LEADS Daily Briefing
for January 22, 2021

LEADS Certification Status in Registry

One of the responsibilities of the LEADS Agency Coordinator(LAC) or delegate(s) is to keep the agency's user profile information updated.
When a user has successfully completed a LEADS certification or recertification course, it is the responsibility of the LAC or delegate to update the user registry with the new certification expiration date, level of certification (Full or LTFA), and title (if applicable). This is not done automatically by the computer.

Please note that no user may modify his/her own expiration date. LAC expiration dates must be updated by a delegate.

Failure to keep the user registry updated could result in a user's LEADS access being inadvertently suspended.

For assistance please contact the Help Desk at 866/LEADS-00.

Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date	Operator's Initials	Date