



Florida Department of  
Law Enforcement

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December 12, 2012

**CRIMINAL JUSTICE STANDARDS & TRAINING COMMISSION  
TECHNICAL MEMORANDUM 2012-23**

**TO:** Criminal Justice Agencies  
Criminal Justice Training Center Directors

**FROM:** Program Director Jennifer C. Pritt *KSP ne JCP*  
Criminal Justice Professionalism Program

**SUBJECT:** Online Training Certificate System

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The Florida Department of Law Enforcement's (FDLE) Bureau of Professional Development created the Online Training Certificate System in May of 2012. The system streamlines the recording of training information to efficiently provide the issuance of training certificates. The system also reduces the costs for your respective agency, training center, and FDLE. A link to the system is provided 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 the Automated Training Management System (ATMS), have access to the system.

After December 1, 2012, online issuance of certificates will be the only option afforded users of FDLE online training courses. Please contact the Bureau of Professional Development at 850-410-7373 if you have any questions or are experiencing technical difficulties printing certificates.

JCP/kg/djh

Cc: Criminal Justice Standards and Training Commission

Attachment 1: Instructions for obtaining a Certificate of Completion using the online system

## **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](http://www.fdle.state.fl.us); click the training link which is located under the resources section; then click the Online Officer Training and Mandatory Retraining Courses link.

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 they are the person who completed the foregoing training and only they 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.

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