



# SERT TRAC – INSTRUCTOR SERIES

This Step-by-Step Instructor Series guide demonstrates each step required to perform the following tasks, to be performed by a certified Florida Instructor through the SERT TRAC Learning Management System.

1. Attendance Tracking
2. Certificate Approval

## TRACK COURSE ATTENDANCE

1. Navigate to your SERT TRAC Admin/Course Manager Dashboard.

The screenshot shows the SERT TRAC Admin/Course Manager Dashboard. At the top, there is a navigation bar with links for Home, Events, Course Catalog, Users, Career Path, Reports, and EMI Data. The 'Events' tab is highlighted with a red box. The main content area is divided into several sections: 'Welcome Kyle Clayton' (No record found), 'My Upcoming Events' (No record found), 'Review & Approve Certificates' (listing entries for Telesco, William and Harvey, Christopher with approval links), 'Manage Standby Lists' (No record found), and 'Pending Decision on Instructor Registration' (listing entries for Wilman, Karen and Henderson Jr., Alvin with details links). The date 'Wednesday, September 03, 2025' is displayed at the top right.

2. Select the "Events" tab.

The screenshot shows the same SERT TRAC Admin/Course Manager Dashboard as the previous one, but with a large orange circle highlighting the 'Events' tab in the top navigation bar. The rest of the interface and data are identical to the first screenshot.



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3. Utilize either the Course No. field, the Course Name field or the course listing below to locate the course in question.

Course Catalog

Name	Dates	Region	City / County	Status	Capacity
2025 F-ROC Training Tour: FEMA PA ...	Sep 9, 2025 - Sep 9, 2025	Region 6	North Port/Sarasota	Pending	59
E/I/K 1301 Continuity Planning	Sep 9, 2025 - Sep 10, 2025	Region 2	Lake City/Columbia	Cancelled	25
E/I/K 1301 Continuity Planning	Sep 9, 2025 - Sep 10, 2025	Region 2	Lake City/Columbia	Cancelled	25
G-400 post 5/10/19 Advanced ICS C...	Sep 9, 2025 - Sep 10, 2025	Region 4	Palm Harbor/Pinellas	Pending	30
G-400 post 5/10/19 Advanced ICS C...	Sep 9, 2025 - Sep 10, 2025	Region 3	Gainesville/Alachua	Pending	30
HazMat IO Above the Line Below the...	Sep 9, 2025 - Sep 9, 2025	Region 5	Sanford/Seminole	Pending	30
MGT-345 Disaster Management for E...	Sep 9, 2025 - Sep 10, 2025	Region 7	Plantation/Broward	Pending	
G-2308 EOC Operations and Situat...	Sep 8, 2025 - Sep 10, 2025	Region 5	Winter Park/Orange	Pending	35
L-967 NIMS ICS All-Hazards Logist...	Sep 8, 2025 - Sep 12, 2025	Region 7	Doral/Miami-Dade	Pending	40
G-2306 EOC Resources Support Skill...	Sep 8, 2025 - Sep 10, 2025	Region 7	Marathon/Monroe	Cancelled	25
Basic Community Emergency Respons...	Sep 5, 2025 - Nov 14, 2025	Region 7	Miami/Miami-Dade	Pending	36
G-2300 Intermediate Emergency Ope...	Sep 3, 2025 - Sep 5, 2025	Region 7	Doral/Miami-Dade	In progress	30
G-300 post 5/10/2019 Intermediate ...	Sep 3, 2025 - Sep 5, 2025	Region 5	Palm Bay/Brevard	In progress	10
G-400 post 5/10/19 Advanced ICS C...	Sep 3, 2025 - Sep 4, 2025	Region 7	West Palm Beach/Palm Beach	In progress	25

