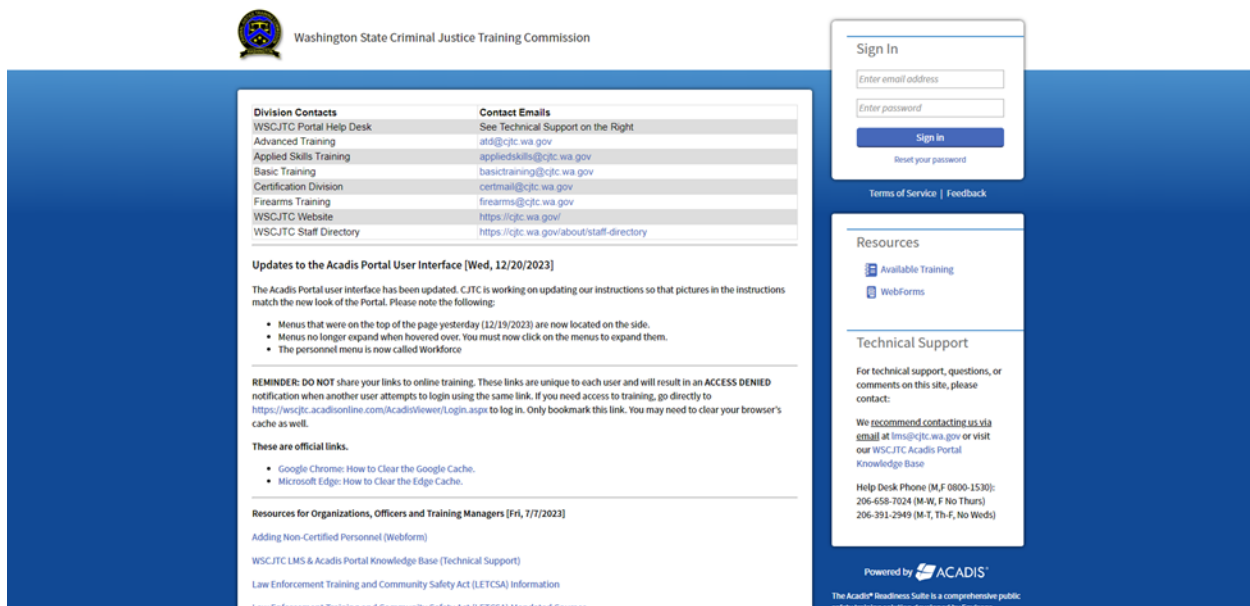


Submit a Notice of Hire (NOH) to Certification

You can submit a Notice of Hire (NOH) to Certification by using a webform in the portal. This webform is for **Certified personnel and reserves**.

1. Login into the WSCJTC Acadis Portal at <https://wscjtc.acadisonline.com/>

If the log in page does not look like this, you are not on the Acadis portal



Washington State Criminal Justice Training Commission

Division Contacts	Contact Emails
WSCJTC Portal Help Desk	See Technical Support on the Right
Advanced Training	atd@cjtc.wa.gov
Applied Skills Training	appliedskills@cjtc.wa.gov
Basic Training	basicttraining@cjtc.wa.gov
Certification Division	certmail@cjtc.wa.gov
Firearms Training	firearms@cjtc.wa.gov
WSCJTC Website	https://cjtc.wa.gov/
WSCJTC Staff Directory	https://cjtc.wa.gov/about/staff-directory

Updates to the Acadis Portal User Interface [Wed, 12/20/2023]

The Acadis Portal user interface has been updated. CJTC is working on updating our instructions so that pictures in the instructions match the new look of the Portal. Please note the following:

- Menus that were on the top of the page yesterday (12/19/2023) are now located on the side.
- Menus no longer expand when hovered over. You must now click on the menus to expand them.
- The personnel menu is now called Workforce

REMINDER: DO NOT share your links to online training. These links are unique to each user and will result in an **ACCESS DENIED** notification when another user attempts to login using the same link. If you need access to training, go directly to <https://wscjtc.acadisonline.com/acadisviewer/login.aspx> to log in. Only bookmark this link. You may need to clear your browser's cache as well.

