CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION

**Automated Training Management System
User's Manual**

February 2015

Automated Training Management System (ATMS)

The Automated Training Management System (ATMS) provides criminal justice agencies and training centers throughout Florida with the ability to view information on training, exam results, employment, and certification of officers in the state. Although not available for viewing, the ATMS also contains information related to officer disciplinary cases. This disciplinary information is available upon request should an agency or training center need to review it.

The ATMS enables agencies to manage the employment and mandatory retraining information for any of their officers. The ATMS permits training centers to enter information on basic, advanced, and specialized classes an individual has taken. The ATMS allows agencies and training centers to retrieve information on individuals who have attended training or taken a State Officer Certification Examination. Putting this data in the hands of people who need it and allowing agencies to manage information related to their members enables agencies to make more informed decisions when hiring new officers.

The ATMS contains sensitive or privileged information and the data should be handled accordingly. Access and use of the ATMS is for legitimate criminal justice business purposes only. Any access for other than legitimate purposes and/or any misuse of ATMS or the data it contains may result in termination of access and sanctions up to and including criminal prosecution. All activities conducted in ATMS are subject to monitoring without prior notice.

Getting Connected

To connect properly to the ATMS the user must utilize Internet Explorer, which is a Microsoft Internet browser product that can be downloaded from Microsoft's Internet site free of charge. ATMS is only compatible with Internet Explorer Version 9 or older or with newer versions operating in compatibility mode. It is not compatible with any other browser.

Browser Features

The ATMS requires the user of Microsoft's Internet Explorer to access the system properly. As with all browsers, Internet Explorer has some built in functions that may be used with the ATMS; however, the results may not be what would normally be expected. The following sections will attempt to give some insight on what is to be expected when you use these functions.

Refresh

When the refresh option is selected, the normal expected response is the page currently being viewed will be set back to the way it looked when you first accessed the page. The actual result of using refresh while in the ATMS is you will be returned to the notification screen. The refresh option is a button on the icon bar near the top of the browser window.

Back Button

Using the back button would normally move you back to the previous page you viewed. While you are using the ATMS, the result of using the back option will refresh the current page. The back option is a button on the icon bar near the top of the browser window or through the "Go to" menu in the browser.

Print

The print function of Internet Explorer can be used to print any information presently visible on the screen; however, only the information in the active frame will be printed. Prior to choosing the print option, be sure to left click once anywhere within the main frame. Use this option by clicking on the print button on the icon bar near the top of the browser window. It can also be accessed through the "File" menu in the browser.

Fixing ATMS Compatibility Issues in Internet Explorer 10

Follow the steps below to fix Internet Explorer compatibility issues for the ATMS.
1. Open Internet Explorer 10.
2. On the Internet Explorer menu, select Tools > Compatibility View Settings. (If Internet Explorer does not have a menu, you can press "Alt" on the keyboard to view the menu.)
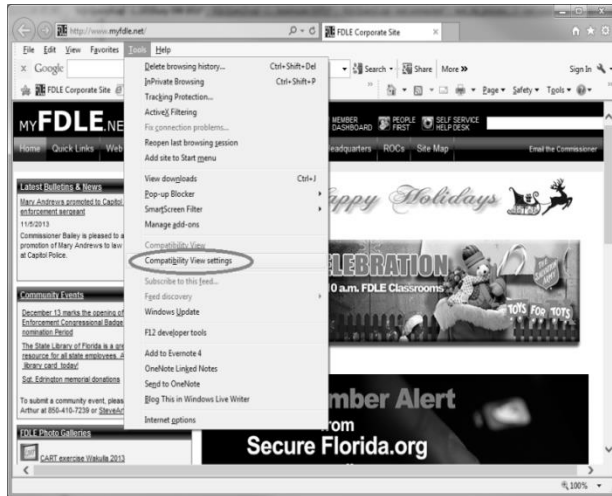
3. The Compatibility View Settings dialog box will appear.
4. Enter **state.fl.us** into the field labeled "Add this website." (See the screen below)
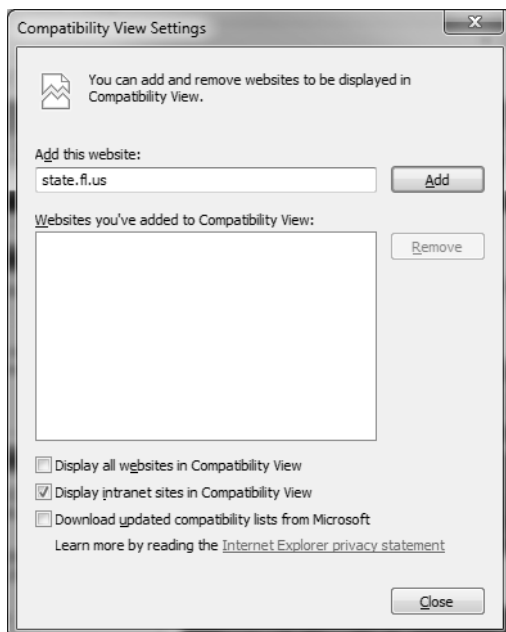
5. Click the Add button. The website you entered should appear in the list labeled "Websites you have added to Compatibility View" as shown below.
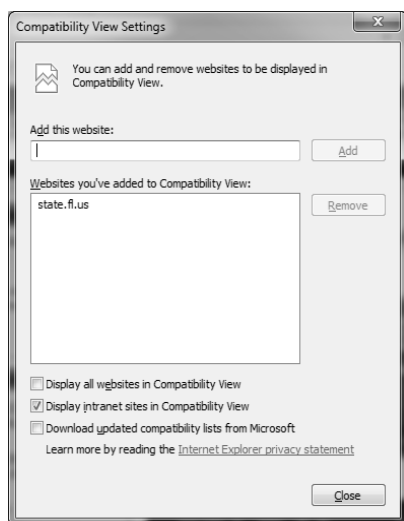
6. Click the Close button on the Compatibility View Settings dialog box.
7. Exit and close Internet Explorer.
8. Open Internet Explorer and go to the ATMS website. ATMS should function normally.

User Codes and Passwords

Prior to using ATMS, each person who will be accessing the system will need to have his/her own user account. A user account is requested by completing and submitting the "Automated Training Management System User Account Application Form" to the FDLE Records Section. For new users, be sure to check the "New Request" box, and indicate if the applicant is requesting add and modify, or view only access. You can request the ATMS User Account Application from your FDLE Records Liaison or your local Field Specialist.

Once the FDLE Records Section receives the application form, they will establish the user account, after which the user will be able to access the system. Once the application has been processed, the user will be notified by email, and provided his/her account logon information.

Over time, the individuals who will be using ATMS will change. **If someone is no longer performing ATMS duties, his/her user account needs to be deactivated.** This is done by submitting another Automated Training Management System User Account Application Form, and checking the "Remove Access to ATMS" option at the top.

Accessing ATMS

Enter your ATMS user code.
Last name, dash, first and middle initials.
Example: smith-jb
Tab to the password box and enter your password.

The first time you access the ATMS, your FDLE Records Liaison will provide you with a temporary password. After you enter the temporary password, click on the enter key on your keyboard. Once the system verifies your user code and password, you will be prompted to change your password. The password must consist of at least one capital letter and one number and must be at least eight characters long. The new password is case sensitive. It must be entered the same way each time you access the system. Since the ATMS keeps track of who enters, modifies, and deletes information**, it is imperative that you do not share your password.**

If you forget your password, contact the FDLE Records Section at (850) 410-8600. They will reset your password back to its original value. The next time you log on, you will use the steps outlined in "Accessing ATMS."