4. Click the course title of the course you wish to log the student attendance in to enter into the Course page.

Course Catalog

Name	Dates	Region	City / County	Status	Capacity
MGT-319 Medical Countermeasures: ...	Oct 9, 2025 - Oct 10, 2025	Region 7	Doral/Miami-Dade	Not started	
MGT-319 Medical Countermeasures: ...	Sep 23, 2025 - Sep 24, 2025	Region 7	West Palm Beach /Palm Beach	Not started	40
SERT POD Training - Train the Trai...	Sep 12, 2025 - Sep 12, 2025	Region 5	Fort Pierce, FL /St. Lucie	Pending	30
SERT POD Training - St. Lucie	Sep 10, 2025 - Sep 11, 2025	Region 5	/St. Lucie	Pending	30
SERT POD Training - Train the Trai...	Aug 19, 2025 - Aug 21, 2025	Region 5	Sanford/Seminole	Completed	30
SERT POD Training - South Florida	Aug 13, 2025 - Aug 14, 2025	Region 7	Sunrise/Broward	Completed	35
SERT POD Training - Train the Trai...	Aug 6, 2025 - Aug 8, 2025	Region 1	DeFuniak Springs/Walton	Completed	30
SERT POD Training - Region 1	Aug 4, 2025 - Aug 5, 2025	Region 1	DeFuniak Springs/Walton	Completed	30
SERT POD Training - North Florida	Apr 28, 2025 - Apr 29, 2025	Region 2	Tallahassee/Leon	Completed	45
MGT-319 Medical Countermeasures: ...	Apr 2, 2025 - Apr 3, 2025	Region 2	Tallahassee/Leon	Completed	35
MGT-319 Medical Countermeasures: ...	Jan 22, 2025 - Jan 23, 2025	Region 7	West Palm Beach/Palm Beach	Completed	15
MGT-319 Medical Countermeasures: ...	Jan 15, 2025 - Jan 16, 2025	Region 3	Jacksonville /Duval	Completed	50
MGT-319 Medical Countermeasures: ...	Nov 6, 2024 - Nov 7, 2024	Region 7	West Palm Beach/Palm Beach	Cancelled	40
MGT-319 Medical Countermeasures: ...	Nov 6, 2024 - Nov 7, 2024	Region 7	West Palm Beach/Palm Beach	Cancelled	40
MGT-319 Medical Countermeasures: ...	Jan 30, 2024 - Jan 31, 2024	Region 7	West Palm Beach/Palm Beach	Completed	40
MGT-319 Medical Countermeasures: ...	Dec 13, 2023 - Dec 14, 2023	Region 7	Doral/Miami-Dade	Completed	
MGT-319 Medical Countermeasures: ...	Mar 23, 2023 - Mar 24, 2023	Region 5	Tavares/Lake	Completed	30
MGT-319 Medical Countermeasures: ...	Mar 15, 2023 - Mar 16, 2023	Region 7	Doral/Miami-Dade	Completed	30



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5. You can see how many of the students have completed their evaluations on the Course page.

Florida State Emergency Response Team

Logged in as Kyle Clayton  
My Profile | Logout

Home Events Course Catalog Users Career Path Reports EMI Data

Event Detail Edit Event Basic Detail | View Evaluation | View/Track Attendance | Completed Update Status Back

**Basic Details**

Course/Event Name	SERT POD Training - Train the Trainer	Status	Completed
Course Dates	08/19/2025 - 08/21/2025	Approved	30
Capacity	30		

**Approved Applications**

County	Organization	Course Evaluation	Withdraw Application
Erik Challenger Sr.	Hillsborough County Fire Rescue - OEM	Done	Withdraw Application
Robert Ridle	Martin County Emergency Management	Done	Withdraw Application
Logan Stamp	Marion MCSO - Emergency Management	Done	Withdraw Application
Emmanuel Baig	Broward Broward County Parks and Recreation Division	Done	Withdraw Application
Robert Parris	Hillsborough Tampa Fire Rescue	Done	Withdraw Application
Ricardo Panagua	Charlotte Charlotte County Emergency Management	Done	Withdraw Application
Brandon Watkins	Charlotte Charlotte County Emergency Management	Done	Withdraw Application
Ellen Pinder	Charlotte Charlotte County Emergency Management	Done	Withdraw Application
Kathryn Hollenbeck	Polk Division of Emergency Management	Done	Withdraw Application
Tara Kostich	Clay Division of Emergency Management	Pending	Withdraw Application
Robert King	Lake Other-Osceola	Done	Withdraw Application
Mark Reali	Orange CDR Emergency Management	Done	Withdraw Application
Oscar Celorio	Miami-Dade Other-Miami-Dade	Done	Withdraw Application
Lloyd Kurtzman	Miami-Dade Miami-Dade County Emergency Management	Done	Withdraw Application
Vitor Mira	Flagler Flagler County Emergency Management	Done	Withdraw Application
Christopher d'Hedouville	Seminole Florida State Guard	Pending	Withdraw Application
Aaron Funk	Seminole Seminole County OEM	Done	Withdraw Application
Arturo Abreu	Miami-Dade Pending	Done	Withdraw Application
Bryan Eckhart	Hillsborough Hillsborough County Department of Aging Services	Done	Withdraw Application
Natalie Clancy	Hillsborough Other-Hillsborough	Done	Withdraw Application
Ismael Colon-Marguez	Broward Other-Broward	Done	Withdraw Application

