

Subject: Reminder to Complete the Annually Required NSCHC e-course  
Date Sent: December 6, 2017

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## National Service Criminal History Check

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Dear Grantees,

The CNCS National Service Criminal History Check (NSCHC) Training e-course provides a thorough overview of the NSCHC requirements. **All CNCS grantees and subgrantees must ensure that they complete the annually required NSCHC e-course each year before the day that their certificate from the previous year expires.** If your certificate expires in December this year, **please make sure you complete the course again before it expires.**

Requirements for the Annual e-course:

- 1 individual at each grantee or subgrantee organization is **required** to take the e-course and maintain an unexpired certificate (however, CNCS strongly recommends that at least two staff per grantee or subgrantee take the e-course in order to lower the risk of noncompliance);
- Grantee and subgrantee staff must **maintain a copy** of the dated completion certificate to be in compliance with the requirement.

You can find more information about the e-course requirements, including who must take the course, how to document completion of the e-course, and other compliance requirements in the [National Service Criminal History Check FAQs document](#).

Please be aware that effective December 15, 2017 the e-course will only be accessible through Litmos, CNCS's Learning Management System. You will still be able to access the e-course on the [NSCHC Knowledge Network page](#): look for the "Required Annual Online Training" icon near the top of the page. You can access Litmos directly [here](#). The name of the course is "National Service Criminal History Check." Click on "Course Library" on the left-hand side of the page and search for the name of the course in the search bar on the upper right of the page. For questions about the Litmos system or to request account access, please contact the [Service Resources](#) team.

We are also aware that some grantees may have received an auto-generated email from the Litmos system reminding them to complete the required annual e-course by December 31, 2017. **If you received this message and you have already satisfied the requirement by taking the course in 2017, please disregard the message to take the course by December 31.** As noted above, all CNCS grantees and subgrantees must ensure that they complete the annually required NSCHC e-course each year *before* the day that their certificate from the previous year expires. We apologize for any confusion.

Office of the Chief Risk Officer  
Corporation for National and Community Service