

Title: SIDA Training Attempts		Effective Date: 10/15/18
Issuing Department: Public Safety	Issuing Section: Access DFW	

## 1.0 PURPOSE

- 1.1 To provide guidance for employees concerning the maximum attempts for SIDA training.

## 2.0 DEPARTMENTS / PERSONS AFFECTED

- 2.1 All Access DFW employees.

## 3.0 POLICY

- 3.1 A tester is allowed 12 attempts on four separate occasions to successfully pass the SIDA training module and three attempts per occasion for the Non-movement module.
- 3.2 The SIDA training contains a pre-test, a content module, and two post-tests that equals three attempts on one occasion.
- 3.3 After the third occasion, the tester would have taken the assessment nine times in total. If the assessment is not completed successfully, the tester must re-start the badging process including fingerprinting along with being added to the Do Not Escort list (prohibiting the ability to be escorted through TSA).
- 3.4 After the fingerprinting process and background checks have been completed a second time, the tester must retest for the fourth and final occasion. If the tester does not pass the assessment during the fourth occasion (12 attempts), the tester is only eligible for a green non-SIDA badge. The tester must wait 12 calendar months before reapplying for another SIDA badge.

## 4.0 PROCEDURE

- 4.1 Testers will be badged after successful completion of the SIDA training and Non-movement module.
- 4.2 Testers that did not successfully pass the SIDA training and Non-movement modules will be given instructions on returning to complete the modules at a later date.

## 5.0 RESPONSIBILITIES

- 5.1 **Access DFW.** Responsible for ensuring that the procedures above are followed;

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- 5.2 If a tester completed the first nine attempts (Third Occasion) unsuccessfully, the Trusted Agent will email all supervisors as soon as possible. A supervisor will send an email notification to the Authorized Signatory advising the tester will be placed on the Do Not Escort List, and the badging process must be restarted before the fourth occasion.
- 5.3 If a tester has exceeded the 12 attempts unsuccessfully, the Trusted Agent will not allow the tester to test again and email all supervisors as soon as possible. A supervisor will send an email notification to the Authorized Signatory advising the customer cannot reapply for another SIDA badge for 12 calendar months and will remain on the Do Not Escort list.

## 6.0 DEFINITIONS

- 6.1 **Tester** is an employee applying for a DFW SIDA badge

## 7.0 REVISION HISTORY