Understanding Frames

Once you have successfully accessed the ATMS, it is important to understand what is appearing on your screen. The ATMS was built using the same technologies used on the Internet. One technique used is called **Frames**, which is a way to divide the screen into different areas. Each area contains different information or navigational aids. The ATMS uses 3 primary frames, the **Top Frame**, the **Operations Frame** and the **Main Frame.**
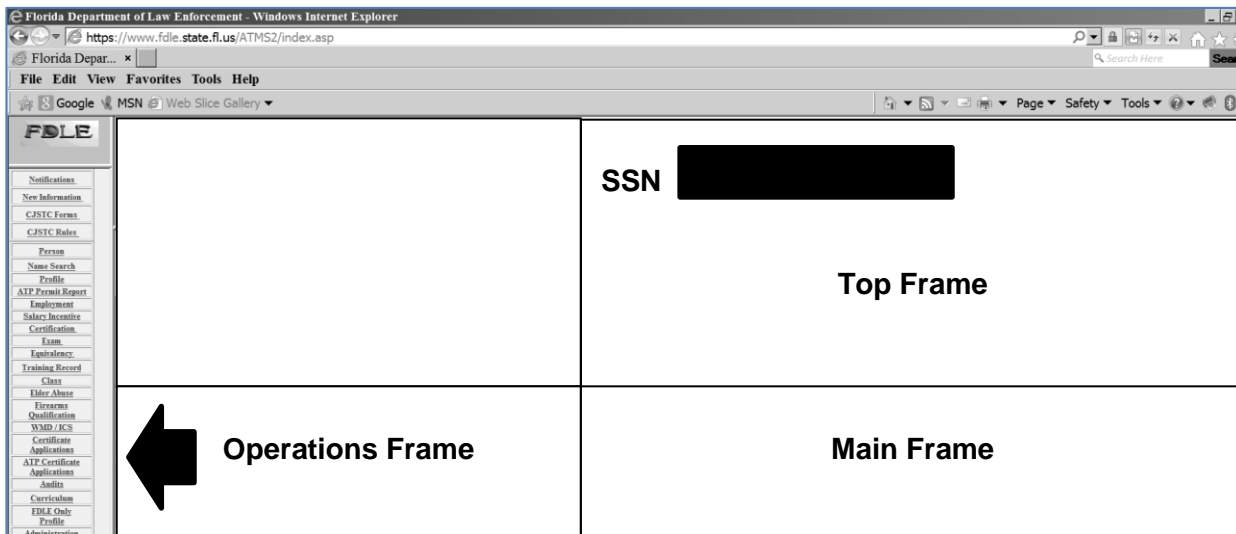
The **Top Frame** contains a box where an individual's social security number (SSN) can be entered to look up his/her information. When information on an individual is located, his/her SSN and name will be displayed in the top frame.

The **Operations Frame** contains links to the various parts of the system depending on your security access. For example, all users of the ATMS are able to view information related to an individual's employment, exam, certification, and training records. This is accomplished by entering the person's SSN in the top frame, then clicking on one of the items listed in the operations frame for the data being requested.

The **Main Frame** contains the information being accessed. Some of the information located in the main frame, such as multiple employment records, may be lengthy and therefore the data may be longer than what can fit on a screen. In this instance you will either see links near the top of the page titled FIRST PREV NEXT LAST, or you will see a scroll bar along the right side of the screen. The navigation links, or the scroll bar, can be used to move up and down in the main frame to see all available information. You may also use the page up and down buttons on your keyboard.

Frames carry with them the concept of being "active" at different times. Whether or not a frame is active depends on the last action taken. For example, in the ATMS if the last action taken was to click on an item in the operations frame, then the operations frame would be considered the active frame. If the last action performed was to click on an item in the main frame, then the main frame would be considered active. It should also be noted you do not need to click on a link or data element in a frame to make it active. Clicking anywhere within a frame makes it active. This becomes important when you wish to print information from the system.

Notifications

The ATMS has the ability to provide its users with notifications of events that have occurred or to provide information on upcoming items of interest. For example, there will be a process run on a nightly basis to check all active employments to ensure they have a date when the officer's fingerprints were processed. If this date is not present, and the officer has been employed more than 1 year, the ATMS will separate his/her employment and inactivate his/her certification for no fingerprints. If this occurs for an officer employed by your agency, the next time the agency user logs onto the ATMS, a notification will appear advising you of this issue.

The **Notifications** page will be the first page presented after entering the user code and password. If there is a need to review these notices after accessing other parts of the ATMS system, click on the **Notification** option in the Operations frame. Each notice will appear for a period of up to 30 days, depending on the type and importance of the message.

Other notifications that may appear include:

- Separation notices for officers not meeting their mandatory retraining requirements by the due date
- Suggestions to run time sensitive reports, such as the mandatory retraining or annual reports
- Notices of new functionality available in the ATMS
- Notification of upcoming times the system may be unavailable due to maintenance

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Date Formats

In order to ensure the system does not make invalid assumptions related to the correct century for a date, it is recommended all dates be entered in a MM/DD/CCYY format (i.e. 01/01/2014). However, the system will accept dates without the century information (i.e. 01/01/14).

Logging Out

The last entry on the list in the operations frame is **Log Out**. It is not required you log out when you are finished using the ATMS, but using this option will allow the system to free shared resources and to run more smoothly.

Automatic Log Out Feature

The security in the system will automatically log out your session if it does not receive a request for 20 minutes. To access the ATMS again, simply log on as you did when you first started using the system earlier in the day.

Accessing Information in the ATMS

Global Profile
Information contained in the ATMS for an individual may be accessed by anyone with a valid user code and password. Information on the Global Profile page is for view only. Modification of any information contained on the Global Profile must be done through other parts of the ATMS.

Reviewing Profile Information
To access an individual's profile information, enter his/her SSN in the top frame of the application, then select the **Profile** option from the operations frame on the left side of the screen.

If the system is unable to locate any information for the SSN provided, it will return a message stating "No Record Found! Click the Following Link to Add New Record" to allow you to enter a new person record.

Global Profile Sheet

Name : John Doe		
Race : Wh	Sex : M	Education : Bachelor

Employment							
Agency	Class	Type	Start Date	Sep. Date	Sep. Reason	TEA	FP Date
Florida Department Of Law Enforcement	Inst	FT	11/24/1999				
Florida Department Of Law Enforcement	LE	FT	12/13/2011			N	11/22/2011

Salary Incentive			
Basic LE	Career Dev.	Education	Maximum Eligible
$0	$40	$80	$120

Mandatory Firearms Qualification
Law Enforcement Officer Firearms Qualification Standard: No Firearm Qualification Date

Certification					
Type	Number	Status	Cert. Date	Man. Retr. Due Date	Mand. Retr. Comp. Date
Inst	12345	Active	10/1/2000	3/31/2017	7/11/2013
LE	12345	Active	7/22/1996	6/30/2017	5/22/2012

Topics				
Topic	Topic Date	Recert Date	Status	Met Req
CMS Firearms Instructor Certification	10/1/2000	3/31/14	Act	No
CMS General Instructor Certification	11/24/1999	3/31/14	Act	No

Exam								
Exam Type	Exam Date	Form	Part 1	Part 2	Part 3	Part 4	Part 5	Overall	Amended
LE	7/31/1996	1	Pass	Pass	Pass	Pass	Pass	Pass	

Equivalency							
Agency	Discipline	Date Of Application	Decision Date	Approval Authority	Date Applicant Advised	App Status	Exp Date
This Person has no Equivalency records entered.							

Training						
Start Date	End Date	Sequence	Version	Title	Grade	Hours Taught
1/8/1996	5/28/1996	03-1996-002-1	1995.07	Certificate Of Compliance-Law Enforcement	P	776
10/5/1998	10/9/1998	03-1998-047-4	1989.01	Interviews And Interrogations	P	40
4/26/1999	4/30/1999	44-1999-033-1	1998.12	Sex Crimes Investigations	P	40
6/7/1999	6/18/1999	44-1999-053-1	1987.01	Crisis Intervention	P	40
11/22/1999	12/15/1999	44-1999-050-4	1989.01	Stress Management Techniques	P	40
8/28/2000	9/1/2000	07-2000-803-1	N/A	Cms General Instructor Transition Course	P	20
3/6/2001	4/6/2001	44-2001-093-1	2001.03	Hostage Negotiations	P	40
2/13/2002	2/15/2002	03-2002-806-1	2002.01	Cms Firearms Instructor Transition Course	P	8

If the ATMS is able to locate information related to the SSN entered, it will return a single page containing the following information about the person:

- Person Information
- Employment
- Salary Incentive
- Mandatory Firearms Qualification
- Officer Certification
- Instructor Certification
- Topics of Instructor Certification
- Exam
- Equivalency
- Training

The global profile page was primarily created for convenience, but has a variety of uses. Mainly, background investigators are able to review and verify previous employment information and can maintain the information on file for future reference. Agency users will also be able to provide this information to other agency personnel that may not have access to ATMS; (i.e., training, payroll, etc.). After this page appears, click anywhere on the form to activate the frame and use your browser's print function to print a hard copy.

Person Information

This portion of the system includes demographic information about an individual, including name, race, sex and the highest education level they have achieved.

Reviewing Person Information

To find information on an individual, enter his/her SSN in the box in the top frame of the screen. Click once on the **Person** option in the operations frame on the left side of the screen.

If the SSN entered is not in the ATMS, the system will reply with a message stating it could not be found. The user will be given the option to enter another SSN or add a new person to the system.

Name Search

To find information on an individual in the system, users would normally enter the person's SSN. If the SSN is unknown, a name search can be performed. Clicking once on the **Name Search** option in the operations frame will allow access to this page.

