Florida Department of Agriculture and Consumer Services
Division of Licensing

TRAINING REPORTING
FOR CLASS "DS" SCHOOLS

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

WILTON SIMPSON
COMMISSIONER

This document is prepared by the Department of Agriculture and Consumer Services, Division of Licensing to provide Class "DS" schools screenshots of the Online Training Reporting form they are required to use to:

- Report any Class "D" training taught at the Class "DS" school, and required to be reported in accordance with Rule 5N-1.142, F.A.C.
- Generate training certificates in accordance with Rule 5N-1.140, F.A.C.

The Online Training Reporting form is available through the *Licensing Information and Alert System (LIAS),* on the Department of Agriculture and Consumer Services, Division of Licensing's website: https://licensing.fdacs.gov/lias/login.aspx

The screenshots on the following pages display required information for reporting completion of any training prescribed by Rule 5N-1.140, F.A.C.

The following terms and acronyms are used throughout this document:

"DOL" means "Division of Licensing"

"LIAS" means "Licensing and Information and Alert System"

"ACN" means "Audit Control Number" for a training certificate issued through LIAS

"User" means a Class "DS" school's authorized representative using LIAS through the school's LIAS account

"Instructor" means a Class "DI" instructor

"School" means a Class "DS" school

"F.A.C." means Florida Administrative Code

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

1. Licensing Information and Alert System (LIAS) Login

The Licensing Information and Alert System (LIAS) is accessible through: https://licensing.fdacs.gov/lias/login.aspx

Every Class "DS" school engaged in teaching security officer trainings for Class "D" licenses must set up an account.

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

2. Main Account Landing Page

Once logged in, the system will direct the user to the main account landing page. In the "Online Training Report" menu on the right, there are 2 options:

① New Training: use for reporting and printing certificates for new training.

② Access Submitted Training: use to view, make corrections, or re-print a submitted certificate that is maintained in the DOL database for the duration of the established record retention period.

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

3. Class "D" Training Data Input Screen for a New Training Submission

By selecting "New Training" from the main account landing page, the user will be directed to the Class "D" Training data input screen:

Online Training Reporting
Class "D" Training

① SCHOOL INFORMATION   Organization ID: OR0000001   School License Number: DS0000001
Name: SCHOOL NAME
123 IRVIN DRIVE
CITY, FL 12345

STUDENT INFORMATION

② Date Training Completed
MMDDYYYY   MMDDYYYY

First Name   Initial   Last Name   Suffix

③ Student Date of Birth
MMDDYYYY   MMDDYYYY

INSTRUCTORS

④ Instructor DI License Number   Instructor Name
1. ___ Lookup Delete
2. ___ Lookup Delete
3. ___ Lookup Delete
4. ___ Lookup Delete
5. ___ Lookup Delete
6. ___ Lookup Delete

⑤ By submitting this Certificate of Security Officer Training, the security school certifies:

- The above-named student satisfactorily completed all training and testing in the subject areas as set forth in the Security Officer Training Curriculum Guide, FDACS P-01878, eff. 11/2018, incorporated in Rule 5N-1.140;

- The total hours of classroom instruction consisted of 40 hours;

- The time allotted for testing consisted of a minimum of 2 hours aside from the instruction hours;

- The instructor(s) who provided the class, possess a license that is valid and in good standing as of the date of completion of the training;

- All information contained herein is true and correct;

- The above-named student is qualified to perform services of a security officer as defined in chapter 493 Florida Statutes.

Date Affirmed: Date Updated: Certificate Audit Control Number (ACN):

⑥ Submit to DOL   **LIAS Main**

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

The following is a description of the fields available in the Class D-Training data input screen:

1 **School Information:** this information is pre-filled with the Class "DS" school information and will print on the certificate. Any errors in the spelling of the school's information may be resolved by contacting the Bureau of Licensing Issuance within the Division of Licensing to request corrections. Typographical errors in the school's information do not excuse the school from timely submitting training reports to DOL.

2 **Date Training Completed:** this is a required field and should match the date the student completed all required training and testing.

3 **Student's Name and Date of Birth:** these are required fields. The user will need to input the student's complete name and date of birth.

