



Criminal Justice Standards and Training Commission

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CRIMINAL JUSTICE STANDARDS AND TRAINING COMMISSION **TECHNICAL MEMORANDUM 2026-15**

Date: August 27, 2026

TO: Criminal Justice Agency Administrators
Criminal Justice Training Center Directors
Criminal Justice Selection Center Directors

FROM: Director Chad Brown 
Criminal Justice Professionalism, Standards and Training Services Division

SUBJECT: Changes to the Automated Training Management System (ATMS) and Name Change Documentation Requirements

The Automated Training Management System (ATMS) has been upgraded to include additional information about officers as well as the option for agency users to update specific officer information without having to contact their field representative or the Officer Records Section.

The recent ATMS upgrade added Ethnicity as a new data field on the Manage Person page. Agencies will be able to select "Hispanic/Latino" and "Non-Hispanic/Latino" in a dropdown menu. Additionally, "Hispanic" was removed from the Race field as an option. The race of officers whose race was previously listed as "Hispanic", has been changed to "Other" and their ethnicity entered as "Hispanic/Latino." If an officer prefers their race or ethnicity to be listed as something besides "Other" or changed, agency personnel can change both race and/or ethnicity at the officer's request.

Staff is working with Pearson Vue to update the process by which a person's information is populated in ATMS when the person applies to take the Basic Abilities Test (BAT). Until the process is updated, if a person selects "Hispanic" as their race when registering for the BAT, upon uploading to ATMS, their race will change automatically to "Other", and their ethnicity will be entered as "Hispanic/Latino." If a person selects any other race, upon uploading to ATMS, their race will remain as selected, and their ethnicity will be entered as "Non-Hispanic/Latino." Again, agency, training center, and selection center users have access to change the race and ethnicity as appropriate.

The ATMS upgrade also allows agency, training school, and selection center users to update an officer's name, sex, and education without having to coordinate the changes through their field representative or the Officer Records Section. It is important to note that documentation required to change the information above must still be obtained and maintained by the entity making the change and any Commission-mandated forms must be completed and maintained. The documentation and completed forms do not need to be submitted to staff, but are subject to audit as deemed necessary by staff.

In addition to the ATMS upgrades, a change to the documentation requirements for a name change is being implemented. A REAL ID-compliant driver's license may now be used as proof of a name change. All previously accepted documentation remains an option as well.

If you have any questions, please contact the Bureau of Standards Training and Research Manager Terry Baker at TerryBaker@fdle.state.fl.us or (850) 410-8688.

cc: Criminal Justice Standards and Training Commission