u> for a replacement.