



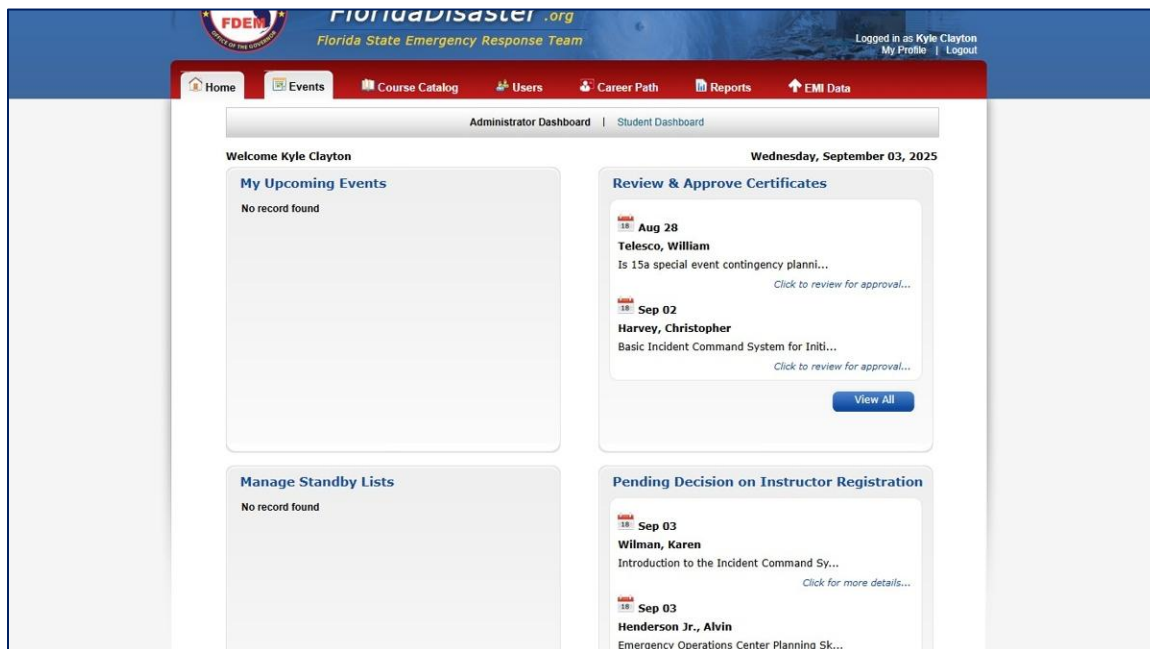
# SERT TRAC – INSTRUCTOR SERIES

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.

