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