



## CVS Novice User Training Course: Registration Form

(Registration closes 2 weeks prior to class start)

### Contact Information

Preferred Training Date

Name E-mail Contact Number Home City State

Do you require special accommodations (Optional)

If yes, please describe

Medical allergies (Optional)

Executive Department/Agency

Agency

If you are a contractor, please indicate contractor's name

Your Agency Role

Supervisor/Point of Contact

Contact Number

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

Experienced

Beginner

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

CVS Batch Load Account

CVS/PIPS  
Multi-Functional Acct

Yes

Yes

Yes

No

No

No

Provide a description of your CVS use (search, upload clearances, report adjudications, decisions, etc.)

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We require a 48 hour notice on all cancellations. Thank you for your understanding.

Depending on class availability, we will respond with a confirmation email and additional information.