These are official links.

- Google Chrome: [How to Clear the Google Cache.](#)
- Microsoft Edge: [How to Clear the Edge Cache.](#)

Resources for Organizations, Officers and Training Managers [Fri, 7/7/2023]

- [Adding Non-Certified Personnel \(Webforms\)](#)
- [WSCJTC LMS & Acadis Portal Knowledge Base \(Technical Support\)](#)
- [Law Enforcement Training and Community Safety Act \(LETCSA\) Information](#)

Sign In

Enter email address

Enter password

Sign In

[Reset your password](#)

[Terms of Service](#) | [Feedback](#)

Resources

- Available Training
- WebForms

Technical Support

For technical support, questions, or comments on this site, please contact:

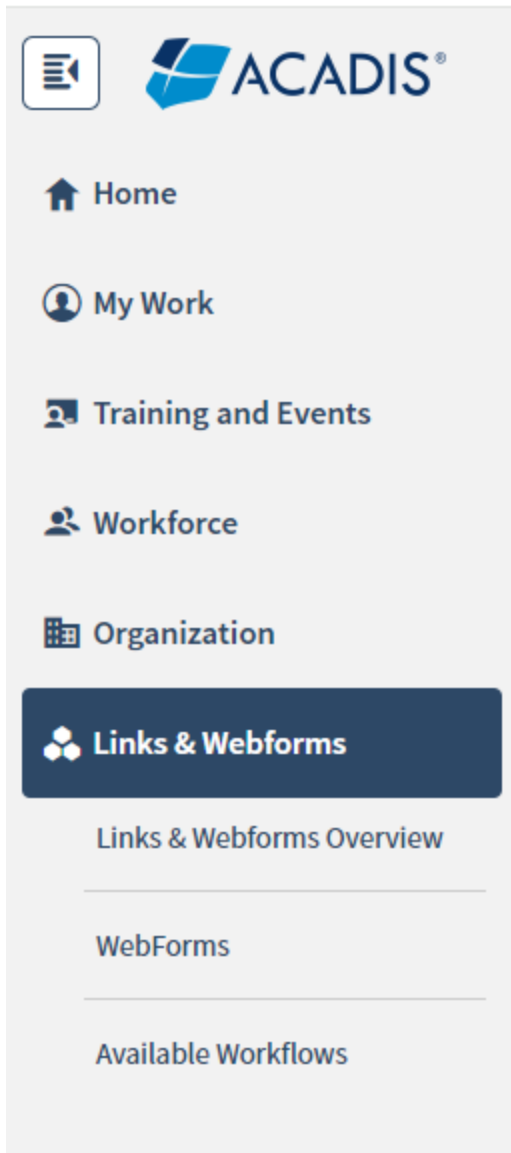
We recommend [contacting us via email](#) at lms@cjtc.wa.gov or visit our WSCJTC Acadis Portal Knowledge Base

Help Desk Phone (M-F 0800-1530):
206-658-7024 (M-W, F No Thurs)
206-391-2949 (M-T, Th-F, No Weds)

Powered by **ACADIS**

The Acadis® Readiness Suite is a comprehensive public

2. Go to Links & Webforms > Webforms



3. Complete the "CERT - CJ 1903 Notice of Officer Hire (NOH)"

CERT - CJ 1903 Notice of Officer Hire Form (NOH)

The CJ-1903 Notice of Officer Hire for an in-state lateral hire must be submitted to the CJTC immediately upon hire or appointment. It must be signed by the hiring authority or designee of the agency.

The downloaded CJ-1903 is the same for New and Lateral hires. Only webforms are different.

• In-State lateral hires for certified peace officers, corrections officers and reserve officers.

4. Click Submit when all required information is entered.

Please allow two business days for processing.