On the name search page, minimally, the person's last and first names must be provided. The more information entered the better chance there is of locating the person's record. Entering the date of birth and employment data will also aid in locating a record. Click on the arrow beside the agency block and select the desired agency.

It should be noted the system is not capable of performing "sounds like" or alias name searches. For example, if the name being entered in the

Enter Name to Search

Last Name [   ]   First Name [   ]

Sex [▼] Race [▼] Date of Birth [   ]

Agency :
[(Any agency)   ▼]

Search for similar sounding names : ☐

[Search]

search criteria field is Bill Smith, and the record is in the system as William Smith, the search will not locate the information. Also, if a name is misspelled (i.e. Wiliams instead of Williams), the ATMS will not find the person being searched.

The ATMS is also capable of performing partial name searches. For example, if the only information known about an officer is his/her last name and first initial (i.e. Williams, B.), you would enter the complete last name, and in the first name box you would enter B%. The % is what is referred to as a "wild card," and in this example will result in a match on any first name beginning with B. If the search criteria entered returns more than 50 possible matches, a message will be displayed stating "Your search returned too many matches. Please be more specific." You will then be returned to the name search page. To be more specific, try entering more letters with the wild card.

If there is only one name meeting the search criteria entered, the system will present the person detail page. If there is more than one name meeting the search criteria, a table containing the matches found will be presented. The table will display the person's SSN, full name, race and sex. If one of the entries is the person being sought, click once on his/her SSN and the person detail page will be presented, or enter his/her SSN in the box in the top frame and select the information desired from the operations frame.

If there are no names meeting the search criteria, a message stating "Sorry, no matching records were found." and the user can then return to the name search page to look up another name, or go to another part of the system.

Entering Information into the ATMS

Entry of a New Person

Any user with modify access rights has the ability to enter a new person into the ATMS. Several fields will only accept predefined values, which will be displayed in the form of a drop down list at the time of entry or modification.

To enter a person's record, click on **Person** in the operations frame on the left side of the screen. The fields that have the predefined values will have an arrow button on the right side of the field box. Clicking on this arrow will produce a drop-down menu of choices. These are most often used in fields where the same data is utilized repetitively, such as race and sex. By highlighting and clicking on the appropriate entry, the data will automatically appear in the field box. If you know the acceptable choices, you can type the first letter of the word and it will appear in the box. For example if you type the letter "w" the word white will appear in the box. You may then tab to your next field.

Enter all the required fields and click on the submit button or use the "Enter" key on the keyboard. If the entry has been successful, you will receive a message indicating such. If there are problems or if you try to enter unacceptable data, you will receive an error message.

Acceptable formats and values for person fields are:

Field Name	Format or Valid Values	Mandatory?
SSN	Acceptable formats include a 9-digit number, with or without imbedded dashes in the normal SSN format.	Yes
First Name	The legal first name of the individual. This should not be a nickname, as this information will be used to print any certificates they may earn.	Yes
Middle Name	If known, this information should be entered.	No
Last Name	The legal last name of the individual.	Yes
Suffix	Valid values: Dr., II, III, IV, JR., Sr.	No
Date of Birth	The date should be entered in a MM/DD/CCYY format. Example: 01/01/2014	Yes
Race	**Valid Values:** Asian, Black, Hispanic, Native American, Other, White	Yes
Sex	**Valid Values:** Male, Female, Unknown	Yes
Education Level	**Valid Values:** Associate, Bachelor, Master, Doctorate	No
Person Type	**Valid Values:** Attorney, Chief, Case Specialist, Field Rep, Instructor, Officer, Respondent Attorney, Sheriff, Trainee	Yes

Capitalization of Names

Name information may be entered in any format. For example, all capital letters, all lower case letters, or mixed case letters. The ATMS will attempt to change the capitalization of the names to conform to common standards. If a last name is entered SMITH, the system will change this to Smith. It is also capable of handling names with hyphens or spaces in the middle, or names beginning with Mc. Some examples of how the system will attempt to change the case of a name are:

Entered AS	Changed To
johnson	Johnson
WILLIAMS-JONES	Williams-Jones
MCDONALD	McDonald

Due to the many variations of how names are spelled, the system cannot account for all possibilities. If after entering a name, it appears to be incorrect, contact the FDLE Records Section at (850) 410-8600. They have the ability to override this forced capitalization process and change the name to its correct spelling.

Person Types

Directly under the page heading for the person detail page is a link titled person type. If selected, this will cause the page to move up and display a table of values for the individual. The concept of person type is each person may have multiple roles within the ATMS. A person may be a sworn officer, as well as a certified instructor.

Adding Additional Person Types

After a person has been entered into the ATMS, there may be the need to enter additional person types to accurately reflect all of his/her employments and certifications in the system. Any member with modify access has the ability to enter additional person types from the person page. To do this, the user would select the person type link at the top of the person data page, click on the Add button. A secondary page will come up where the new type will be selected. Clicking on the submit button will send this data to the ATMS, and after it is added to the database, a message will be returned letting the user know it was added successfully.

Modifying Person Data

Once the demographic information on an individual has been entered into the ATMS database, it can only be modified by the FDLE Records Section. The common example of this would be if an individual's marital status changes and his/her name also changes. This information will need to be submitted to the FDLE Records Section using the Name Change Form CJSTC-79, and attaching supporting documentation.

The exception to this rule is the education level data. This information can be updated by the employing agency. The agency will be responsible for printing the Higher Education Form CJSTC-63, which can be accessed from the Employment page and maintained in the officer's employment files.

Reviewing Employment Information

The complete history of an officer's employment may be accessed using the ATMS by anyone with a valid user code and password. Users employed by a law enforcement or corrections agency may also have the ability to add or modify information for officers employed with their agency.

To access an individual's employment information, enter his/her SSN in the top frame of the application. Select the **Employment** option from the operations frame on the left side of the screen.

If the system is unable to locate the employment information for the SSN provided, it will return a message to that effect.

If the system is able to locate the employment information, it will return a single page containing the person's complete employment history in employment date order. The employment page will have subheadings for each employment record, which indicate how many records there are. For example, if an officer has a total of six employment records, the heading that first appears will say "Employment Record 1 of 6". This will be an indication there are five other employment records.

To navigate through these records, use the FIRST PREV NEXT LAST options, which are located below the subheading. You may also use the scroll bar or the page up and down keys on the keyboard.

Entering a New Officer
Agency users can only register employment for officers of their own agencies.

Add Employment	
Agency ORI [ ]	Type [▼]
Class [▼]	Start Date [ ]
Fingerprints Processed Date [ ]	Equivalency ☐
Separation Date [ ]	TEA ☐
Separation Code [▼]	
Comments [ ]	[ADD] [CANCEL]

To enter an employment record, enter the SSN in the top frame of the screen. Click on **Employment** in the operations frame on the left side of the screen. If this is the first employment, click once on "Add a New Employment Record." If the person has more than one employment, click once on the add button. Tab or click in the appropriate field and enter the data. The fields that have the predefined values will have an arrow button on the right side of the field box. Clicking on this arrow will produce a drop-down menu of choices. These are most often used in fields where the same data is utilized repetitively, such as Type and Class. By highlighting and clicking on the appropriate entry, the data will automatically appear in the field box. If you know the acceptable choices, you can type the first letter of the word and it will appear in the box. For example: if you type the letter "F", the word Full-Time will appear in the box. You may then tab to your next field.

Enter all of the required fields and click on the **Add** button. If the entry has been successful, you will receive a message indicating such. If there are problems or if you try to enter unacceptable data, you will receive an error message. Acceptable data formats for each field can be found on page 15 of this manual.

Common problems cited for rejection are:

- An officer is being registered, not on a TEA status, and a record showing the successful completion of his/her basic academy training is not in the ATMS, or
- An officer is being registered, not on a TEA status, and the ATMS does not have a passing grade for the State Officer Certification Examination, or
- An officer is being registered, the equivalency box is not checked, and there is a review course that pertains to his/her discipline in the system, or
- An officer is being registered, the equivalency box is checked, and there is no review course that pertains to his/her discipline, or
- An officer is being registered, the equivalency box is checked, and the system does not have a passing grade for the State Officer Certification Examination.