6. Click "View/Track Attendance" to record the attendees for the course.

Florida State Emergency Response Team

Logged in as Kyle Clayton  
My Profile | Logout

Home Events Course Catalog Users Career Path Reports EMI Data

Event Detail Edit Event Basic Detail | View Evaluation | View/Track Attendance | Completed Update Status Back

**Basic Details**

Course/Event Name	SERT POD Training - Train the Trainer	Status	Completed
Course Dates	08/19/2025 - 08/21/2025	Approved	30
Capacity	30		

**Approved Applications**

County	Organization	Course Evaluation	Withdraw Application
Erik Challenger Sr.	Hillsborough County Fire Rescue - OEM	Done	Withdraw Application
Robert Ridle	Martin County Emergency Management	Done	Withdraw Application
Logan Stamp	Marion MCSO - Emergency Management	Done	Withdraw Application
Emmanuel Baig	Broward Broward County Parks and Recreation Division	Done	Withdraw Application
Robert Parris	Hillsborough Tampa Fire Rescue	Done	Withdraw Application
Ricardo Panagua	Charlotte Charlotte County Emergency Management	Done	Withdraw Application
Brandon Watkins	Charlotte Charlotte County Emergency Management	Done	Withdraw Application
Ellen Pinder	Charlotte Charlotte County Emergency Management	Done	Withdraw Application
Kathryn Hollenbeck	Polk Division of Emergency Management	Done	Withdraw Application
Tara Kostich	Clay Division of Emergency Management	Pending	Withdraw Application
Robert King	Lake Other-Osceola	Done	Withdraw Application
Mark Reali	Orange CDR Emergency Management	Done	Withdraw Application
Oscar Celorio	Miami-Dade Other-Miami-Dade	Done	Withdraw Application
Lloyd Kurtzman	Miami-Dade Miami-Dade County Emergency Management	Done	Withdraw Application
Vitor Mira	Flagler Flagler County Emergency Management	Done	Withdraw Application
Christopher d'Hedouville	Seminole Florida State Guard	Pending	Withdraw Application
Aaron Funk	Seminole Seminole County OEM	Done	Withdraw Application
Arturo Abreu	Miami-Dade Pending	Done	Withdraw Application
Bryan Eckhart	Hillsborough Hillsborough County Department of Aging Services	Done	Withdraw Application
Natalie Clancy	Hillsborough Other-Hillsborough	Done	Withdraw Application
Ismael Colon-Marguez	Broward Other-Broward	Done	Withdraw Application



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7. Reviewing your own attendance records, appropriately mark each student according to their actual attendance in the course.

