



# CVS Novice User Training Course

## Registration Form

Please complete this form and return it by email to **FISAgencyTraining@opm.gov**. Depending on class availability, we will respond with a confirmation email and additional information or a list of available class dates.

### Contact Information

Name		Work Phone #:	
Agency			
Branch/Component		Human Resources <input type="checkbox"/> (or) Security <input type="checkbox"/>	
E-mail Address		Training Date Preferred	
Contractor	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <b>Yes</b> , Notate Company Name	

1. What is your current level of experience with the Central Verification System (CVS)?

Experienced User      Novice User

2. Do you currently have an active OPM Secure Portal, CVS, and/or CVS/PIPS Account? [A strictly CVS account only allows someone to upload clearances via a batch file process. However, a CVS/Personnel Investigations Processing System (PIPS) account allows authorized users to use specific functions of CVS including search functions, reporting adjudications, reporting clearance information/updates, etc.]

OPM Secure Portal account ?      Yes      No

CVS Batch Upload account?      Yes      No

CVS/PIPS multi-functional account?      Yes      No

3. Do you have access to the internet at your duty station?

Yes      No

4. Please provide a description of your CVS use (search, upload clearances, report adjudicative decisions, etc.).