

# **Online National Service Criminal History Check (NSCHC) Course Certification**

Criminal history background checks are required for all members and employees or other individuals who receive a salary, education award, living allowance, or stipend or similar payment from the grant (federal or non-federal share). These checks must be done before individuals may start charging time to the grant. All staff who will have primary responsibility for program management must take this course. Please use the following link to access and take the online National Service Criminal History Check course: <http://cnctraining.articulate-online.com/4240214797>. Within ten (10) days of receipt of this letter and after all the appropriate staff have completed the course, send this online course certification to Kim Hammonds at [khammonds@cns.gov](mailto:khammonds@cns.gov) identifying the staff who have completed the course and the date and time each took the course. You may use additional sheets, if necessary.

Organization Name \_\_\_\_\_

Name of Financial Staff Person \_\_\_\_\_  
(person taking the course)

Title of the Financial Staff Person \_\_\_\_\_

Date Completed \_\_\_\_\_

---

Organization Name \_\_\_\_\_

Name of Program staff person taking the Course \_\_\_\_\_

Title of the Program Staff Person \_\_\_\_\_

Date Completed \_\_\_\_\_