#	Name	County	Organization	Completed
18	Abreu, Arturo	Miami-Dade		<input type="radio"/> Yes <input checked="" type="radio"/> No
23	Abreu, Jazmin	Miami-Dade		<input checked="" type="radio"/> Yes <input type="radio"/> No
4	Baig, Emmanuel	Broward	Broward County Parks and Recreation Division	<input checked="" type="radio"/> Yes <input type="radio"/> No
24	Baker, Claudia	Miami-Dade	Division of Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
29	Brown, Bobby	Orange	Orange County ESF-8	<input checked="" type="radio"/> Yes <input type="radio"/> No
13	Celorio, Oscar	Miami-Dade	Other-Miami-Dade	<input checked="" type="radio"/> Yes <input type="radio"/> No
1	Challenger Sr., Erik	Hillsborough	Hillsborough County Fire Rescue - OEM	<input checked="" type="radio"/> Yes <input type="radio"/> No
20	Clanzy, Natalie	Hillsborough	Other-Hillsborough	<input checked="" type="radio"/> Yes <input type="radio"/> No
21	Colon-Marquez, Ismael	Broward	Other-Broward	<input checked="" type="radio"/> Yes <input type="radio"/> No
16	d'Hedouville, Christopher	Seminole	Florida State Guard	<input type="radio"/> Yes <input checked="" type="radio"/> No
19	Eckhart, Bryan	Hillsborough	Hillsborough County Department of Aging Services	<input checked="" type="radio"/> Yes <input type="radio"/> No
26	Extramil, manuel	Miami-Dade		<input checked="" type="radio"/> Yes <input type="radio"/> No
17	Funk, Aaron	Seminole	Seminole County OEM	<input checked="" type="radio"/> Yes <input type="radio"/> No
30	Glaess, Mathew	Orange	OC Office of the EMS Medical Director	<input checked="" type="radio"/> Yes <input type="radio"/> No
28	Harris, Alan	Seminole	Seminole County OEM	<input checked="" type="radio"/> Yes <input type="radio"/> No
22	Hernandez, Keith	Leon	Department of Financial Services	<input checked="" type="radio"/> Yes <input type="radio"/> No
9	Hollenbeck, Kathryn	Polk	Division of Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
11	King, Robert	Lake	Other-Osceola	<input checked="" type="radio"/> Yes <input type="radio"/> No
10	Kostich, Tara	Clay	Division of Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
14	Kurtzman, Lloyd	Miami-Dade	Miami-Dade County Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No

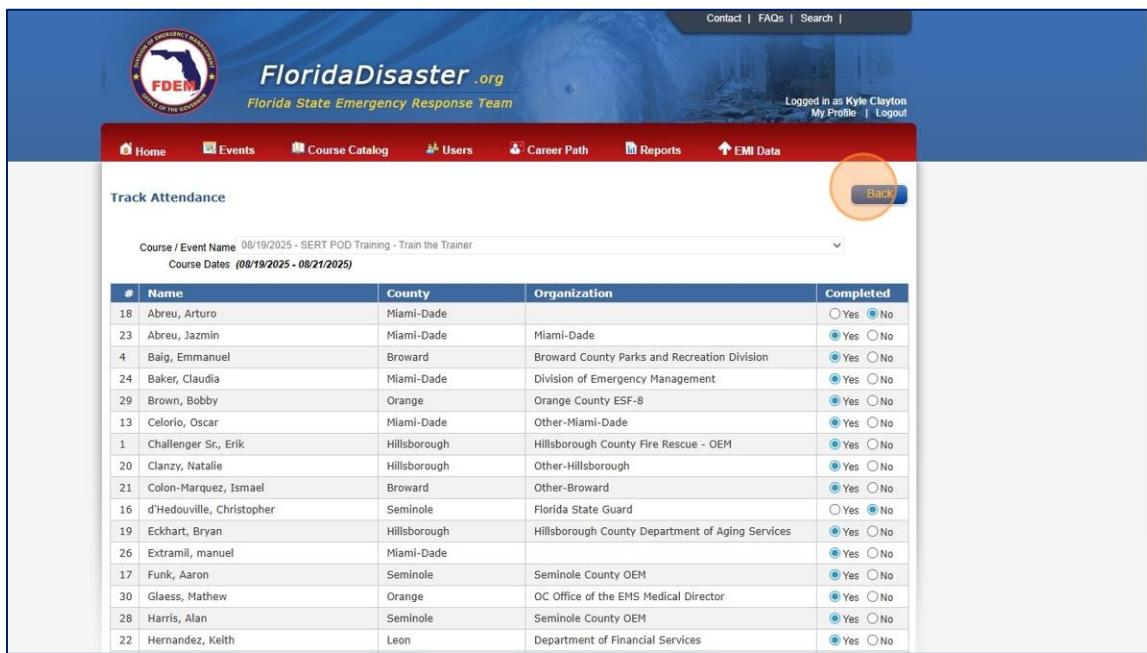
8. Click "Save."