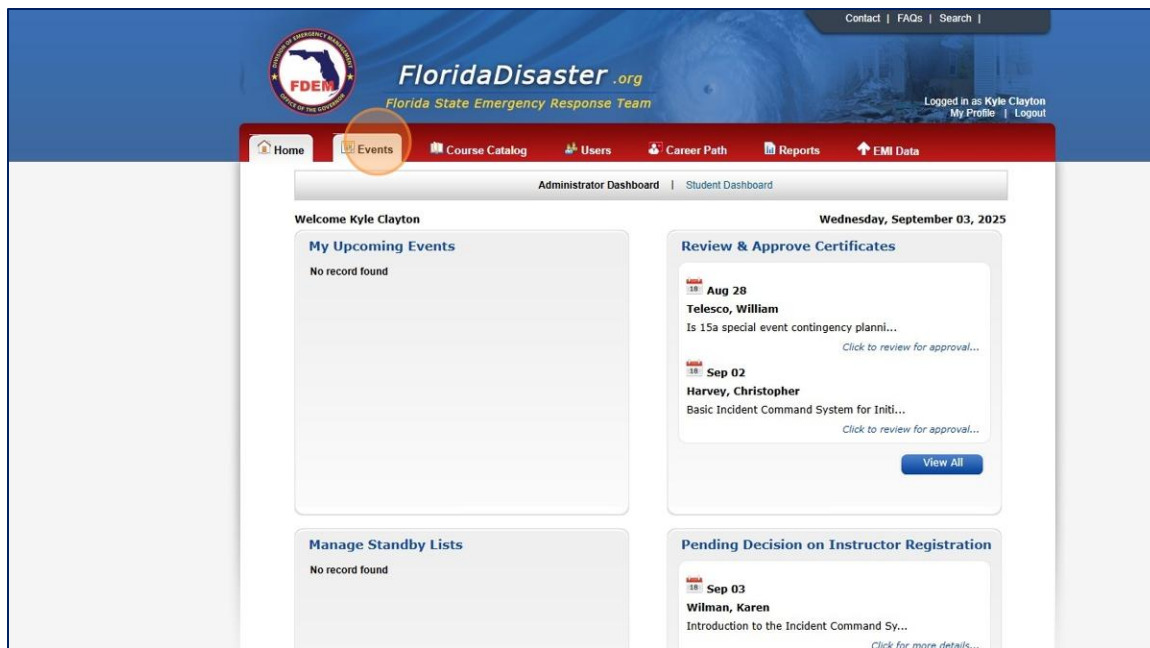
1. Attendance Tracking
2. Certificate Approval

## TRACK COURSE ATTENDANCE

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



2. Select the "Events" tab.





# SERT TRAC – INSTRUCTOR SERIES

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

The screenshot shows the FloridaDisaster.org website with the SERT TRAC interface. The top navigation bar includes Home, Events, Course Catalog, Users, Career Path, Reports, and EMI Data. The user is logged in as Kyle Clayton. The main section is titled "Browse Calendar/Manage Events" and contains a search criteria form. The search results table shows 8254 rows.

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/L/K 1301 Continuity Planning	Sep 9, 2025 - Sep 10, 2025	Region 2	Lake City/Columbia	Cancelled	25
E/L/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 Situati...	Sep 8, 2025 - Sep 10, 2025	Region 5	Winter Park/Orange	Pending	35
I-967 NIMS ICS All-Hazards Looist...	Sep 8, 2025 - Sep 12, 2025	Region 7	Doral/Miami-Dade	Pending	40
G-2306 EOC Resources Support SKIL...	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

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

The screenshot shows the FloridaDisaster.org website with the SERT TRAC interface. The top navigation bar includes Home, Events, Course Catalog, Users, Career Path, Reports, and EMI Data. The user is logged in as Kyle Clayton. The main section is titled "Browse Calendar/Manage Events" and contains a search criteria form. The search results table shows 98 rows.