Acceptable Field Formats

Field Name	Format	Mandatory?
Agency Name	This field will automatically contain the name of the user's employing agency.	Yes
Agency ORI	This field will automatically contain the ORI for the user's employing agency.	Yes
Class	Civilian Concurrent Correctional Probation Correctional Instructor Law Enforcement	Yes
Type	Auxiliary Full-Time Part-Time Special Elected or Appointed Position	Yes
Start Date	The date entered is a MM/DD/CCYY format. The start date entered must be equal or prior to the date the record is submitted into the ATMS.	Yes
Temporary Employment Authorization (TEA)	A check box represents this field. The TEA box can be either checked or not checked. After the box is checked and the record is submitted, it will permanently display a text box with the word "yes". If it is not checked, it will show a display only text box with the word "no". If the box displays "yes", it means the officer was originally hired on a TEA status.	No
Equivalency	A check box represents this field. The equivalency box can be either checked or not checked. If the box is checked, it means the officer received training in another state equivalent to Florida's basic training, or was previously Florida certified with over a four year break in service.	No
Fingerprints Processed Date	The date entered is a MM/DD/CCYY format. If the date is blank, the ATMS will check for a date on a daily basis. The agency has one year from the date of employment to have the officer's processed fingerprints on file. If a year has lapsed and there is no date, the ATMS system will automatically separate the officer's employment. **Note:** The agency cannot apply for an officer's certification until the fingerprint date is entered.	No
Separation Date	The date entered is a MM/DD/CCYY format. The separation date must be equal or prior to the date the record is submitted in the ATMS. Dates in the future are not considered valid.	Yes Only when the officer separates or transfers within the agency.
Separation Code	Administrative Termination (Not involving misconduct) Budgetary Constraints Deceased Extended Leave of Absence Failure to Complete Basic Recruit Training Failure to Complete Elder Abuse Training Failure to Meet Mandatory Retraining Requirement Failure to Pass State Certification Examination Failure to Perform Assigned Tasks Satisfactorily Failure to Qualify with Firearm Failure to Satisfactorily Complete Agency Field Training Program Instructor Request for Change of Affiliation Military Leave of Absence Other – Excessive Absence, Fail Report for Duty, Sleep on Duty, etc. Processed Fingerprints Not Received Within One Year Resigned/ Retired in Lieu of Separation for Violating Agency/Training Center Policy Resigned/Retired in Lieu of Separation for Violating Moral Character Standards Resigned/Retired While Being Investigated for Violating Agency Policy Retired (Not involving misconduct) Special Elected or Appointed Position Suspension Temporary Employment Authorization (TEA) (Period Exceeded) Terminated for Violating Agency Policy (No Moral Character Violation) Terminated for Violating Ch. 943.13(4).F.S. (Moral Character Standards) Transfer within Agency (No Break in Service) Voluntary Separation (Not Involving Misconduct)	No Unless a separation date has been entered, then a separation code is required.
Last Revised	The date the record was last revised.	This is a view only filed
Revised By	The user code of the last person to revise the record.	This is a view only field
Comments	Any text may be entered in the comments field and will be available to all ATMS users as part of the employment information. Comments are not required.	Depends on Separation Code

Temporary Employment Authorization (TEA)
If you are registering an officer on a non-TEA status, the following information must have already been entered into the ATMS.

- A basic academy training record matching the employment class showing they passed the academy training. This would be entered by the training academy, and
- Exam scores showing the individual passed the State Officer Certification Examination.

If you are registering an officer on a TEA status:

- From the date the officer is employed on a TEA, the officer has 180 days to begin a basic academy, for the discipline the officer was hired. If the officer does not start a basic academy, within the 180-day limit, his/her employment will be separated by the system.
- Following completion of a basic academy, an officer on a TEA status has 180 days to take and pass the State Officer Certification Examination for his/her discipline. If they do not meet this requirement, the ATMS will separate his/her employment.
- The ATMS will not permit the same person to have a second TEA in the same discipline of employment, unless it has been over 4 years from the date they were employed under a TEA.

Equivalency of Training
If you are registering an officer on an equivalency status, the following information must have already been entered into ATMS:

- Completed equivalency information with expiration date located on the Global Profile Sheet. (This information is entered by a selection center or an agency.)
- The proficiency course pertaining to the officer's discipline.
- Information showing the officer passed the State Officer Certification Examination.

It is the agency's responsibility to retain the Equivalency Form CJSTC-76, showing the officer has training equivalent to a basic academy course from another state.

Modifying or Updating Employment Records
Once an employment record is originally entered, the employing agency can modify or update information in the following categories:

- Fingerprints Processed Date
- Higher Education
- Separation Date
- Separation Code (employing agency cannot change unfavorable separation codes)
- Comments

Separating an Officer
To separate an officer's employment, first access the correct employment record. Click on the separation date field and enter the correct date. Select a separation code from the list of reasons for the separation. This list is shown when you click on the small arrow next to the separation code field.

There is also a comments field available for the entry of information related to the officer. Any type of information may be entered in comments. This information is available to any ATMS user.

ADD   UPDATE   PRINT FORMS

View Certificate Application

Agency Name: Florida Department Of Law Enforcement   **Agency ORI:**   FL0370100

Type: Full-Time   **Class:** Law Enforcement   **TEA:**   **Equivalency:** ☐

Start Date: 6/20/2014   **Fingerprints Processed Date:** 4/2/2014   **Separation Date:**

Separation Code:

Comments:

If the officer is separated for one of the following unfavorable separation codes, the ATMS user may choose to enter comments related to the reason for separation, but comments are not required.

- Voluntary separation or retirement while being investigated for violation of Section 943.13(4), F.S. or violation of moral character standards.
- Voluntary separation or retirement in lieu of termination for violation of Section 943.13(4), F.S., or violation of moral character standards.
- Terminated for violation of Section 943.13(4) ,F.S., or violation of moral character standards.

Enter all the required fields and click the update button. If the update was successful, the employment page will be refreshed with the new information in place. Should an unfavorable separation code need to be amended, please contact your FDLE Records Specialist at (850) 410-8600 for assistance.

In the event an officer is separated for an unfavorable reason, the FDLE Professional Compliance Section will be notified automatically, and the separating agency will be prompted to provide the officer's address and phone number information. This is required information. This information is needed to provide the Professional Compliance staff with the means to contact the separated officer and, if necessary, provide them with information about upcoming hearings.

Deletion of an Employment Record
The deletion of an employment record may only be done by a member of the FDLE Records Section. Please contact your FDLE Records Specialist at (850) 410-8600 if you feel a record has been entered in error.

Printing the CJSTC Required Forms

Agencies are required to retain a number of forms in the officer's file for verification regarding pre- and post-employment requirements.

The forms field can be located in the employment area of an officer's record. Click on the button titled "**Print Forms**". The system will present a page containing a list of the forms available for printing.

<div style="border:1px solid black; padding:10px;">

CJSTC Employment Forms
- CJSTC60 - Employment Registration
- CJSTC61 - Affidavit of Separation
- CJSTC61A - Affidavit of Separation
- CJSTC62 - Fingerprint Notification
- CJSTC63 - Higher Education Report Form
- CJSTC65 - Temporary Employment Statement
- CJSTC68 - Affidavit of Applicant
- CJSTC74 - Mandatory Retraining Report
- CJSTC75 - Physician's Assessment
- CJSTC75A - Patient Information
- CJSTC77 - Employment Background Investigative Report
- CJSTC78 - Internal Investigation Report Form
- CJSTC79 - Name Change Form

CJSTC Instructor Forms

- CJSTC10 - Speed Measurement Device Instructor Field Evaluation
- CJSTC71 - Instructor Certification Application\
- CJSTC81 - Instructor Competency Checklist
- CJSTC82 - Instructor Exemption Form
- CJSTC84 - Instructor Compliance Application

Back to Employment Page

</div>

To print a form, click once on the form of choice. The system will respond by presenting an image of the form on your screen, along with a message box instructing you to use the print function of your browser to print the form. ATMS will fill in some information on the form. There may be areas left blank, which need to be completed by the user on the active screen, or completed after the form is printed.

To print the form, click on the ok button of the message. Click once anywhere on the form to ensure the frame is "active." Use the print function of the browser to send the form to your printer. After the form is printed, use the back function of the browser to return to the list of available forms. It is important to note this form page is only to assist with printing the forms. The data entered on these pages **is not** stored in ATMS.

Note: All CJSTC forms must be printed, signed and notarized (if applicable) and maintained on file at the employing agency. It is not necessary to mail the forms to the FDLE Records Section if entered in ATMS, with the exception of the Name Change Form CJSTC-79.

Officer Certification

The certification page of the ATMS contains information about all certificates held by an individual, including the date it was issued, its current status, and the officer's mandatory retraining due date.

Reviewing Certification Information
To review information on an officer's certification, begin by entering the SSN in the top frame of the main screen. Click once on the **Certification** option in the operations frame on the left side of the screen. The system displays the officer's certificate(s). Click the type of certification you would like to review.

Certification Information

Number	Type	Status	Cert Date	Cert Exp Date	4 Year Break Date
12345	Instructor	Active	10/1/2000	3/31/2017	
12345	Law Enforcement	Active	7/22/1996	6/30/2017	

(Click on certificate type to view details)

Creating a Certification Record
The ATMS will automatically create a certification once all requirements of Section 943.13 (1)-(10), F.S. are met. When all of the statutory requirements have been verified by the FDLE Field Specialist, the ATMS will automatically generate a certification record. The certificate will be printed in the FDLE Records Section and mailed to the officer's employing agency.