#	Name	County	Organization	Completed
21	Colon-Marquez, Ismael	Broward	Other-Broward	<input checked="" type="radio"/> Yes <input type="radio"/> No
16	d'Hedouville, Christopher	Seminole	Florida State Guard	<input type="radio"/> Yes <input checked="" type="radio"/> No
19	Eckhart, Bryan	Hillsborough	Hillsborough County Department of Aging Services	<input checked="" type="radio"/> Yes <input type="radio"/> No
26	Extramil, manuel	Miami-Dade		<input checked="" type="radio"/> Yes <input type="radio"/> No
17	Funk, Aaron	Seminole	Seminole County OEM	<input checked="" type="radio"/> Yes <input type="radio"/> No
30	Glaess, Mathew	Orange	OC Office of the EMS Medical Director	<input checked="" type="radio"/> Yes <input type="radio"/> No
28	Harris, Alan	Seminole	Seminole County OEM	<input checked="" type="radio"/> Yes <input type="radio"/> No
22	Hernandez, Keith	Leon	Department of Financial Services	<input checked="" type="radio"/> Yes <input type="radio"/> No
9	Hollenbeck, Kathryn	Polk	Division of Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
11	King, Robert	Lake	Other-Osceola	<input checked="" type="radio"/> Yes <input type="radio"/> No
10	Kostich, Tara	Clay	Division of Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
14	Kurtzman, Lloyd	Miami-Dade	Miami-Dade County Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
27	Minor, Donald	Palm Beach	Palm Beach	<input checked="" type="radio"/> Yes <input type="radio"/> No
15	Mira, Vitor	Flagler	Flagler County Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
6	Paniagua, Ricardo	Charlotte	Charlotte County Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
5	Parris, Robert	Hillsborough	Tampa Fire Rescue	<input checked="" type="radio"/> Yes <input type="radio"/> No
8	Pinder, Ellen	Charlotte	Charlotte County Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
12	Reali, Mark	Orange	CDE Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	Ridle, Robert	Martin	Martin County Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
25	Siddall, Paul	Hillsborough	Division of Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
3	Stamp, Logan	Marion	MCSO - Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
7	Watkins, Brandon	Charlotte	Charlotte County Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No



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9. Click the "Back" button to return to the Course page.



FloridaDisaster.org  
Florida State Emergency Response Team

Logged in as Kyle Clayton  
My Profile | Logout

Home Events Course Catalog Users Career Path Reports EMI Data

Track Attendance

Course / Event Name: 08/19/2025 - SERT POD Training - Train the Trainer  
Course Dates (08/19/2025 - 08/21/2025)

#	Name	County	Organization	Completed
18	Abreu, Arturo	Miami-Dade		<input type="radio"/> Yes <input checked="" type="radio"/> No
23	Abreu, Jazmin	Miami-Dade		<input checked="" type="radio"/> Yes <input type="radio"/> No
4	Baig, Emmanuel	Broward	Broward County Parks and Recreation Division	<input checked="" type="radio"/> Yes <input type="radio"/> No
24	Baker, Claudia	Miami-Dade	Division of Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
29	Brown, Bobby	Orange	Orange County ESF-8	<input checked="" type="radio"/> Yes <input type="radio"/> No
13	Celorio, Oscar	Miami-Dade	Other-Miami-Dade	<input checked="" type="radio"/> Yes <input type="radio"/> No
1	Challenger Sr., Erik	Hillsborough	Hillsborough County Fire Rescue - OEM	<input checked="" type="radio"/> Yes <input type="radio"/> No
20	Clanzy, Natalie	Hillsborough	Other-Hillsborough	<input checked="" type="radio"/> Yes <input type="radio"/> No
21	Colon-Marquez, Ismael	Broward	Other-Broward	<input checked="" type="radio"/> Yes <input type="radio"/> No
16	d'Hedouville, Christopher	Seminole	Florida State Guard	<input type="radio"/> Yes <input checked="" type="radio"/> No
19	Eckhart, Bryan	Hillsborough	Hillsborough County Department of Aging Services	<input checked="" type="radio"/> Yes <input type="radio"/> No
26	Extramil, manuel	Miami-Dade		<input checked="" type="radio"/> Yes <input type="radio"/> No
17	Funk, Aaron	Seminole	Seminole County OEM	<input checked="" type="radio"/> Yes <input type="radio"/> No
30	Glaess, Mathew	Orange	OC Office of the EMS Medical Director	<input checked="" type="radio"/> Yes <input type="radio"/> No
28	Harris, Alan	Seminole	Seminole County OEM	<input checked="" type="radio"/> Yes <input type="radio"/> No
22	Hernandez, Keith	Leon	Department of Financial Services	<input checked="" type="radio"/> Yes <input type="radio"/> No