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



# SERT TRAC – INSTRUCTOR SERIES

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  
Capacity 30 Approved 30

Approved Applications

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

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

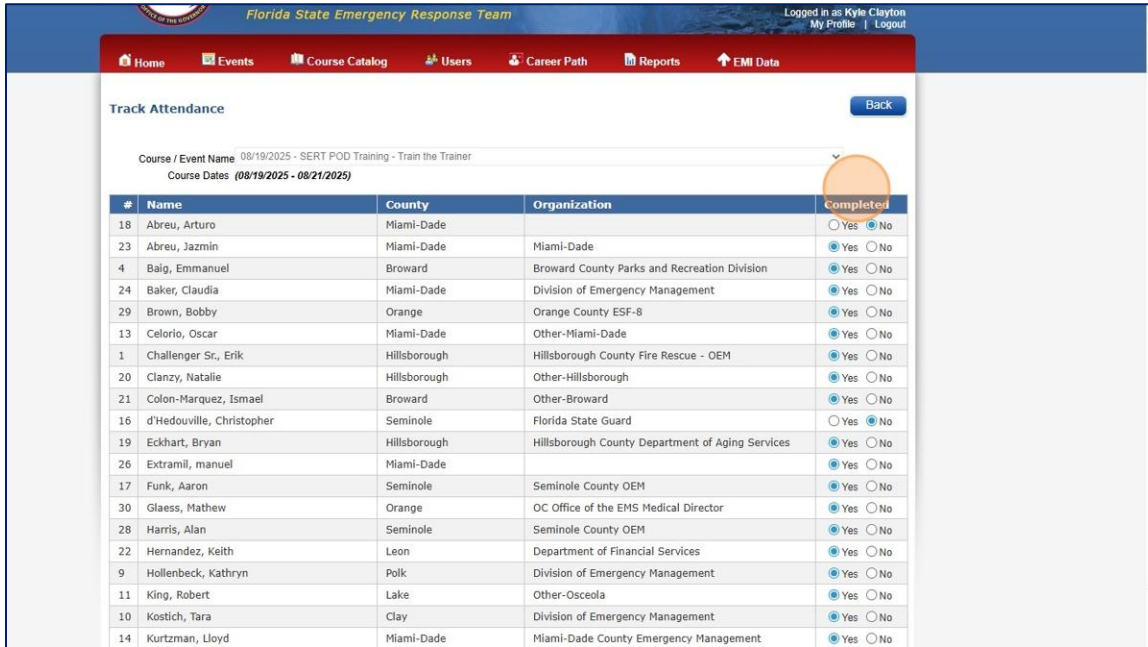
Course/Event Name SERT POD Training - Train the Trainer Status Completed  
Course Dates 08/19/2025 - 08/21/2025  
Capacity 30 Approved 30

Approved Applications

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

# SERT TRAC – INSTRUCTOR SERIES

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



Florida State Emergency Response Team

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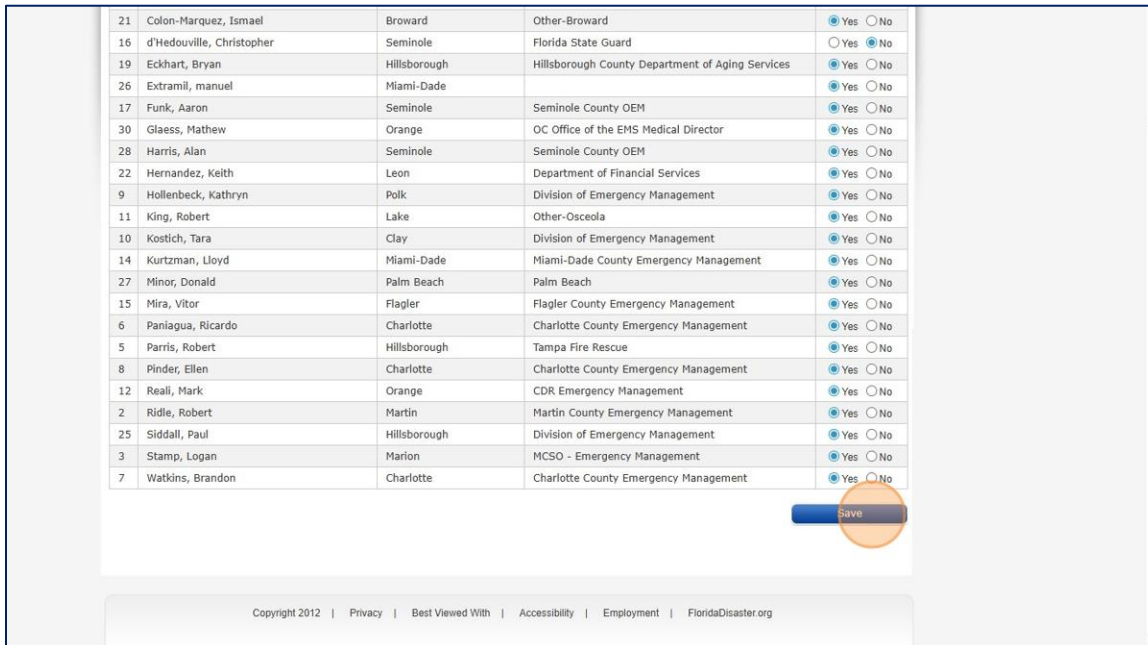
Home Events Course Catalog Users Career Path Reports EMI Data

Track Attendance [Back](#)

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	Miami-Dade	<input checked="" type="radio"/> Yes <input type="radio"/> No
4	Balg, 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	Extramill, 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."