4 **Instructors:** the Online Training Reporting form accommodates up to 6 instructors. It is the school's responsibility to ensure training is delivered by valid Class "DI" instructors. In the LIAS system, the user must input the Class "DI" license number for every instructor who taught the class and select "Lookup." The system will connect to the DOL database and verify the instructor's license:

- If the Class "DI" license is valid, the system will auto-populate the instructor's name.
- The system will allow entry of a Class "DI" license expired beyond 90 days to accommodate late reporting of training. However, if the instructor is expired beyond 90 days the system will not allow that entry:

  licensing.fdacs.gov says

  Unable to get Instructor Information for License Number: DI1000011
  Error: DI Instructor is in an invalid status

- If the user inputs and retrieves the wrong instructor, the user should use the "Delete" button to remove that entry and reattempt the search.
- If the user inputs a DI license number and the system is unable to locate the DI license in the database, the system will generate this message:

  licensing.fdacs.gov says

  Unable to get Instructor Information for License Number: DI9600205
  Error: DI Instructor not found in License Tbl

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

5 **Certification:** submissions of training and issuance of training certificates via LIAS and on behalf of a school indicates that all certification requirements have been met and that the submitter is an authorized representative of the school. The certification statement will print on each Certificate of Security Officer Training electronically generated through the LIAS Online Training Portal.

6 **Submit to DOL:** once all information has been entered on the form, the user must select the "Submit to DOL" option to send a report to DOL, this will create a record in the DOL database containing all data entered for that student and generate a unique ACN number for that certificate.

The system will generate a pop-up window at the top of the page confirming that the training submission was successful. The instructor will have to select "OK" on the pop-up window to close it and return to the form.
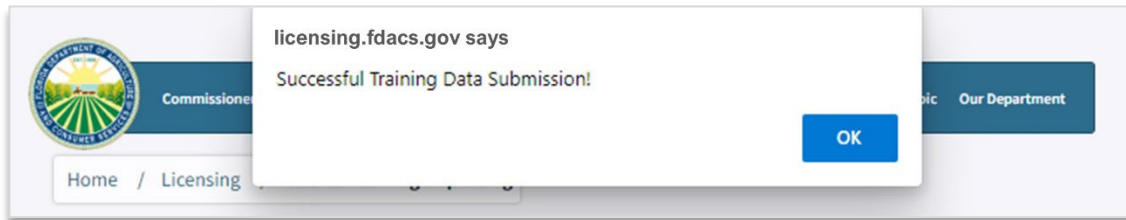
7 **LIAS Main:** this link allows users to navigate from the Online Training Reporting Form to the LIAS main account landing page.

Important: if the user selects the "LIAS main" button <u>prior to</u> submitting training to DOL, the system will return to the LIAS main account landing page and all data entered will be lost.

Users may check if a training was successfully submitted by selecting "Access Submitted Training" option in the LIAS main account lading page. See section 5 titled "Viewing, Editing or Re-printing a Reported Training."

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

4. Data and Functions Available in the D-Training Data Input Screen After Submitting Training to DOL

Once the training information is submitted to DOL, the form will enter a "view" mode. Example:

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

In view mode, the fields containing the data submitted for the student will be locked down. The following information and options will be available at the bottom of the form:

1	**2**	**3**
Date Affirmed: 03/02/2023	Date Updated:	Certificate Audit Control Number (ACN): CST2023000014

Print Add Student Edit   **LIAS Main**
4   **5**   **6**

1 **Date Affirmed:** this date is auto populated and represents the date the training was first submitted to DOL. Class "DS" schools must ensure timely submission of all training to DOL in accordance with Rule 5N-1.142, F.A.C.

2 **Date Updated:** this field will not show a date for first-time certificate submissions. If there are any errors in the data submitted, and a user edits the certificate, a date will be updated in this field showing when the certificate was last edited. Any edits submitted to DOL will be recorded in the DOL database. Users will only be able to view the latest submission through the online reporting portal. The school shall ensure that their authorized representative saves and prints any edited certificates and provides a copy of the updated certificate to the student.

3 **Certificate Audit Control Number (ACN):** this is a unique control number generated when the training is first submitted to DOL. This number:

- Serves as confirmation that the training has been successfully transmitted to DOL.
- Appears on the Certificate of Security Officer Training electronically generated through the Online Training Portal.
- Serves as a verification number to DOL staff when reviewing training submitted with a Class "D" application.
- Is an added layer of security to prevent fraudulent certificates.