Mandatory Retraining
Once an officer has completed his/her mandatory retraining requirements, the information must be entered into the ATMS to ensure his/her certification remains active. Only the employing agency should enter mandatory retraining information.

To enter the mandatory retraining information, click on the **Certification** option in the operations frame on the left side of the screen. Locate the appropriate certification related to the discipline for which the employing agency will update.

In the mandatory retraining completion date field, enter the date the officer completed his/her 40 hours of mandatory retraining.

In the Use of Force Mandatory Retraining Field, enter the date the officer completed the Use of Force training.

If the officer completed the required Human Diversity, Domestic Violence, Juvenile Sexual Offender Investigations, and Professional Traffic Stops, check all boxes. This is done by positioning the mouse pointer over the appropriate box and left clicking once. If the box is checked in error, clicking on the box again will clear the check mark.

<table>
<tr><td colspan="2" align="center">**Certificate**</td></tr>
</table>

Update

Certificate Number: 12345	**Type:** LE **Law Enforcement**
Mandatory Retraining Due Date: 6/30/2017	**Status:** Active ▾
Mandatory Retraining Completion Date: 5/22/2012 5/22/2012	**Certification Date:** 7/22/1996

**The Mandatory Retraining Completion Date should only be entered
when all mandatory requirements are met including Use of Force training.**

Weapons of Mass Destruction (WMD) Mandatory Training Completion Date: 2/27/2002
Incident Command System (ICS) Mandatory Training Completion Date: 8/29/2003

Use of Force Mandatory Training Pursuant to 11B-27.00212 completion date: 5/22/2012 5/22/2012

☑ **Human Diversity**

☑ **Domestic Violence**

☑ **Juvenile Sexual Offender Investigations**

☑ **Professional Traffic Stops**

This officer has not met the Mandatory Retraining requirements for the current cycle which ends 6/30/2017.

Record Created By	Last Update By
--	doe-j--7/5/2012

This information is electronically transmitted by selecting the update button. When this information is received, the ATMS will check the completion date to ensure it is in the correct period of time the mandatory retraining is allowed. If not, an error message will be returned.

If the date for the retraining is acceptable, the system will verify the date of the Use of Force training, then verify the Human Diversity, Domestic Violence, Juvenile Sexual Offender Investigations, and Professional Traffic Stops boxes have been checked. For law enforcement certification, all of the boxes must be checked before the mandatory retraining due date can be updated. For corrections or corrections/probation officer certifications, only the Human Diversity box must contain a check before the certification can be updated.

Once the certification is updated, a message will be returned to the user indicating the certification was updated. If the certification was not updated, the system will provide a reason and identify the problem as to why the record could not be updated.

For all certifications updated, the mandatory retraining date entered will be updated into the mandatory retraining completion date field. The mandatory retraining due date will advance four years and will reflect the date when the mandatory retraining requirements were met.

Printing the Mandatory Retraining Report Form
To print the Mandatory Retraining Report Form CJSTC-74, click on the **Employment** option in the operations frame and locate the employment record for your agency. Select the print forms button. After the form is completed and printed, the form must be signed and maintained in the officer's file with the supporting documentation attached.

Impact of Mandatory Retraining Not Being Completed by the Due Date
The mandatory retraining due date on the certification page shows the date an officer must have completed his/her mandatory retraining. If this training has not been completed by this date, the following actions will take place:

- The officer's employment will be automatically separated by the ATMS. The separation reason will be entered as "Failure to Meet Mandatory Retraining Requirement." The employing agency will be notified of this action on the notifications page.
- The officer's certification status will be changed to "Inactive, Mandatory Retraining."

If this occurs, the steps to follow to re-employ the officer in the ATMS are:

- Obtain all training documents the officer received to satisfy his/her mandatory retraining.
- Complete the Mandatory Retraining Report Form CJSTC-74.
- Send the required documents to the FDLE Records Section.
- Once the FDLE Records Specialist updates the training documents, this will change the officer's certification status from "Inactive Mandatory Retraining to "Inactive Employment."
- The employing agency will need to re-employ the officer in the ATMS. This is done by entering a new employment record and completing an updated Registration Affidavit of Compliance Form CJSTC-60. Once the employment record is entered, the certification status will become active.
- If the officer's record reflects at least a six month break in service for failing to meet his/her mandatory retraining, the employing agency will be required to complete the full background process before the officer can be re-employed.

Note: The officer should not work in a sworn capacity until he/she is in compliance with all of the requirements of Section 943.13, F.S.

Firearms Qualification

Firearms qualification is required for officers employed as law enforcement or concurrent officers who hold a law enforcement or auxiliary law enforcement certification.

Once an officer has completed his/her firearms qualification, the information must be entered into the ATMS to ensure his/her certification remains active. Only the employing agency should enter the firearms qualification information.

To enter the firearms qualification, click on the **Firearms Qualification** option in the operations frame on the left side of the screen.

Firearms Qualification

All certified law enforcement officers must qualify on the Commissions approved course of fire with the proficiency skills documented on the Law Enforcement Officer Firearms Qualification Standard form, CJSTC-86A and maintained in the officer's file. The qualification must be conducted using a Commission-certified firearms instructor.

The date of compliance with this requirement must be after June 30, 2014 and must be entered in ATMS by June 30, 2016. The Mandatory Firearms Training Report form, CJSTC-86 must be completed for each officer and maintained in the officer's file.

Any officer who fails to qualify by June 30th of each two year period will have their law enforcement certificate become inactive until such time as the agency provides documentation to Commission staff that the qualification standard has been met.

Name: Doe, John

Social Security Number: 123-45-6789

Firearms Qualification Date: _____

Firearms Instructor SSN: _____

Qualifying Agency: FL0370100 Florida Department Of Law Enforcement ▼

☐ Pursuant to Rule 11B-27.00212(14)e, FAC, this officer is exempt for the required Firearms Requalification for this current period.

[Save]

In the Firearms Qualification Date Field, enter the date the officer completed his/her firearms qualification. After entering the qualification date, enter the Firearms Instructor SSN.

Note: If the instructor who administered the firearms qualification is not a current CJSTC Firearms Instructor, the ATMS will not accept the firearms qualification update.

After entering the Firearms Instructor SSN, click on save. When this information is received, the ATMS will check the completion date to ensure it is the correct cycle for the firearms qualification. If not, an error message will be returned.

Once the firearms qualification date is entered, the date will remain in the officer's record until the end of his/her two year cycle.

Printing the Mandatory Firearms Training Report Form
To print the Mandatory Firearms Training Report Form CJSTC-86, click on the "**CJSTC Forms**" in the operations frame on the left side of the screen. Locate the Mandatory Firearms Training Report Form from the list of forms provided.

Complete the Law Enforcement Officer Firearms Qualification Standard Form CJSTC-86A for each officer. Enter the officer's name, ID, last four digits of the officer's social security number, and weapon information. Enter the date the officer completed the performance objectives. Place a check in the boxes provided for either pass or fail to signify the officer's overall proficiency performance. The officer shall sign his or her name. The instructor shall print and sign his/her name on page one and enter the expiration date of his/her firearms instructor certification. Retain the CJSTC-86 and CJSTC-86A form at the employing agency.

Impact of Firearms Qualification Not Being Completed by the Due Date
The Mandatory Firearms Qualification on the certification page reflects if the law enforcement officer has completed his/her firearms qualification. If the officer's firearms qualification has not been completed and updated in ATMS by his/her due date, the following will take place:

- The officer's employment will be automatically separated by the ATMS. The separation reason will be entered as "Failure to Qualify with Firearm". The employing agency will be notified of this action on the notifications page.
- The officer's certification status will be changed to "Inactive Firearms Qualification."

If this occurs, the steps to follow to re-employ the officer in The ATMS are:

- Obtain a completed copy of the Mandatory Firearms Training Report Form CJSTC-86.
- Obtain a completed copy of the Law Enforcement Officer Firearms Qualification Standard Form CJSTC-86A.
- Send the required documents to the FDLE Records Section.
- Once the FDLE Records Liaison updates the firearms qualification, this will change the officer's certification status from "Inactive" to "Inactive Employment."
- The employing agency will need to re-employ the officer in ATMS. This is accomplished by entering a new employment record and completing an updated Registration Affidavit of Compliance Form CJSTC-60. Once the employment record is entered, the certification status will become active.
- This will show a break in service for the officer's employment. If the officer's record reflects a six month break in service for failing to qualify with his/her firearm, the employing agency will be required to complete the full background process before the officer can be re-employed.

