



# National Certification Program

## What is the IADLEST National Training Certification?

IADLEST has created a revolutionary program designed to eliminate many of problems associated with a lack of standardization within police training. The IADLEST National Certification Program (NCP) sets minimum standards for vendors providing police continuing education and ensures training content meets those quality standards.

## Why should I signup now?

By signing up at [firstforward.com](http://firstforward.com) you get access to the National Training Catalog and will be notified as new certified courses are ready. The NCP will constantly be certifying courses so being on the platform will be the best way to know when there are more courses ready.

## Will I be able to assign courses to my officers from the catalog?

Yes. Courses you would like your officers to take can be acquire and assign from your account. After all of your officers are added to the platform you will be able to select the individuals you would like to take the selected course. You will also be notified once they have completed a course.

## What is this new portable training record about?

Some officers need to change jobs each year, and almost 20% of those officers move to a new state for their next employment. Both the officer and the out-of-state agencies endure administrative headaches that arise when re-evaluating training the officer has completed. When an officer completes a course through the National Training Catalog, the outcome will automatically be added to the officer's portable training record. This will save time and money for everyone involved.

## Additional Benefits of FirstForward®

### Organizations can access:

- Hundreds of courses, approximately 25% of which are free
- Both online and classroom courses from a variety of vendors; courses are peer-rated and reviewed so you can make informed course selections
- Tools for assigning courses, tracking status, and receiving completion reports
- Per-course purchasing capabilities, rather than purchasing an entire catalog
- Tools to manage your department's roster, purchase course licenses for any or all members, and send announcements to members
- Tools for reporting training records to Departments, your State and to Acadis®

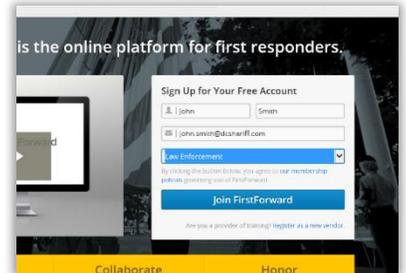
### Individual members can:

- Take courses as an individual for professional development / advancement
- Print diplomas or certificates for completed courses
- Network with peers

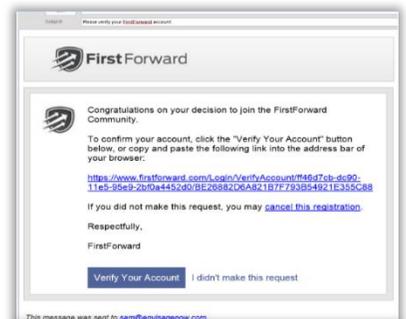
After you have completed this course you will receive an email to retrieve your diploma. If you have not signed up yet you will need to get an account of FirstForward®. Below you will find the instructions.

## Sign-up Instructions for FirstForward®

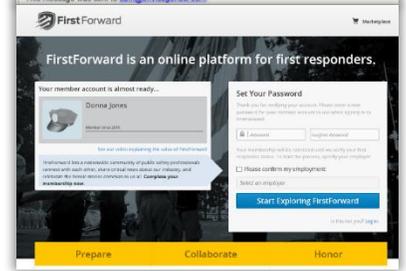
1. You will receive an email about the course completion. If you do not have an account yet, click on the button “**Join FirstForward**”. If you do have a FirstForward® click on the link “**Claim this training**”.
2. If you need to sign up for an account, the “**Join FirstForward**” will take you to a page to sign up. Fill in the sign-up boxes with your name and email and choose the correct network (Law Enforcement, Corrections, etc.)



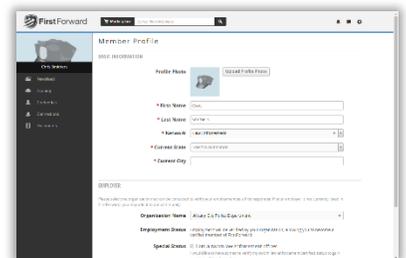
3. You will then be directed to your email where you will find the Notification message. Select the link to **Verify Your Account**



4. This link will take you to the password set page where you can set your password (password must be a minimum of 10 characters). You can also select the box to **Please Confirm my Employment** and enter your organization name. If your organization name has been previously entered it should appear in the drop down menu and you can select it from there. Finally, select **Start Navigating FirstForward**



5. On your **Member Profile** page verify the existing information and enter your city and state. If you are a sworn officer, check the box labeled **I am a Sworn Law Enforcement Officer**. As the training coordinator, check the box labeled **I will serve as an administrator for my organization** and select **Save**



6. A member of the FirstForward® team will verify your employment and sworn status, if applicable, and you will be notified via an email message when that is complete.