# SERT TRAC – INSTRUCTOR SERIES

## CERTIFICATE APPROVAL IN SERT TRAC

1. Navigate to your SERT TRAC Administrator/Course Manager Dashboard.

The screenshot shows the SERT TRAC Administrator Dashboard. At the top, there is a header with the FDEM logo, the text "FLORIDAEMERGENCY.ORG", and "Florida State Emergency Response Team". The top right shows a user is "Logged in as Kyle Clayton" with links for "My Profile" and "Logout". Below the header, there is a navigation bar with links for "Home", "Events", "Course Catalog", "Users", "Career Path", "Reports", and "EMI Data". The main content area is divided into four sections: "My Upcoming Events" (No record found), "Review & Approve Certificates" (listing entries for "Aug 28" and "Sep 02" with "Click to review for approval..." links), "Manage Standby Lists" (No record found), and "Pending Decision on Instructor Registration" (listing entries for "Sep 03" with "Click for more details..." links). A "View All" button is located at the bottom of the "Review & Approve Certificates" section.

2. Click "View All" in the "Review & Approve Certificates" window.

This screenshot is similar to the previous one, showing the Administrator Dashboard. The "Review & Approve Certificates" section is highlighted with a red circle around the "View All" button. The other sections ("My Upcoming Events", "Manage Standby Lists", and "Pending Decision on Instructor Registration") are visible but not highlighted.



# SERT TRAC - INSTRUCTOR SERIES

3. Navigate the pages of pending certificates until you find the student certificate in question. The page is listed chronologically, with earlier pages listing certificates submitted for approval on earlier dates.

Name	Uploaded	Date	CourseName
Telesco, William	Aug 28, 2025	Aug 28, 2025	IS 15a special event contingency planning for public agencies
Pierre, Claudner	Aug 30, 2025	Feb 24, 2021	IS-200 C: Basic Incident Command System for Initial Response
Pierre, Claudner	Aug 30, 2025	Jan 17, 2024	IS-700 B: An Introduction to the National Incident Management System
Pierre, Claudner	Aug 30, 2025	Feb 24, 2021	IS-800 D: National Response Framework An Introduction
Pierre, Claudner	Aug 30, 2025	Jan 16, 2024	IS-100 C: Introduction to the Incident Command System, ICS 100
Rutherford, Nathan	Aug 31, 2025	Aug 31, 2025	IS-700 B: An Introduction to the National Incident Management System
Rutherford, Nathan	Aug 31, 2025	Aug 31, 2025	IS-800 D: National Response Framework An Introduction
Saunders, David	Aug 31, 2025	Aug 28, 2025	IS-100 C: Introduction to the Incident Command System, ICS 100
Saunders, David	Aug 31, 2025	Aug 29, 2025	IS-200 C: Basic Incident Command System for Initial Response
Saunders, David	Aug 31, 2025	Aug 30, 2025	IS-700 B: An Introduction to the National Incident Management System
Saunders, David	Aug 31, 2025	Aug 31, 2025	IS-800 D: National Response Framework An Introduction
Saunders, David	Aug 31, 2025	Aug 31, 2025	IS-2200: Basic Emergency Operations Center Functions
Van Hook, Kent	Sep 1, 2025	Jul 16, 2023	IS-100 C: Introduction to the Incident Command System, ICS 100
Platt, James Platt	Sep 1, 2025	Jun 12, 2017	IS-800 B: National Response Framework, An Introduction
Walukiewicz, James	Sep 2, 2025	Jan 29, 2018	ICS 100
Walukiewicz, James	Sep 2, 2025	Sep 9, 2019	ICS 200
Harvey, Christopher	Sep 2, 2025	Sep 2, 2025	IS-100 C: Introduction to the Incident Command System, ICS 100
Harvey, Christopher	Sep 2, 2025	Sep 2, 2025	IS-200 C: Basic Incident Command System for Initial Response
Harvey, Christopher	Sep 2, 2025	Sep 2, 2025	IS-700 B: An Introduction to the National Incident Management System
Harvey, Christopher	Sep 2, 2025	Sep 2, 2025	IS-800 D: National Response Framework An Introduction

4. Once the student certificate in question is located, click on the student's name.

Name	Uploaded	Date	CourseName
Mecham, Clint	Sep 3, 2025	Feb 26, 2025	Homemade Explosives and Precursor Awareness
Mecham, Clint	Sep 3, 2025	Aug 16, 2023	FL-FROC-653: A Comprehensive Approach to F-ROC Administration (previously FL-FR...
Helmick, Elizabeth	Sep 3, 2025	Aug 12, 2025	G-108: Community Mass Care Management
Doctest, John	Sep 3, 2025	Aug 1, 2025	G-400 post 5/10/19: Advanced ICS Command & General Staff: Complex Incidents
Spooner, Bryan	Sep 3, 2025	Aug 15, 2025	G-300 post 5/10/2019: Intermediate Incident Command System for Expanding Incide...