Note: The officer should not work in a sworn capacity until he/she is in compliance with all of the requirements of Section 943.13, F.S.

Instructor Certification

Entering an Instructor's Employment

To enter an instructor's employment record, enter his/her SSN in the top frame of the screen. Select the **Employment** option from the operations frame on the left side of the screen.

If the ATMS is able to locate the employment information, it will return a single page containing the person's complete employment history in employment date order. Scroll to the bottom of the employment page. Click once on the **Add** button on the employment page.

Employment Record 2 of 6 FIRST PREV NEXT LAST	
ADD PRINT FORMS	
Agency Name: Florida Department Of Law Enforcement	Agency ORI: FLTRN0007
Type: Full-Time Class: Instructor TEA:	Equivalency: ☐
Start Date: 09/15/2014 Fingerprints Processed Date:	Separation Date:
Separation Code:	
Comments:	

Enter all of the required fields and click on the **Add** button. If the entry has been successful, you will receive a message indicating such. If there are problems or if you try to enter unacceptable data, you will receive an error message.

Appling for Instructor Certification

The certification page of the ATMS contains information about all certifications held by an individual, including the date the certification was issued, its current status, and the officer's due dates for the officer's mandatory retraining.

To apply for an instructor's certification, begin by entering the SSN in the top frame located on the main screen. Click once on the **Certification** option in the operations frame on the left side of the screen. The ATMS displays the officer's certification(s). On the lower right side of the screen, click on **Apply**.

Certification Information

Number	Type	Status	Cert Date	Cert Exp Date	4 Year Break Date
166946	Law Enforcement	Active	7/22/1996	6/30/2017	

(Click on certificate type to view details)

Other types of certifications you can apply for: Instructor

APPLY

Apply For Instructor Certification

Training Center Affiliation: Florida Department Of Law Enforcement

SSN:	**000-00-0000**
Name:	**John Doe**
Certification Application Date:	9/15/2014
Certificate Type Applied For:	**Instructor**
Agency Administrator's Name:	

Please select from the following topics:
(Click the topic to view details)

☐ **Breath Test Instructor Certification**

☐ **Canine Team Instructor Certification**

☐ **Defensive Tactics Instructor Certification**

☐ **Firearms Instructor Certification**

☐ **General Instructor Certificate**

☐ **Medical First Responder Instructor Certification**

☐ **Speed Measurement Instructor Certification**

APPLY   CANCEL

Once you click on apply, complete the information on the page titled "Apply for Instructor Certification."

- Enter the agency administrator's name.
- Click on the topic(s) of instruction you are applying for.

To verify all of the requirements are met for each instructor topic, click on the topic in which the officer is applying. A list of items will be provided to show the requirements for the topic selected.

General Instructor Certificate

Following items must be completed for this certification:

Topic Code	Description
4YrTime/Refresh	**Complete 80 hours within 4 years of application.**
CJSTC71	**Form CJSTC-71 completed and signed.**
CJSTC81	**Successful completion of internship.**
Inst Course	**Complete 80 hours Instructor Techniques course.**
Other	**Items not listed.**
Work Experience	**Proof Of Experience**

Once you have verified all requirements are met, return to the "Apply For Instructor Certification" page and click on **Apply** located on the bottom right side of the screen. The below screen will appear asking to verify the following information. Once the information is verified, click on the **Apply** button again.

Please Verify The Following Information:	
SSN: 000-00-0000	**Name:** John Doe
Training Center Affiliation: Florida Department Of Law Enforcement	
Instructor Employ Class: FT	
Certificate Application Date: 9/15/2014	
Certificate Applied For: Instructor	
Agency Administrator: John Doe	

You have applied for the following topics:

◆ **General Instructor Certificate** | GIC

If the above information is correct, Please Click the Apply button, otherwise click the BACK button.

APPLY   BACK

Applying for Additional Topics of Instructor Certification

To apply for additional topics of instructor certification, begin by entering the SSN in the top frame of the main screen. Click once on the **Certification** option in the operations frame on the left side of the screen. The ATMS displays the officer's certification(s). If the instructor is already certified, under "Type," click on **Instructor**.

Certification Information

Number	Type	Status	Cert Date	Cert Exp Date	4 Year Break Date
000000	**Instructor**	**Active**	**10/1/2000**	**3/31/2017**	
000000	**Law Enforcement**	**Active**	**7/22/1996**	**6/30/2017**	

(Click on certificate type to view details)

Other types of certifications you can apply for: Instructor ▼

APPLY

After clicking on instructor, you will have the option to apply for additional topics. To apply for additional instructor certifications, click once on **Apply.** You will then be taken to the instructor topics list to choose which certification you want to add. Follow the same instructions provided when you applied for the general instructor certification.

Instructor Mandatory Retraining

Once an instructor has completed his/her mandatory retraining requirements, the information must be entered into ATMS to ensure his/her instructor certification remains active. Only the employing agency or training center should enter the instructor mandatory retraining information.

Instructor Information

Training Center Affiliation: Florida Department of Law Enforcement

Instructor Type: Sworn

Initial Certification Date:	10/1/2000	**Certificate Expiration Date:**	3/31/2017

Certificate Status: Active

UPDATE

APPLY FOR ADDITIONAL TOPICS

The following topic/topics have Active status:					
Topic **(Please click on topic to view topic history)**	**Topic Date**	**Req Met Date**	**Status**	**Met Req**	**Edit**
General Instructor Certification	10/1/2000	7/11/2013	Act	Yes	EDIT

To enter the instructor mandatory retraining information, click on the **Certification** option in the operations frame on the left side of the screen. Click on **Instructor**. After clicking on instructor, the instructor topics will be provided. Click on the **Edit** key located on the right side of the screen. If multiple topics are being updated, each topic will need to be updated separately.

Modify Topic Information

General Instructor Certificate

Certification Date:	10/1/2000
Date Met All Requirements:	7/11/2013
Status:	Active

Name of Course Taught:
(Limit Course Name to 65 characters or less.)

CJSTC Staff Exempt

Date Taught: 7/11/2013

Meets requirements
☑
for current cycle.

PRINT FORM 84   UPDATE   CANCEL

To update the instructor information for general subjects, enter the following:

- The date the instructor completed all requirements
- The name of course taught
- The date the course was taught
- Click **Update**.

Modify Topic Information

Firearms Instructor Certification

Certification Date:	10/1/2000
Date Met All Requirements:	07/12/2013
Status:	Active ▼

Name of Course Taught: **(Limit Course Name to 65 characters or less.)**	**Meets requirements**
Course of Fire	☑
Date Taught: 7/12/2013	**for current cycle.**

Date Continuing Education Met	07/01/2013	**Meets requirements** ☐ **for current cycle.**

PRINT FORM 84   UPDATE   CANCEL

Updating an Instructor's High Liability and Specialized Topics of Certification

- The date the instructor completed all requirements.
- The name of course taught.
- The date the continuing education was met.
- Click **Update**.

Once the instructor certification has been updated, a message will be returned to the user indicating the instructor certification was updated.

Note: For the instructor certifications updated, the instructor expiration dates will not roll over until after March 30th of the year the instructor certification expires. You can verify each topic was updated by checking the Instructor's Global Profile. Next to each topic date you will see a "yes" or "no" underneath Met Req.

Topic	Topic Date	Recert Date	Status	Met Req
Firearms Instructor Certification	**10/1/2000**	**7/11/2013**	**Act**	**Yes**
General Instructor Certificate	**10/1/2000**	**7/11/2013**	**Act**	**Yes**

Once all of the instructor mandatory retraining has been updated, complete and print the Instructor Compliance Application Form CJSTC-84. Attach all supporting documentation to this form and maintain the documents in the instructor's file.

Exam Information

All users of the ATMS have the ability to view exam information for all exams taken by an individual. No users have the ability to add, modify, or delete exam data. All maintenance of this information is handled by the FDLE Exam Section.

Basic Abilities Test (BAT)
Each student enrolled in a corrections or law enforcement basic recruit academy is required to pass the Basic Abilities Test prior to entrance into the academy. The test is administered at testing centers in accordance with contract requirements in a computer-based or paper and pencil, multiple-choice format.

Based on the type of test being administered, testing centers send all scores via email or mail to the respective test providers. The test providers send all scores to FDLE's secured server within 15 days of the test date. FDLE uploads all scores into the ATMS. This typically creates an applicant's first record in ATMS.

State Officer Certification Exam
To search exam information on an individual, enter his/her SSN in the top frame on the main screen. Select **Exam** from the operations frame located on the left side of the screen. The ATMS will provide a list of all exam information. ATMS will show the overall results of test. This information includes the following:

- Exam Type
- Exam Date
- Overall Grade
- Amended Date: If there was a successful challenge to an exam question, which resulted in the individual's grade being changed, this field will contain the date the exam was re-graded.

