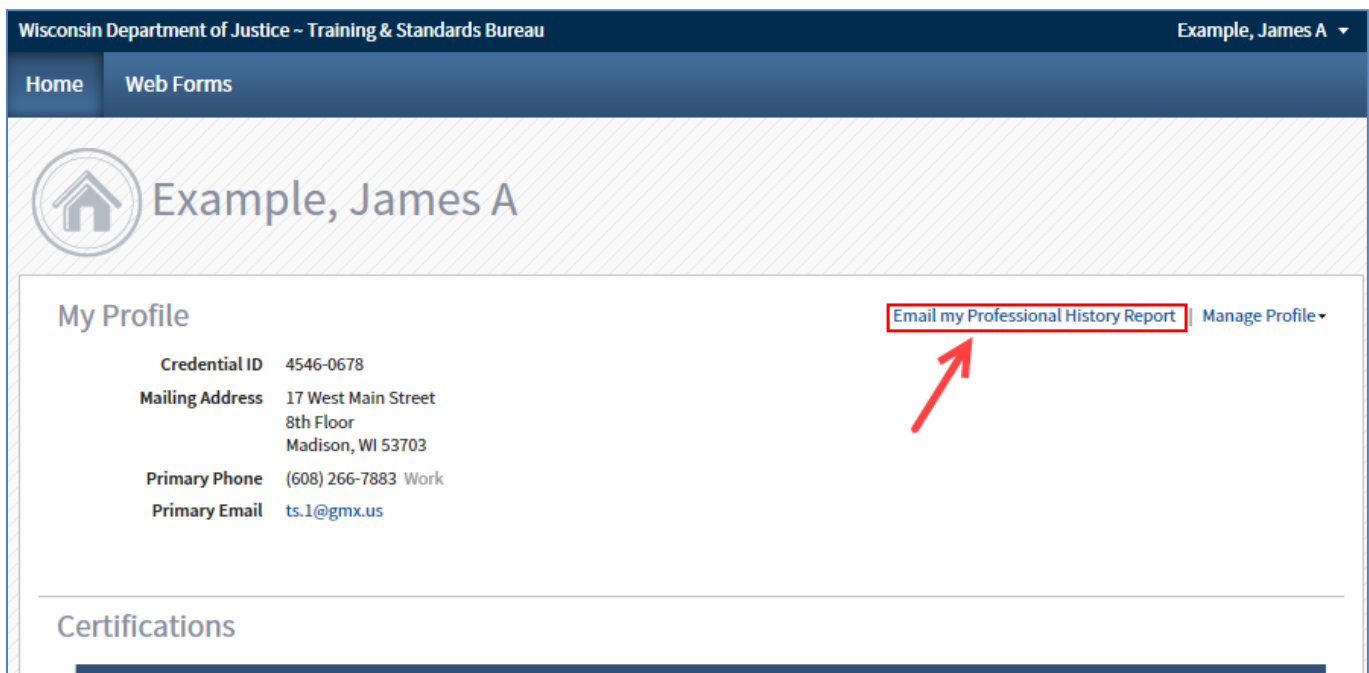


1.3 Email my Professional History Report

The Email my Professional History Report allows officers to email a summary of their professional history to one or more recipients.

This report contains the following information about an officer:

- Employment (Reported to Training and Standards)
- LESB Certifications (Active and Expired)
- Training (Basic and In-service reported to Training and Standards)
- Education (As reported to Training and Standards)



Wisconsin Department of Justice - Training & Standards Bureau Example, James A

Home Web Forms

Example, James A

My Profile [Email my Professional History Report](#) [Manage Profile](#)

Credential ID 4546-0678

Mailing Address 17 West Main Street
8th Floor
Madison, WI 53703

Primary Phone (608) 266-7883 Work

Primary Email ts.1@gmx.us

Certifications

Users of this function can:

- Send their Professional History Report to multiple email addresses
- CC themselves (copies are sent to the primary email address in Acadis)
- Specify how long the link is viewable (between 1 week and 1 month)
- Add a custom message to the email

Email My Professional History Report

Grant access to your professional history report by entering at least one email address below. For multiple recipients, please separate each address with a comma. You may change how long the profile can be viewed and add a custom message, if desired.

* **Email Address**

CC: Send me a copy for each recipient

Subject Professional History for James A Example
The following person wants to share their professional history with you.

Name Example, James A (4546-0678)

Viewable For:

[View Professional History Report](#)

Custom Message

(Optional) Characters: 291 of 5000 allowed.

