

The Breath Analysis Re-certification course is now being offered, as an option, through a distance learning program and can be accessed at [www.nydjssims.com](http://www.nydjssims.com) . The following page articulates detailed instructions for gaining access to and completing the online Breath Analysis Re-Certification course. Please note that this online training is an option for law enforcement agencies that have internet access; the aim herein is to save agencies some of the time and funding associated with sending officers to a four hour classroom based re-certification training. **Breath Analysis Operators may only take the online re-certification course if they are within 120 days prior to their breath analysis permit expiration date.**

Upon accessing the web based learning center at [www.nydjssims.com](http://www.nydjssims.com), users will then be prompted to set up an account if this is their first time on the site. First time users must then click on *create new account*. After clicking on *create new account*, users will then come to the above screen wherein they must enter the data as requested. On this screen the student will be able to create their own username and password for future access to the learning center. After entering all of the requested information, one must click on *create my account*. At this point, the requested new account will be sent electronically to DCJS, where staff at the Office of Public Safety will verify the submitted information for accuracy. During normal business hours of Monday through Friday 0800-1700 this verification process should happen relatively quickly but could take up to 2 business days. Once this verification is complete, the officer applying for a new account will be notified via email that their account has been activated.

When a user has been notified that their account has been activated, they must then return to [www.nydjssims.com](http://www.nydjssims.com). Users will now be able to enter their chosen username and password on the above screen and then click on *Login*. Now that the user is logged in, they will need to choose the category and course that they are taking. The next step is to choose *Breath Analysis* in the category drop down menu and then select *BAC Re-certification* in the courses drop down menu. Upon selecting these, the user must now click on *Enter Virtual Classroom*. Now click on *BAC Re-certification*. Users will arrive at this screen and take the course in the already activated for credit mode. **The first thing users will be prompted to do is enter their Department of Health Breath Analysis permit number.** To progress through the course, users need to click on the red *Next* button in the upper right-hand corner of the module screen. You are now in the online BAC Re-certification course. Upon completing each page, one will need to click on the red *Next* button to progress to the next page. Each chapter within the re-certification course is listed on the left-hand side of the screen. Each screen and chapter must be completed before one may move onto the next. During the *Breath Test Instrumentation* chapter, users must complete a simulated proficiency tests on the NPAS DataMaster DMT instrument one must first go through the testing sequence in observe mode, then in perform mode. When completing the tests in perform mode, users must use their computer keyboard to enter the specified data into the breath analysis instrument. One must read each screen carefully and follow the stated instructions. At the end of this online recertification course there is a mandatory final exam. The final exam is a randomly generated set of questions that each must be answered. In order to pass the re-certification course, users must obtain a score of 70% or higher on this exam. Once the exam has been successfully completed, users will be able to print a copy of their re-certification completion certificate.