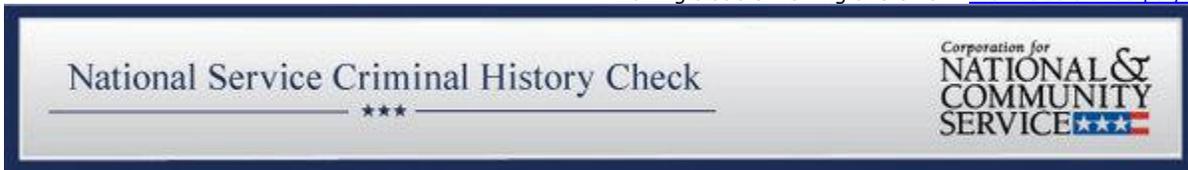


Subject: December Deadline Approaching for NSCHC Compliance Requirements + New Location for NSCHC eCourse
Date Sent: December 9, 2016

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Updates on the CNCS National Service Criminal History Check (NSCHC) required training:

1. Annual Online Training Course Deadline for Grantees is Approaching!

All CNCS grantees and subgrantees must ensure that they have completed the annual NSCHC Training eCourse by December 31, 2016. All grant recipients and subrecipients must complete CNCS NSCHC training every year. The CNCS designated e-course provides a thorough overview of the requirements and can be found at:

<http://cncstraining.articulate-online.com/4240214797>. Each grant recipient and subrecipient must identify at minimum one staff person who has some responsibility for NSCHC compliance to fulfill this requirement on behalf of the grant recipient or subrecipient. The grant recipient and subrecipient must retain the certificate of completion and assign staff to retake the course annually prior to the expiration of the certificate. Grant recipients and subrecipients should save certificates of completion from each year as grant records. For 2016, grant recipients and subrecipients should complete this requirement by December 31, 2016.

2. The online NSCHC Course will be Moving!

CNCS online training courses on the Knowledge Network, like the NSCHC training course, will be moving to a new learning management system (LMS), called Litmos in the future. With Litmos, you will be able to track your CNCS training activities, communicate with course creators, participate in discussion forums, and send messages to other grantees using the system.

Q: How much longer will the NSCHC training course be available on the Knowledge Network (linked above) where I have accessed it in the past?

A: Until June 2017. The course will also be available in the new Litmos system during this time.

Q: What happens after June 2017?

A: You will be directed to the Litmos LMS to complete all CNCS training courses, including the NSCHC course and any other training courses that are required by your grant.

You will receive more information regarding Litmos from your Program soon, including information and training on how to use the new system.

For questions about the Litmos system, please contact the [Service Resources](#) team.

For questions regarding the National Service Criminal History Check requirements, please contact your Program or Grants Officer.

Thank you for your prompt attention to the approaching NSCHC Course deadline and upcoming move to Litmos.

In Service,
National Service Criminal History Check Team