Access to this information is available for a limited time. Please do not forward this link without permission.

This email is intended solely for the use of the individual to whom it is addressed and may contain information that is privileged, confidential, or otherwise exempt from disclosure. If the reader of this email is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the application account administrator immediately.

Survey No survey will be attached

Once submitted, the Acadis system will email a link to your professional profile to the address(s) you specify.

Williams, Richard P.

From: DOJ - Training and Standards Bureau
Sent: Tuesday, May 05, 2015 2:57 PM
To: Williams, Richard P.
Cc: ts.1@gmx.us
Subject: Professional History for James A Example

The following person wants to share their professional history with you.

Name Example, James A (4546-0678)
Expiration 06/05/2015
[Access this report.](#)

If the report link does not work, copy and paste the following link into a web browser:
<https://esbportal-sta.do.state.wi.us/AcadisViewer/ProfessionalHistoryReport.aspx?id=dfdfcb9-fb76-4e4d-a0f4-de073842e095>

Chief Williams,

I have requested that you have access to my Profession History Report as proof of my current Wisconsin LESB Law Enforcement Certification status as required by the application for city police officer. Thank you your time and consideration.

Sincerely,
 James Sample

Access to this information is available for a limited time. Please do not forward this link without permission.

This email is intended solely for the use of the individual to whom it is addressed and may contain information that is privileged, confidential, or otherwise exempt from disclosure. If the reader of this email is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify the application account administrator immediately.

When a recipient clicks on the link provided in the email, they will be directed to a webpage that looks like this...

When the “View Professional History Report” link is clicked, the recipient will be able to view a PDF of your records with Training and Standards.

Professional History Report						
Wisconsin Law Enforcement Standards Board WIDJ - Training and Standards Bureau			Reported by Acadis® Readiness Suite		05/05/2015	
			For: Example, James A			
			Credential ID: 4546-0678			
Example, James A						
Employment						
Status	Organization	Title/Rank	Employment Type	Appointment Type	Dates	
Active	WisDOJ Training and Standards Bureau (Primary)	Law Enforcement Officer	Law Enforcement Officer	Full Time	03/03/2008 - Current	
Certifications						
Name	Issued	Expiration	Status			
Law Enforcement Officer	06/04/2008	06/30/2015	Certified (Active)			
Training						
Upcoming, Ongoing, & Unconfirmed						
No upcoming & ongoing training data exists.						
Current Period to Date (01/01/2015 - 06/05/2015)						
Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
LESB Biennial Vehicle Pursuit Training (Fiscal Years 13-15)	03/10/2015	03/10/2015	N/A	Complete		4h 0m
Improving Community Relations	02/19/2015	02/20/2015	N/A	Complete		16h 0m
Policy, Ordinance, & State Statute Review/Update	01/30/2015	01/30/2015	N/A	Complete		2h 0m
					Total Hours	(22h 0m)
Previous Period (01/01/2014 - 12/31/2014)						
Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
LESB Handgun qualification course	10/05/2014	10/05/2014	N/A	Complete		2h 0m
DAAT Instructor Course	05/05/2014	07/02/2014	N/A	Complete		96h 0m
Compliant FY14 (07/01/13-06/30/14)- 24HR LE/Tribal LE Officer Recert Training	07/01/2013	06/30/2014	N/A	Complete		24h 0m
					Total Hours	(122h 0m)
Other Periods (through 12/31/2013)						
Course/Title (Course No.)	Training Dates		Grade	Status	Training Category	Hours
The Reid Technique of interviewing and interrogation (15-4475684)	07/02/2013	07/07/2013	N/A	Complete		32h 0m
Basic Evidence Technician Course	04/05/2010	04/10/2010	N/A	Complete		40h 0m
					Total Hours	(72h 0m)
For Official Use Only					Page 1 of 2	

Professional History Report						
Wisconsin Law Enforcement Standards Board WIDJ - Training and Standards Bureau			Reported by Acadis® Readiness Suite		05/05/2015	
			For: Example, James A			
			Credential ID: 4546-0678			
The Bullet Proof Mind (234234-234234)	01/01/2010	01/03/2010	N/A	Complete		16h 0m
Law Enforcement Officer Basic Training 520hr (LECC7520)	02/18/2008	06/03/2008	N/A	Complete		520h 0m
					Total Hours	(608h 0m)
A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.						
Education						
Degree Year	Education Level	Degree	Major	Minor		
1995	College Undergraduate	Bachelor				
1988	High School	High School Diploma				
For Official Use Only					Page 2 of 2	

End of Document