

From: Ficek, Amber
To:
Date: January 8, 2024
Subject: TAC Training Updates

Good morning,

To better suit the needs of our customers, customized TAC Trainings will now be held in lieu of the larger scheduled TAC Classes that were previously offered and are meant to be more intimate and agency specific and allow for more questions, dialogue, and understanding of the information.

TAC Training will still cover the TAC responsibilities, audit process, agency updates, ACCESS and CJIS Online users, criminal history and misuse, records and NCIC validations as applicable for your agency.

1. **New TACs** will be required to have a New TAC Training Session. These sessions will be held as an individualized training with one of your ACCESS business auditors and will be scheduled in 2-hour increments. New TACs will be contacted to schedule a session when Memo 550s are submitted for a TAC change. If you are a new TAC who has not yet attended TAC Class, please reach out to us to schedule a session.
2. **Current TACs**, to satisfy your three-year TAC Training requirement a *TAC Training Review* will be held in conjunction with your scheduled triennial audit.

A TAC Training Session can be requested at any time. This is ideal if you are having some reservations on what is needed and what your duties are as TAC. These sessions will be held in small groups with one of your ACCESS business auditors.

To sign up for a TAC Training Session, please reach out to the ACCESS email box, ACCESS@wsp.wa.gov. An ACCESS business auditor will then be in touch with options to schedule your TAC Training appropriately.

Thanks,

Amber Ficek

ACCESS Section Supervisor
Washington State Patrol
Office 360.534.2158 | Cell 360.890.1069
Website: [ACCESS Webpage](#)