## **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"

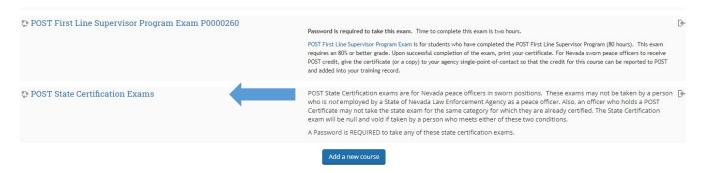
| Department of Motor Vehicles      |
|-----------------------------------|
| Education                         |
| Health and Human Services         |
| > Law Enforcement                 |
| Veterans Advocacy and Support     |
| Department of Business & Industry |

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



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

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

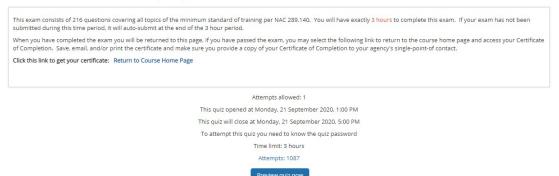


Step 7: Select the Exam based on what category peace officer you are. (Your Test Proctor can direct you.)



#### 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.