



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** April 6, 2017

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Venessa A. Keesler, Ph.D., Deputy Superintendent   
Deputy Superintendent, Educator, Students, and School Supports

**SUBJECT:** 2017 NCJA Audit, Security, and Access to CHRIS Training Reminder

The Michigan State Police (MSP) is pleased to announce the upcoming implementation of the Criminal History Internet Subscription Service (CHRIS). This is a new web-based portal in which schools (public, private, and public school academies) will receive results of their fingerprint-based Criminal History Record Information (CHRI) background checks from the MSP on their employees and volunteers immediately after being fingerprinted. The CHRIS system will be the manner by which all CHRI results will be securely disseminated to Noncriminal Justice Agency (NCJA) schools and will replace the current process. The MSP will spend the next several months providing training to schools and steps for transitioning to this new process.

The Michigan State Police, Security and Access Section, Audit Unit, is now accepting registrations for the **2017 NCJA Audit, Security, and Access to CHRIS** trainings. Registration is to be completed via the MI-TRAIN website at <http://mi.train.org>. **The Course ID is 1068544.** If you do not already have a MI-TRAIN account, you must create one by entering all of the required information. When creating your account it will ask you to select a group, **you would choose Michigan, Michigan State Police, CJIC.** Then sign-in to MI-TRAIN and enter the course ID number. Select the course, click on the Registration Tab, provide your agency's MSP ID number in the space provided at the beginning of this tab, and click the Get Approval button for the appropriate session. Once approved you will receive an "In Progress" email if you chose to receive emails from Mi-Train indicating you have been approved for registration. You are required to send one person to the training but you may send as many people that need the training.

**STATE BOARD OF EDUCATION**

CASANDRA E. ULBRICH – CO-PRESIDENT • RICHARD ZEILE – CO-PRESIDENT  
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER  
NIKKI SNYDER – NASBE DELEGATE • PAMELA PUGH  
LUPE RAMOS-MONTIGNY • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • 517-373-3324

PUBLIC SCHOOL ACADEMY (PSA)

Under the new state procedures, and with proper training and protocols, Management Company (MC) employees working at the school may be allowed to access, view, and process CHRI results. MC employees not at the school having a need to access CHRI as part of the hiring/placement process may be permitted viewing access. **Such access to CHRI by a MC must be approved by the school board of the Public School Academy.** Additionally, individuals requested to be fingerprinted by the PSA would have to sign a waiver that the CHRI results can also be shared with the MC. (Waivers will be provided to schools at the training).

Therefore, at least one person from the PSA who works at the school, and is or will be, **part of the hiring/placement process** must attend a mandatory MSP Audit, Security and Access to Criminal History Training.

For questions, or to host a training, please contact Ms. Marylynn Owen at 517-284-3022 or by email at [MSP-NCJA-Training@michigan.gov](mailto:MSP-NCJA-Training@michigan.gov).

cc: Michigan Education Alliance