

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

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

To print certificates, 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 link which is located under the *resources section*; then click the Online Officer Training and Mandatory Retraining Courses link.

Once logged in:

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

Be aware, by signing and dating the proof of completion page for 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