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5. Click the "View Scanned Certificate" to download and view the student's submitted certificate.

Screenshot of the "Review Certificate" page in the SERT TRAC system.

**User Information:**  
EM Number: 0050084093  
First Name: John  
Address 1: 123 Circle Lane  
Address 2:  
County: Volusia  
Zip: 32719  
Salutation: Mr.  
Last Name: Doetest  
City: Orange

**Course Information:**  
Course: G-400 post 5/10/19 Advanced ICS Command & General Staff: Complex Incidents  
Event Title: Advanced ICS Command & General Staff: Complex Incidents  
Start Date: 07/28/2025  
End Date: 08/01/2025  
City:  
State: FL  
Zip:

**Approval:**  
Approved:  TBD  Yes  No  
Comments / Notes:  
View Scanned Certificate

Save Back

6. Review the downloaded certificate for authenticity.





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7. Select the "Yes" button under the "Approval" section if the certificate is found to be authentic.

**Review Certificate**

**User Information**

EM Number	0050084093	Salutation	Mr.
First Name	John	Last Name	Doestest
Address 1	123 Circle Lane		
Address 2			
County	Volusia	City	Orange
Zip	32719		

**Course Information**

Course	G-400 post 5/10/19 Advanced ICS Command & General Staff: Complex Incidents		
Event Title	Advanced ICS Command & General Staff: Complex Incidents		
Start Date	07/28/2025	End Date	08/01/2025
City		State	FL
Zip			

**Approval**

Approved  TBD  Yes  No

[View Scanned Certificate](#)

Comments / Notes   
Certificate approved. -ABC (SERT TRAC Admin Initials)

**Buttons**

Save Back

8. Type "Certificate approved" and include your initials.

**Review Certificate**

**User Information**

EM Number	0050084093	Salutation	Mr.
First Name	John	Last Name	Doestest
Address 1	123 Circle Lane		
Address 2			
County	Volusia	City	Orange
Zip	32719		

**Course Information**

Course	G-400 post 5/10/19 Advanced ICS Command & General Staff: Complex Incidents		
Event Title	Advanced ICS Command & General Staff: Complex Incidents		
Start Date	07/28/2025	End Date	08/01/2025
City		State	FL
Zip			

**Approval**

Approved  TBD  Yes  No

[View Scanned Certificate](#)

Comments / Notes   
Certificate approved. -ABC (SERT TRAC Admin Initials)

**Buttons**

Save Back



# SERT TRAC - INSTRUCTOR SERIES

9. Click "Save."

The screenshot shows the 'Review Certificate' page. It has three main sections: 'User Information', 'Course Information', and 'Approval'. The 'Approval' section contains fields for 'Approved' (radio buttons for TBD, Yes, No, with Yes selected), a 'View Scanned Certificate' link, and a 'Comments / Notes' text area containing 'Comments / Notes Certificate approved. -ABC (SERT TRAC Admin Initials)'. At the bottom are 'Save' and 'Back' buttons, with the 'Save' button highlighted by an orange circle.

10. Navigate to the page the certificate was originally found and confirm it is no longer present in the queue.

The certificate should now be listed as "Approved" in the student's SERT TRAC Student Profile and will be recognized as a prerequisite in future course applications.

The screenshot shows the 'Review & Approve Certificates' page. It displays a table of certificates with columns for Name, Uploaded, Date, and CourseName. The table includes rows for Mechan, Clint, Mechan, Clint, Helmick, Elizabeth, and Sooner, Bryan. At the bottom of the table is a 'Page 1 2 3 4 5 6' navigation link, with the '1' highlighted by an orange circle.



# SERT TRAC – INSTRUCTOR SERIES

## CONTACT US

If you have any questions or concerns regarding the account registration process, you can contact the Training and Curriculum Unit State Training Officer at [fdem.sto@em.myflorida.com](mailto:fdem.sto@em.myflorida.com).