4 **Print:** the user can print the certificate at this stage or print it later via the "Access Submitted Training" page. See instructions in section 5 titled "Viewing, Editing or Re-printing a Reported Training."
When the print function is selected, the certificate will pop up in a separate window. The user can then print the certificate and save the certificate in a PDF format.

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

Add Student: after the user submits the data for one student, the system enables the
5 "Add Student" button. If there are multiple students in a class and this option is
selected the personal data for the previous student is cleared from the form but the
following information carries over from one student to the next:

- Class DI Instructor's information
- Date the training was completed

Even though the system carries over this information, the system allows manual
updates to this information in case the training was completed on different dates,
and/or by different instructors.

In this "Add" mode the "print" or "edit" buttons are removed, and only the "Submit to
DOL" and "Cancel" buttons are available. Once the data for the new student is submitted
to DOL, the "print" and "edit" buttons are re-enabled.

6 **Edit:** this function is available to make edits to a certificate that contains errors.
When "Edit" is selected, the system re-enables all data-entry fields. Once changes are
made, the user must select one of the following two options at the bottom of the screen:
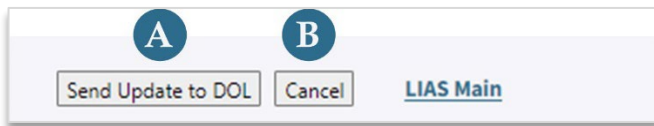
A **Send Update to DOL:** to save changes, the user must submit the changes to
DOL by selecting this button. The system will generate a pop-up window at the
top of the page confirming that the submission was successful. The user will have
to select "OK" on the pop-up window to close it.
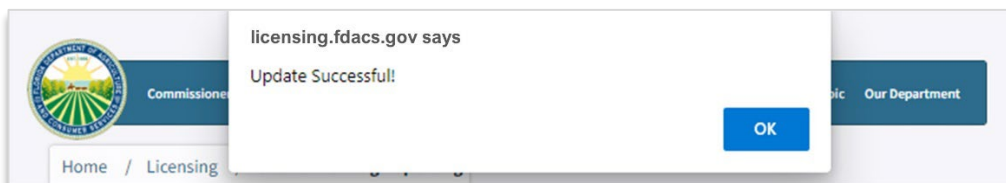
The changes will be saved to the portal and only the latest update will be
accessible to in the school's LIAS account for printing/viewing. DOL will keep a
historical record for that ACN showing the initial entry and any subsequent

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

submissions. The historical record will be retained by DOL for the duration of the established record retention period.

Any training records generated though the LIAS system should be saved and retained in the school records as required by Rule 5N-1.140 F.A.C. The school must also ensure the most current certificate is provided to the student. If a certificate is edited, DOL will only accept the last edited certificate as valid.

B **Cancel:** if for any reason the user decides to not make any edits, he/she can exit the "Edit" mode by selecting "Cancel" and all changes, if any, will be lost.

If the training is edited, the "Date Updated" field will be populated with the latest date the certificate was edited. Note that the ACN for that certificate won't change when the certificate is edited:

Date Affirmed: 03/02/2023   Date Updated: 03/02/2023   Certificate Audit Control Number (ACN): CST2023000014

Print   Add Student   Edit   LIAS Main

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

5. Viewing, Editing or Re-printing a Reported Training

To view, edit or re-print a certificate, from the LIAS main account landing page, the user must select "Access Submitted Training." Once selected, the user will be directed to the "Class Search" page:

Online Training Reporting

Class Search

(1) DS or K License Number   Training Completion Date **(2)**
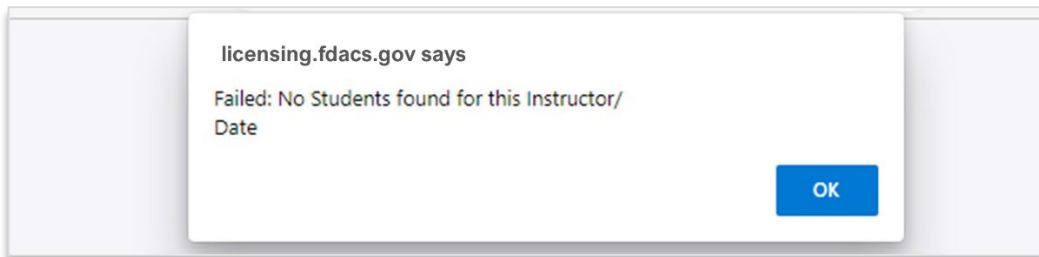
DS0000001   MMDDYYYY   MMDDYYYY

Find Class

School: SCHOOL NAME

(1) DS or K License Number: the school license will be auto populated by the system.