If the officer has taken more than one type of exam, there will be a page heading for Basic Exam 1 of 2, or 1 of 3. Information on each type of exam will be displayed separately.

Note: Individuals enrolled in a basic recruit academy prior to July 1, 1993, were not required to take the State Officer Certification Exam. Therefore, all individuals who fall into this category will have an exam date of June 30, 1993, for their respective discipline.

Exam									
Exam Type	Exam Date	Form	Part 1	Part 2	Part 3	Part 4	Part 5	Overall	Amended
LE	11/19/2003	2	Pass	N/T	N/T	N/T	N/T	Pass	
Exam Type	Exam Date	Form	Vendor					Location	Overall
BATLE	2/3/2003	1007	Miami-Dade College					Volusia	Pass

How Exam Information Is Entered Into the ATMS
FDLE exchanges data several times with its exam administration vendor. The beginning of the exchange occurs after candidates' final grades are entered into the ATMS. A nightly process transfers any eligible candidates' basic demographic information along with an exam authorization to the vendor. This information transfer enables candidates to register with the vendor and schedule their exams. A daily process transfers exam results from all test sites back to the FDLE. The exam records are automatically imported and are available to the ATMS users the day following the exam administration.

Training Information

Entering Training Information

Training centers are responsible for entering all basic, advanced and specialized training records.

The ATMS system will retain a complete history of all CJSTC basic academies and CJSTC approved advanced training coursework taken. This information is viewable by all ATMS users, but can only be entered or modified by ATMS users employed by a certified training center.

Reviewing Training Information

To review a person's training record, enter his/her SSN in the top frame on the main screen. Click on the **Training Record** option in the operations frame located on the left side of the screen. The system provides users with the ability to view training records in two formats: A table view and a detail information format.

Training Records

Click here to access Mandatory Retraining Historical Records

Course Seq Num	Course Version	Course Category	Course Title	Start Date	End Date	Grade	Hours
44-1999-050-4	1989.01	A	Stress Management Techniques	11/22/1999	12/15/1999	P	40
44-2001-093-1	2001.03	A	Hostage Negotiations	3/6/2001	4/6/2001	P	40
03-1996-002-1	1995.07	BLE	Certificate Of Compliance-Law Enforcement	1/8/1996	5/28/1996	P	776

Back to Top

The table view shows the data associated with all of the person's training records, with the exception of the name of the training center where the class was taken. If there are more classes than can be displayed on a single page, use the scroll bar on the right side of the screen to move down the page to see more information. To change to the detailed view, click once on the **Course Sequence Number** of the class you wish to view.

Mandatory Retraining Historical Records

ATMS will not accept classes taken for mandatory retraining, but there is a need to be able to display the older records that may not be displayed in the training record. This information may be accessed by clicking on **Training Record** in the operations frame on the left side of the screen. Click once on the link titled "Click here to access Mandatory Retraining Historical Records", located at the top on the training page. This will cause the page to move up and display the information. Clicking once on the "Back to Top" link will move the page back down and display the top of the table containing the training data. You can also use the scroll bar on the right side of the screen to move up and down on the page.

In addition to the information displayed in the table format, the detail view will display the name of the training center where the course was taken. To return to the table view, click once on the back link at the bottom of the page.

Training Record

Training Center Broward College, Criminal Justice Institute

Course Title Certificate Of Compliance-Law Enforcement

Course Sequence Number: | 03 | 1996 | 002 |

Course Version: 1995.07

End Date | 5/28/1996 | **Grade** | Passed ▼ |

Back

Entering New Training Information

Only ATMS users who are employed at one of the certified training centers are able to enter new training records. There are two methods that can be used to enter new training data:

1. If you are entering a complete Class Roster, use the process explained in the Class information section on page 33 of this manual.
2. If you are entering training information for one person, use the process explained below:

Enter the individual's SSN in the top frame on the main screen. Click on the **Training Record** option located in the operations frame on the left side of the screen. Click once on the add button near the top of the page. This will cause another page to be presented where the details of the class can be entered. The training center number will automatically contain the number of the training center of the user. The rest of the class sequence number will need to be completed, as will the end date. After all items have been filled in, click once on the submit button to send the information to the ATMS. The ATMS will respond with a message stating either the record was successfully added or problems were identified with the data.

Acceptable formats for fields are:

Field Name	Format or Valid Values	Mandatory?
Training Center Number	This value will automatically contain the Training Center number of the person entering the record.	Yes
Training Center Name	This field is view only.	View Only
Class Year	Must be a 4-digit year, which includes the century (MM/DD/CCYY).	Yes
Course Code	The 3-digit Course Code.	Yes
Course Session	An integer value that uniquely identifies the session of this class.	Yes
End Date	In standard MM/DD/CCYY format Example: 09/02/2014	Yes
Grade	Pass, Fail, Incomplete, or Dismiss	Yes

Note: Only advanced courses used for salary incentive and specialized instructor courses should be entered into ATMS. If an advanced course is being used for mandatory retraining, the training center should not enter the course into the ATMS.

Modifying and Updating a Training Record

To update information related to a training record, enter the SSN located in the top frame of the main screen. Click on **Training Record** in the operations frame on the left side of the screen. Select the class to be modified from the list by clicking once on the course sequence number. The only fields in a class record that may be modified are the end date and the grade. After any necessary modifications have been made, clicking once on the **Update** button will save the changes to the ATMS.

Deleting a Training Record

Only members of the FDLE Records Section will have the ability to delete a training record. If you believe there is erroneous training information in the system, contact your FDLE Field Specialist or your FDLE Records Liaison for assistance.

Class Information

Information related to CJSTC classes taught at any of the certified training centers are available using the ATMS system by selecting the **Class** option from the operations frame on the left side of the page. The user will be able to view information related to individual classes. If the user is employed at a training center, they may have the ability to add new classes, modify information on existing classes, or add students to the class roster.

Reviewing Class Information

When the class page is first presented, the user is prompted to enter the course sequence number for the class. There are three ways to locate class information:

1. Enter the training center number and class year. You will receive a list of all classes taught at that training center for the given year.
2. Enter the training center number, class year, and course number. You will receive a list of all of the times the course was taught at that center for the given year.
3. Enter the complete course sequence number. The system will return the detailed information related to the class.

Maintaining Class Information

Only employees of a certified training center or members of the FDLE Records Section have the ability to add or modify class information. All ATMS users can view class data for any training center; however, maintenance functions are restricted to the training center providing the class. The data elements available to be entered include:

Field Name	Description	Mandatory?
Training Center Number	A number assigned to a training center by the CJSTC when the center is certified. When adding a new class, this value will be filled in with the training center number of the user.	Yes The system fills in this data.
Class Year	The 4-digit year in which the class was taught. Example: 2014	Yes
Course	The valid course code as assigned by the CJSTC.	Yes
Session	A number showing the individual occurrence of the teaching of this course at this training center.	Yes
Start Date	The first day of class.	Yes
End Date	The last day of class.	Yes
Available Seats	The total number of students that may be enrolled in the class.	No
Registration Start Date	The first date a student may register for the class.	Yes
Registration End Date	The last date a student may register for the class.	No
Registration Cancel Date	If the class is canceled, the date it was canceled.	No
Total Class Cost	The total per student coast incurred by the training center for providing this class.	No
Trust Fund Cost	The amount of the per-student cost for which the training center receives reimbursement from the CJSTC Trust Fund.	No
Hours Taught	Total number of classroom hours for this class.	Yes

Adding a Class Record

To add a new class into ATMS, the user can press the add button on the class search page, or use the **Add** button located near the top of the class page.

Class Add		
Training Center [_____ ▾]		
Course [_____]	**Session** [___]	
Class: Start Date [_____]	**End Date** [_____]	**Available Seats** [___]
Registration: Start Date [_____]	**End Date** [_____]	**Cancel Date** [_____]
Total Class Cost [_____]	**Trust Fund Cost** [_____]	**Hours Taught** [___]

Note: This add button should not be confused with the add button located near the top of the class roster table, which is used to add new students to the roster.

Once a class has been entered into ATMS, students may be added to the class roster.

