



National HIDTA Assistance Center *Announces Training*

NHAC LMS

The NHAC is offering online training through the NHAC Learning Management System (LMS). The courses are offered on a 60-day rolling schedule and are in self-study format to accommodate student schedules. Review the available courses and click on the registration link of the courses of your choice.

Availability: July 1, 2025 – August 31, 2025

A second email will be sent, once your registration has been reviewed and approved. Please be aware that you are not confirmed until you receive the second email with a link, and make sure to check your spam folder if your firewall redirects the confirmation email.

Questions concerning registration, please contact Ernesto J. Garay-López at 305-715-7756 or via email ejgaray@nhac.org.



National HIDTA Assistance Center *Announces Training*

NHAC LMS

List of Courses

HIDTA Disbursement Business Process

This course is intended for users of the Financial Administration of the HIDTA (FAH) program with responsibilities of managing disbursements.

[HIDTA Disbursement Business Process](#)

HIDTA Training Coordinator Orientation

This course covers the responsibilities of a HIDTA Training Coordinator. Each module has a presentation, video, and knowledge check quiz. Each must be viewed as a prerequisite to move to the next module.

[HIDTA Training Coordinator Orientation](#)

Initiative Commander Orientation

The Initiative Commander Orientation Video Training delivers a self-study format specifically designed for the new HIDTA initiative commander. It is designed to be used in conjunction with additional local information provided by your individual HIDTA.

This three-hour presentation includes 5-to-15-minute videos followed by a short 'Check for Understanding' quiz designed to reinforce the learning objectives of each module.

This independent learning video presents a brief introduction to the mission, purpose, structure, key staff member positions, major policies and responsibilities of the leader of each of the major initiatives- Enforcement, Intelligence, and Support.

[HIDTA Initiative Commander Orientation](#)

Performance Management Process Certification Course

This course mirrors the PMP Certification Course in the Intel Survey System, but it is now also made available to prospective students via the National HIDTA Assistance Center's Learning Management System (NHAC LMS). It is designed for PMP Coordinators seeking to renew their certifications.

[Performance Management Process Certification Course](#)



National HIDTA Assistance Center *Announces Training*

NHAC LMS

Cybersecurity – Module 1

This HIDTA Cybersecurity Awareness Training is a course for HIDTA personnel with emphasis on social engineering threats. The course delivers a self-study format of one module followed by a short quiz.

[Cybersecurity - Module 1](#)

Cybersecurity – Module 2

This HIDTA Cybersecurity Training is a course for HIDTA personnel with emphasis on Cyber Hygiene practices to help protect HIDTA networks and personnel. The course delivers a self-study format of one module followed by a short quiz.

[Cybersecurity - Module 2](#)

FAH - Financial Managers

The Financial Administration for the HIDTA (FAH) is a software application supplied by GrantSolutions which is to replace the Financial Management System (FMS). This course covers the FAH functions that are designated for HIDTA Financial Managers.

[FAH - Financial Managers](#)

FAH – Directors

The Financial Administration for the HIDTA (FAH) is a software application supplied by GrantSolutions which is to replace the Financial Management System (FMS). This course covers the FAH functions that are designated for HIDTA Directors.

[FAH - Directors](#)

FAH – ONDCP

The Financial Administration for the HIDTA (FAH) is a software application supplied by GrantSolutions which is to replace the Financial Management System (FMS). This course covers the FAH functions that are designated for ONDCP personnel.

[FAH - ONDCP](#)



National HIDTA Assistance Center *Announces Training*

NHAC LMS

HIDTA Online Training Tracker (HOTT)

The HIDTA Online Training Tracker (HOTT) system, hosted at the National HIDTA Assistance Center (NHAC) serves as the national repository for all training activities where HIDTA dollars and resources are committed and expended. The system provides a centralized database for the timely storage, retrieval, and dissemination of training information.

[HIDTA Online Training Tracker \(HOTT\)](#)

HIDTA Survey System Training

The HIDTA Survey System is a secure online survey and test system based on the well-known Novi System. The system is protected on NHAC's network and maintained by NHAC staff. This user-friendly system (accessible via the HIDTA portal) allows every HIDTA to create any type of survey from the most basic to the most sophisticated survey instrument. This course is a self-paced, overview of the system application. The course will demonstrate different question modules, email invitations, and report formats. Specifically, the course includes these topics: Creating surveys or online tests using web-based tools and modules. Creating email invitations to survey participants. Recording and tracking the survey responses. Analyzing survey responses and creating reports based on the outcomes.

[HIDTA Survey System Training](#)

MS Office Tutorial Videos

This course is intended to introduce new and intermediate users of the capabilities of MS Office Products. A link to Microsoft's official training site provides videos for beginner and intermediate users of MS Word, Excel, and PowerPoint.

[MS Office Tutorial Videos](#)

HIDTA Resource Management System (HRMS)

The HIDTA Resources Management System is a central, secure, web-based repository for HIDTAs to share critical information and collaborate effectively. Ordered by the HIDTA Intelligence Committee in 2009 to improve information sharing, it serves as a central, secure, web-based repository for posting and retrieving shared documents via SharePoint.

[HIDTA Resource Management System \(HRMS\)](#)



National HIDTA Assistance Center *Announces Training*

NHAC LMS

Vetting Courses and Vendors Training

The HIDTA Vetting Courses and Vendors Training is a NHAC created, self-paced, online course that introduces a process to accomplish the vetting process. The process has been created by NHAC and is not mandatory but recommended. NHAC also has created a document to help with training coordinator's efforts in their vetting process. The course will take approximately 30 minutes, with a 3-question quiz that concludes the course.

[Vetting Courses and Vendors Training](#)

Truckers Against Human Trafficking Training

The Truckers Against Human Trafficking Training is a course created by Truckers Against Human Trafficking, a non-profit organization dedicated to the reduction of human trafficking. The materials have been shared with the National HIDTA Assistance Center through the ongoing relationship with the Domestic Highway Enforcement Initiative. The course is delivered in over 6 hours in a self-study format of modules that can be shown to sworn officers and non-sworn individuals who are employed by or contracted by a HIDTA.

[Truckers Against Human Trafficking Training](#)