### **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 🕐

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

NVeLearn and Employee Information

Log-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		



> 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)"



#### 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)

This exam consists of 216 questions covering all topics of the minimum standard of training per NAC 289.140. You will have exactly 3 hours to complete this exam. If your exam has not been submitted during this time period, it will auto-submit at the end of the 3 hour period.
When you have completed the exam you will be returned to this page. If you have passed the exam, you may select the following link to return to the course home page and access your Certificate of Completion. Save, email, and/or print the certificate and make sure you provide a copy of your Certificate of Completion to your agency's single-point-of contact.
Click this link to get your certificate: Return to Course Home Page
Attempts allowed: 1
This quiz opened at Monday, 21 September 2020, 1:00 PM
This quiz will close at Monday. 21 September 2020, 5:00 PM
To attempt this quiz you need to know the quiz password
Time limit: 3 hours
Attempts: 1087

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

	Start attempt 🛛 🔍
ł	Password
er	To attempt this quiz you need to know the quiz password
o o	Quiz password
ou n€ .tl	Timed quiz The quiz has a time limit of 3 hours. Time will count down from the moment you start your attempt and you must submit before it expires. Are you sure that you wish to start now?
re	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 Rick Radecki, <u>rradecki@post.state.nv.us</u> for a replacement.