



Florida Department of
Law Enforcement

Gerald M. Bailey
Commissioner

Criminal Justice Professionalism Program
Post Office Box 1489
Tallahassee, Florida 32302-1489
(850) 410-8600
www.fdle.state.fl.us

Rick Scott, *Governor*
Pam Bondi, *Attorney General*
Jeff Atwater, *Chief Financial Officer*
Adam Putnam, *Commissioner of Agriculture*

June 4, 2012

**CRIMINAL JUSTICE STANDARDS & TRAINING COMMISSION
TECHNICAL MEMO 2012-09**

TO: Criminal Justice Agencies
Criminal Justice Training Center Directors

FROM: Program Director Jennifer C. Pritt
Criminal Justice Professionalism Program

SUBJECT: Online Training Certificate System

The Florida Department of Law Enforcement's (FDLE) Bureau of Professional Development has created a new Online Training Certificate System. The intent of the system is to streamline the recording of training information and to efficiently provide for the issuance of training certificates. In addition to streamlining the process for obtaining online training course certificates, the system reduces the costs for your respective agency, training center, and FDLE. This new system is located on the FDLE's public website under the "[Online Officer Training and Mandatory Retraining Courses](#)."

Those persons who are designated in each agency to confirm and maintain officer training information, and who currently have FDLE authorization to enter information into Automated Training Management System (ATMS), will automatically have access to the new system.

On May 8, 2012, FDLE began offering the option to print online training certificates via the new Online Training Certificate System. After December 1, 2012, online issuance of certificates will be the only option afforded users of online training courses.

Please contact the Bureau of Professional Development at 850-410-7373 if you have any questions.

JCP/kg/djh

Cc: Criminal Justice Standards and Training Commission
Criminal Justice Training Center Director Coordinators

Attachment 1: Instructions for obtaining a Certificate of Completion using U.S. Mail

Attachment 2: Instructions for obtaining a Certificate of Completion using the on-line system

Instructions to Receive Credit and FDLE Certificates of Completion via U.S. Mail

If your agency is submitting a request for training via letter head follow the instructions below; please be aware this option will **no longer** be available after December 1, 2012.

NOTE: The following instructions are repeated at the end of each course training module.

1. Send a letter to FDLE's Florida Criminal Justice Executive Institute on your agency's letterhead. This letter must be signed by either the agency head or designee, with the name and date(s) of the course(s) successfully completed by each officer, as well as the name and **dates of birth**. This information both authenticates the course(s) were successfully completed and allows FDLE to include the officers' names in the course file. **FDLE Does Not need a copy of individual quizzes taken nor the officer's social security number. Please Do Not include this information with your letter.**

Mail letters to the following address:

Online Training Certificates

Florida Department of Law Enforcement
Bureau of Professional Development
P. O. Box 1489
Tallahassee, Florida 32302

(The letter may be faxed to 850-410-7345)

2. If several officers complete courses on a continual basis, please combine all training into one letter listing all officers with the specific class information listed above rather than individual letters for each officer. Letters may then be forwarded to FDLE each month. As a general rule, the names will be listed in the course file for the month the letter/fax is received.
3. Please be aware that by signing and dating the Quiz Results Page upon completion of the training course, the officer is certifying that he/she is the person who completed the foregoing training and only he/she will receive credit for that training.
4. After the letters are received, FDLE Certificates of Completion will be mailed to the agency.
5. FDLE **Does Not** enter online training credit hours into the Automated Training Management System (ATMS). This procedure is the responsibility of each agency designee upon receipt of the official FDLE Certificate of Completion.

Questions and concerns may be directed to the Bureau of Professional Development at 850.410.7373

Instructions to Receive Credit and FDLE Certificates of Completion Utilizing the Online Training Certificate System

To print certificates directly, log onto the Online Training Certificate System located on the FDLE Online Officer Training and Mandatory Retraining Courses webpage. To access this webpage go to www.fdle.state.fl.us; click the training linking which is located under the resources section; then click the Online Officer Training and Mandatory Retraining Courses link. This is the preferred method of obtaining online certificates and will be the **ONLY** method available after December 1, 2012.

Each Automated Training Management System (ATMS) user will have the capability of logging into the Online Training Certificate System with their ATMS unique user name and password.

NOTE: The following instructions are repeated at the end of each course training module.

Once Logged In:

1. Enter the officer's information into the fields listed including name, **date of birth**, etc.
2. Select the training center or law enforcement agency
3. Select the course from the drop down menu
4. Enter the completion date indicated on the Quiz Results Page
5. Press "Preview" to view the certificate
6. You can press "Continue Editing" to change something or "Submit" to view and print the final certificate

Please be aware, by signing and dating the Quiz Results Page upon completion of the training course, the officer is certifying that he/she is the person who completed the foregoing training and only he/she will receive credit for that training.

FDLE **Does Not** enter online training credit hours into the Automated Training Management System (ATMS). This procedure is the responsibility of each agency designee.

Questions and concerns may be directed to the Bureau of Professional Development at 850.410.7373