



## Criminal History Seminar For Non-Criminal Justice Purposes

The Missouri State Highway Patrol CJIS Division is hosting five (5) one-day criminal history seminars during September and October 2012. The information provided during the seminar is for non-criminal justice (civil) purposes and is for agencies that currently receive or want to receive information about obtaining fingerprint-based state and federal criminal history records on applicants for employment, volunteers, licensing or other benefit.

**RECOMMENDED AUDIENCE:** Missouri VECHS agencies (agencies that provide care or care placement services to children, the elderly or persons with disabilities); City or county government personnel (pursuant to 43.535 RSMo); State agency personnel with employment or licensing responsibilities; Public and private school personnel; Transportation agencies contracted with schools or that independently transport children, elderly or disabled persons.

The seminar is *free of charge*. For attendance, registration is required in advance to ensure adequate seating and seminar materials. Please complete one registration form per person. Completed registration forms should be mailed or faxed to the MSHP CJIS Audit Unit prior to the registration deadline (see registration form for details). Topics to be presented during the seminar will include:

- Criminal history record information overview, including RAP sheet training and fingerprint submission procedures (electronic and manual)
- Missouri Automated Criminal History System (MACHS) Phase 1 and Phase II update
- State and federal laws pertaining to receipt and use of fingerprint-based criminal history
- The Missouri VECHS program update and information regarding enrollment
- Security and Management Control Outsourcing Standard
- Security Awareness Training
- Audit requirements

### Seminar dates and locations:

<p><b><u>September 19, 2012</u></b>          Kansas City Police Department-          Regional Police Academy          6885 NE Pleasant Valley Road          Kansas City, MO 64119</p>	<p style="color: red;"><b><u>CLOSED - CLASSROOM FULL</u></b>  <b><u>October 9, 2012</u></b>          Columbia Police Department          Training Center          5001 Meyer Industrial Boulevard          Columbia, MO 65201</p>	<p><b><u>October 17, 2012</u></b>          SE Missouri State University          Show-Me Center          1333 North Sprigg Street          Cape Girardeau, MO 63701</p>
<p style="color: red;"><b><u>CLOSED - CLASSROOM IS FULL</u></b>  <b><u>October 24, 2012</u></b>          St. Louis County and Municipal          Police Academy          1266 Sutter Avenue          St. Louis, MO 63133</p>	<p><b><u>October 30, 2012</u></b>          The Library Center          4653 South Campbell Avenue          Springfield, MO 65810</p>	

*Each seminar will begin at 8:00 a.m. and conclude at 4:30 p.m. The attendee will be responsible for his or her own lunch (lunch break is from 11:30 a.m. to 1:00 p.m.)*



# Criminal History Seminar For Non-Criminal Justice Purposes

## REGISTRATION FORM

RECOMMENDED AUDIENCE: Missouri VECHS agencies, or agencies that provide care or care placement to children, the elderly, or persons with disabilities; City and County Government; State Agencies; Public and private elementary and secondary schools; transportation agencies. Please "check" the box for the location you plan to attend:

**Wednesday, September 19, 2012 - Kansas City**

Kansas City Missouri Police Department Regional Police Academy  
6885 NE Pleasant Valley Road, Kansas City, MO 64119  
**(Registration Deadline: September 12)**

**CLOSED -- CLASSROOM IS FULL**

**Tuesday, October 9, 2012 - Columbia**

Columbia Police Department Training Center  
5001 Meyer Industrial Blvd., Columbia, MO 65201

**Wednesday, October 17, 2012 - Cape Girardeau**

SE Missouri State University, Show-Me Center (Front Concourse)  
1333 North Sprigg Street, Cape Girardeau, MO 63701  
**(Registration Deadline: October 10)**

**CLOSED --- CLASSROOM IS FULL**

**Wednesday, October 24, 2012 - St. Louis**

St. Louis County and Municipal Police Academy  
1266 Sutter Avenue, St. Louis, MO 63133

**Tuesday, October 30, 2012 - Springfield**

The Library Center, Springfield  
4653 South Campbell Avenue, Springfield, MO 65810  
**(Registration Deadline: October 23)**

*(Reminder: Seminar is from 8:00 a.m. to 4:30 p.m. - Lunch is on your own from 11:30 a.m. to 1:00 p.m.)*

\*\*\**Please Print*\*\*\*

Last Name \_\_\_\_\_ First Name: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ \*Email: \_\_\_\_\_

(\*Upon receipt, an Email will be sent confirming your registration.)

**PLEASE MAIL OR FAX COMPLETED REGISTRATION FORM TO:**

Missouri State Highway Patrol, CJIS Audit Unit, PO Box 9500, Jefferson City, MO 65102-9500  
FAX # (573) 526-6290. For questions, please call (573) 526-6153, extension 2625, 2630 or 2655