Class
Class Roster

[Update]

Training Center	Florida Department Of Law Enforcement
Course Title	Drug Abuse Resistance Education

Course Sequence Number: [07] [2014] [094]

Course Version: 1993.10

Start Date 6/16/2014	**End Date** 6/27/2014	**Available Seats** [___]
Registration: Start Date 4/1/2014	**End Date** 5/15/2014	**Cancel Date** [___]
Total Class Cost [___]	**Trust Fund Cost** [___]	**Hours Taught** 80

Class Roster
Back to Top

SSN	Last Name	First	Middle	Grade	End Date
000-00-0000	Doe	John	M	P	6/27/2014

Viewing a Class Roster

Immediately under the title line for the **Class** page is the "Class Roster". After clicking on Class Roster, the page will move down and display a table of all persons registered for that class. If the table is empty, either no one has registered for the class, or perhaps it was canceled prior to being taught. If the table extends past the bottom of the page, use the scroll bar on the far right side of the screen to move further down the page.

For ATMS users who are employed at a training center, the SSN for each student is a link to a page where the end date and final grade information for that student can be modified.

Adding Students to the Class Roster

For users with the proper access rights (training center employees), there will be an **Add** button directly above the table containing the class roster. Clicking once on this button will present a page where information about the student may be entered. Minimally, the student's SSN, and final grade will need to be entered. The ending date for his/her training will be filled in with the ending date for the class, but may be replaced with another date if circumstances caused them not to complete the training with the rest of the class. If a student has not passed the Basic Abilities Test for the discipline in which they are being entered into a basic recruit course, the ATMS will reject the entry.

Printing the Training Report Form

For ATMS users who are employed at a certified training center, there will be a **Print Training Report** button located next to the add button near the top of the class roster table. This button will only be available for the classes taught at the training center where the user is employed. Clicking once on this button will display an image of the Training Report Form CJSTC-67. To print the form, first click once anywhere on the form to ensure the frame is "active". Then use the print function of the browser to send the form to your printer.

After the form has been printed, use the back function of the browser to return to the class page. The CJSTC-67 form must be signed by the training center director or a designee and placed in the class file.

Accessing the ATMS Reports

Agency Based Reports

All ATMS users have access to a number of online reports. These reports allow agency users to review or summarize information entered into the system pertaining to the officers registered with the agency. Due to security restrictions, agency users are only allowed to view the reports generated for their own agency.

The ATMS reports page can be accessed from the main screen by first clicking on **Administration** in the operations frame located on the left side of the screen. After clicking on **Administration,** click on **Reports.**

The following reports are currently available:

Agency Based Reports

● Current Employment	● Fingerprints Not Submitted
● Sworn Mandatory Retraining Due Dates	● New Hire Detail
● Instructor Mandatory Retraining Due Dates	● ATP Mandatory Retraining Due Dates
● Instructors by Topic	● TEA Separations
● Salary Incentive	● Termination Detail
● ATMS User Accounts	● Agency Certificate Applications
● All Four Cert. Requirements Met	● Reviewed Certificate Applications
● Signature Designees	● Fingerprints Not Submitted For All Agencies
● Agency Summary Page	● State Summary Page
● LE, FT	● LE, PT
● LE, Aux	● Corr, FT
● Corr, PT	● Corr, Aux
● CP, FT	● CP, PT
● Con, FT	● Con, PT
● WMD / ICS Training	● Elder Abuse
● Use of Force	● Firearm Qualification
	● Agency Instructors By Topic

Content of Agency Based Reports

Current Employment	Officers currently employed with SSN and start date.
Fingerprints Not Submitted	Active officers with no electronic fingerprints submitted.
Sworn Mandatory Retraining Due Dates	By year of expiration, the mandatory retraining due date for all active officers.
New Hire Detail	All officers hired between dates specified by the user.
Instructor Mandatory Retraining Due Dates	By year of expiration, the instructor mandatory retraining due date for all instructors.
ATP Mandatory Retraining Due Dates	By year of expiration, ATP mandatory retraining due date.
Instructors by Topic	List all instructors employed by the agency.
TEA Separations	List officers separated for expired TEA's.
Salary Incentive	Eligibility for salary incentive monies, for all active full-time officers.
Termination Detail	All officers terminated by dates specified by the user.
ATMS User Accounts	Registered ATMS users.
Agency Certificate Applications	All pending certification applications.
All Four Cert. Requirements Met	Officers eligible to apply for certification.
Reviewed Certificate Applications	By date entered, all processed certification applications.
Signature Designees	By date entered, individuals listed as signature designees for agency.
Agency Summary Page	A chart listing totals by class, type, race, sex and education.
State Summary Page	A chart listing totals by class, type, race sex and education.
LE, FT	List State of Florida officer statics for law enforcement full-time officers.
LE, PT	List State of Florida officer statics for law enforcement part-time officers.
LE, Aux	List State of Florida officer statics for law enforcement auxiliary officers.
Corr, FT	List State of Florida officer statics for corrections full-time officers.
Corr, PT	List State of Florida officer statics for corrections part-time officers.
Corr, Aux	List State of Florida officer statics for corrections auxiliary officers.
CP, FT	List State of Florida officer statics for correctional probation full-time officers.
CP, PT	List State of Florida officer statics for correctional probation part-time officers.
Con, FT	List State of Florida officer statics for concurrent full-time officers.
Con, PT	List State of Florida officer statics for concurrent part-time officers.
WMD/ICS Training	No longer a requirement.
Elder Abuse	One time requirement.
Use of Force	By date entered, all officers who have not completed their use of force training.
Firearm Qualification	By date entered, all officers who have not completed their firearms qualification.
Agency Instructors By Topic	List of topics for instructor certification.

To select a report you want to review, click on the report name. After the report has been displayed, you can print the report by using the print function of your browser to send the report to your printer.

After displaying or printing the current report, to return to the reports menu, click on the main reports list link in the top frame of the Agency Based Reports screen. The initial ATMS reports page will again be visible. To return to the main ATMS page after reviewing the agency information, select the back option from the list in the operations frame on the left side of the screen. This will return you to the notifications page.

Annual Salary Incentive Compensation Report

The Annual Salary Incentive Compensation Report is a list of salary incentive, training, and employment records reflected in the ATMS files for criminal justice officers. Each employing agency must review the Annual Salary Incentive Compensation Report, make corrections and return the updated report with supporting documentation to the FDLE Records staff.

The Annual Salary Incentive Compensation Report must be accessed and printed from the ATMS by using the following steps:

- Log on to ATMS.
- Click on **Administration** in the operations frame on the left side of the page.
- Click on **Reports** in the operations frame on the left side of the screen.
- Click on **Annual Salary Incentive Compensation Report** in the reports list.
- Print the report.
- Click on main reports list to return to the previous page.
- Click on the signature page in the reports list.
- Print the signature page.

Please Select an Agency to view Annual or Agency Based Reports:

FL0370100 Florida Department Of Law Enforcement ▼

Annual Salary Incentive Compensation Report

◆**Annual Salary Incentive Compensation Report (as of 1/21/2014)**

◆**Signature Page**

◆**Cover Page and Instructions**

<u>**Training Center Reports**</u>

The ATMS reports page can be accessed from the main screen by first clicking on **Administration** in the operations frame located on the left side of the screen. After clicking on **Administration**, and then click on **Reports.**

The following reports are currently available:

Training Center Reports

◆ **Current Affiliation**   ◆ **CMS Instructors**

◆ **Instructor Mandatory Retraining Due Dates**   ◆ **Instructors by Region**

◆ **Affiliation Report by Field Rep by Training Center**   ◇ **Instructors by Topic by Region**

◆ **Instructors by Topic for One Training Center**   ◆ **WMD /ICS by Training Region**

◆ **Students Results By School**   ◆ **Course Evaluation**

Current Affiliation	Instructors who are currently affiliated (employed) by training school.
CMS Instructors	A list of CMS instructors statewide.
Instructor Mandatory Retraining Due Dates	By year of expiration, the instructor mandatory retraining due date for all instructors
Instructors by Region	By region number entered, a list of instructors by region.
Affiliation Report by Field Rep by Training Center	A list grouped by field specialist and by school of all instructors affiliated with that school.
Instructors by Topic by Region	By region number and topic entered, a list of instructors by topic.
Instructors by Topic for One Training Center;	A list of instructors for a specific training school.
WMD/ICS by Training Region	No longer a requirement.
Students Results by School	By date entered, state exam results.
Course Evaluation	No longer available

To select a report for review, click on the report name. After the report has been displayed, you can print the report by using the print function of your browser to send the report to your printer.

To return to the reports menu after displaying or printing the current report, click on the main reports list link in the top frame. The initial ATMS reports page will again be visible. To return to the main ATMS page after reviewing the agency information, select the **back option** from the list in the operations frame on the left side of the screen. This will return you to the notifications page.

CONTACT

<u>**If you have any questions or need further clarification regarding the ATMS, please contact your local Field Specialist, or your FDLE Records Liaison for assistance. Contact information can be found at http://www.fdle.state.fl.us/Content/CJST/Menu/Contact-Us.aspx.**</u>