(2) Training Completion Date: the user will need to enter the date the training was completed; then select the option "Find Class." Once query is executed:

- If there is no training data in the database for that date, the user will receive a pop-up message that no records were found.

licensing.fdacs.gov says

Failed: No Students found for this Instructor/
Date

OK

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

- If there is training data, the user will receive a list of students for that date.

  Class search sample:

From the student list, the user may access a student's certificate data by clicking on the "Select" link available for that student. Once a student is selected, the user will be directed to that student's D-Training Data screen and will have the options to:

- Print an original unedited certificate submitted to DOL. In print mode the user will also be able to save the certificate in PDF format.
- Edit a certificate if any errors are discovered.
- Re-submit an edited certificate to DOL.
- Print the latest version of an edited certificate.
- Browse the student list for that class date by selecting the "Previous" or "Next" buttons.

As previously noted, any submitted changes to a certificate will be saved to the portal and only the latest update will be accessible to the user for viewing, editing or printing. DOL will keep a historical record for that ACN, showing the initial entry

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

and any changes subsequently submitted. Historical records are only available for the duration of the established record retention period.

The school is responsible for ensuring that any certificate submissions sent to DOL (new or edited) are saved by their authorized representative and that copy of the most current certificate is provided to the student.

Sample screenshot viewing a training previously submitted to DOL

Online Training Reporting

Class "D" Training

SCHOOL INFORMATION	Organization ID: OR0000001	School License Number: DS0000001
Name: SCHOOL NAME 123 IRVIN DRIVE CITY, FL 12345		

STUDENT INFORMATION

Date Training Completed
02282023   MMDDYYYY

First Name: LEONARD   Initial   Last Name: HARRISON   Suffix

Student Date of Birth
12012001   MMDDYYYY

INSTRUCTORS

	Instructor DI License Number			Instructor Name
1.	DI0000002	Lookup	Delete	SAMPLE1, MARCEL D
2.	DI0000001	Lookup	Delete	SAMPLE2, JASON T
3.		Lookup	Delete	
4.		Lookup	Delete	
5.		Lookup	Delete	
6.		Lookup	Delete	

By submitting this Certificate of Security Officer Training, the security school certifies:

- The above-named student satisfactorily completed all training and testing in the subject areas as set forth in the Security Officer Training Curriculum Guide, FDACS P-01878, eff. 11/2018, incorporated in Rule 5N-1.140;

- The total hours of classroom instruction consisted of 40 hours;

- The time allotted for testing consisted of a minimum of 2 hours aside from the instruction hours;

- The instructor(s) who provided the class, possess a license that is valid and in good standing as of the date of completion of the training;

- All information contained herein is true and correct;

- The above-named student is qualified to perform services of a security officer as defined in chapter 493 Florida Statutes.

Date Affirmed: 03/02/2023   Date Updated: **Certificate Audit Control Number (ACN): CST2023000017**

Print   Add Student   Edit   Previous   Next   4 of 5 students   **LIAS Main**

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "DS" SCHOOLS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
mylicensesite.com

**WILTON SIMPSON
COMMISSIONER**

6. Editing Data for Multiple Students

For any Class "D" training reported, the system allows to edit the "Date Training Completed" data for multiple students at once.

This feature is automatically activated anytime the user edits the "Date Training Completed" for any student. When the user selects "Send Update to DOL" the following pop-up will display:

To proceed with the change, the user must select to either apply the change to the individual student record being edited or apply the change to all students that attended class that date. The user may also select to cancel and not apply the changes to any students.

Important: after applying a change to multiple certificates, the user will need to retrieve each training certificate individually to save and print it for the purposes of record keeping and to provide the latest copy to each student impacted by the change.