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	Extramill, 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	CDR Emergency Management	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	Ridie, 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

[Save](#)

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# SERT TRAC – INSTRUCTOR SERIES

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

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My Profile | Logout

Home Events Course Catalog Users Career Path Reports EMI Data

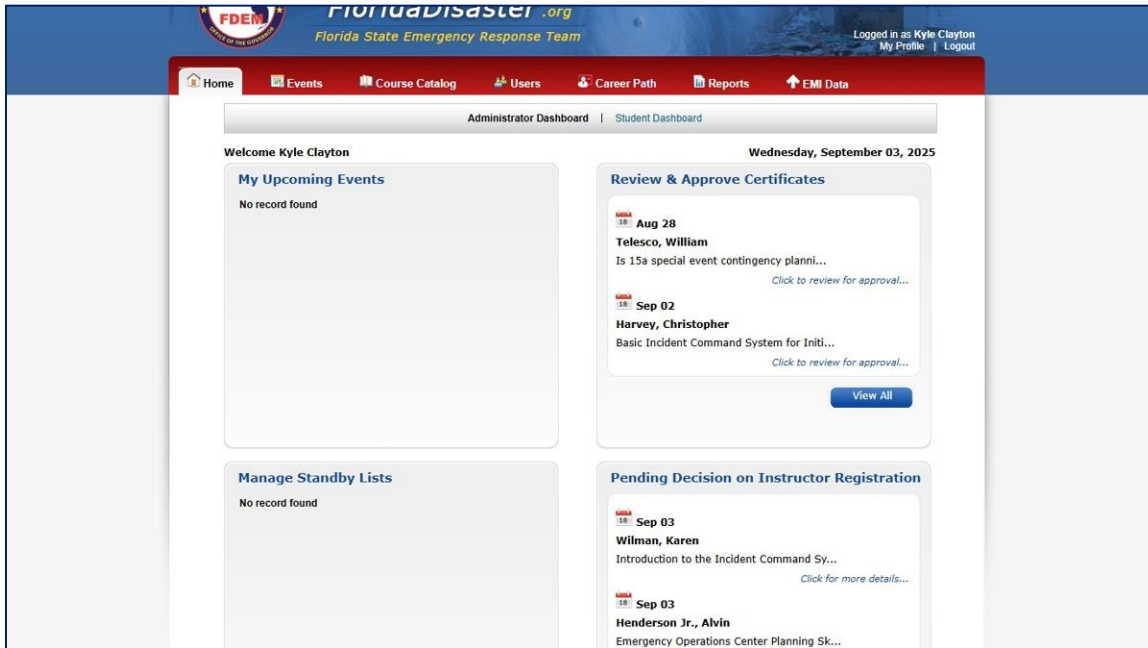
Track Attendance

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

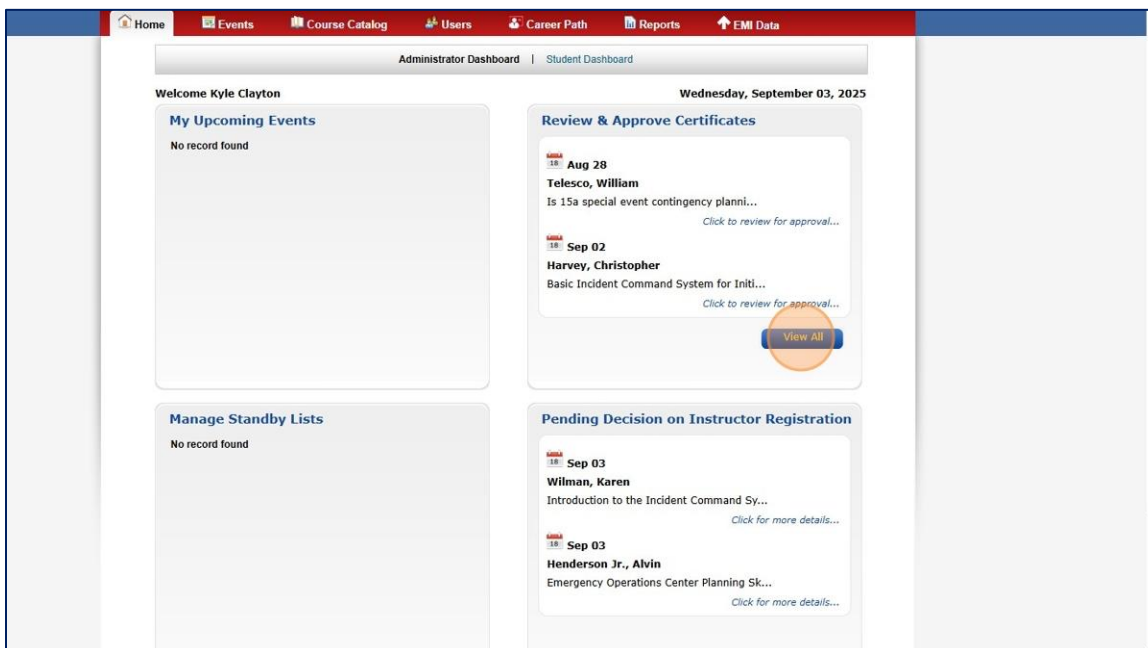
#	Name	County	Organization	Completed
18	Abreu, Arturo	Miami-Dade		<input type="radio"/> Yes <input checked="" type="radio"/> No
23	Abreu, Jazmin	Miami-Dade	Miami-Dade	<input checked="" type="radio"/> Yes <input type="radio"/> No
4	Balg, Emmanuel	Broward	Broward County Parks and Recreation Division	<input 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	Extramill, 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

## CERTIFICATE APPROVAL IN SERT TRAC

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



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





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

Page 1 2 3 4 5 6

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

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

Page 1 2 3 4 5 6



# SERT TRAC – INSTRUCTOR SERIES

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

Review Certificate

Back

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:

Edit

Approval

Approved: ☒ TBD ☐ Yes ☐ No

[View Scanned Certificate](#)

Comments / Notes:

Save Back

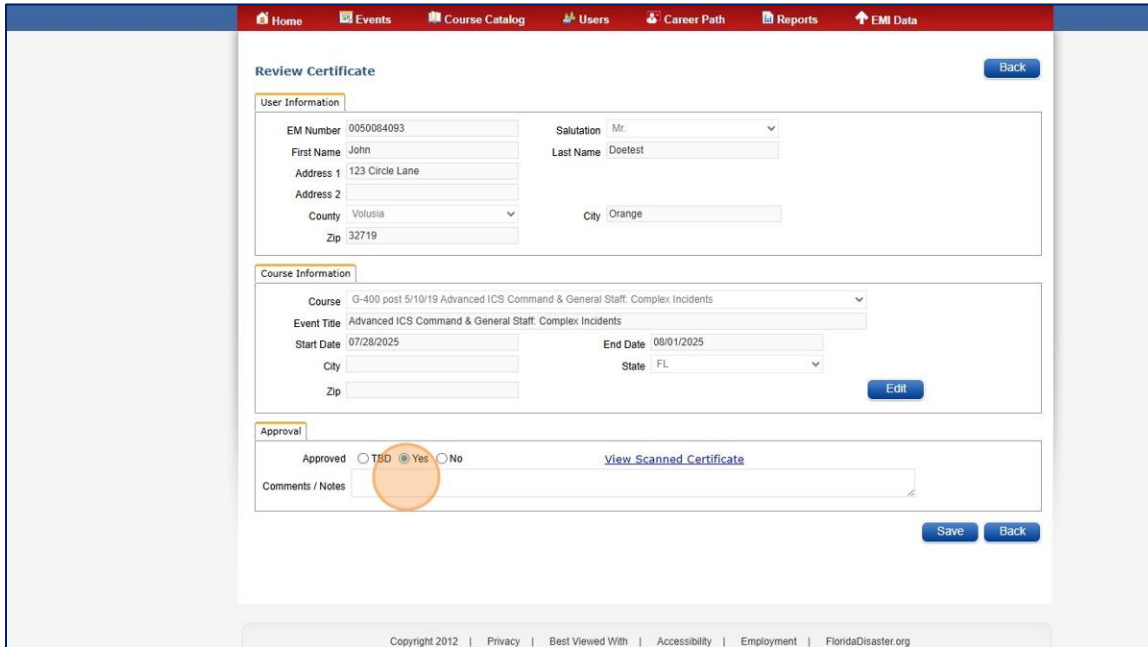
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- Review the downloaded certificate for authenticity.



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



**Review Certificate** [Back](#)

**User Information**

EM Number: 0050084093 Salutation: Mr.

First Name: John Last Name: Doeatest

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:

[Edit](#)

**Approval**

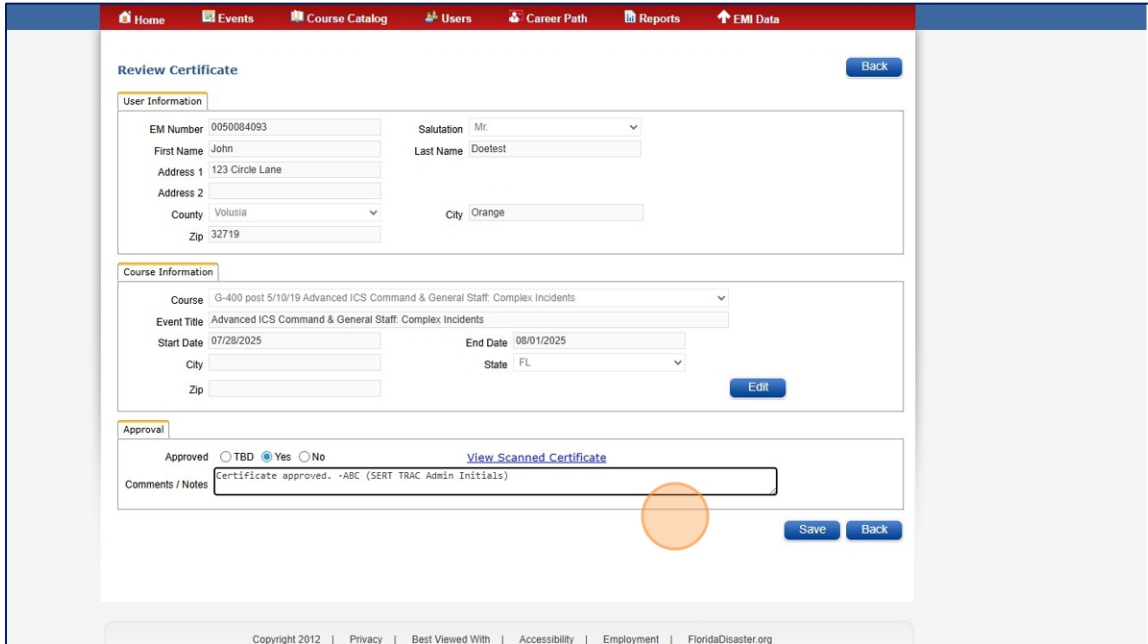
Approved: ☐ TBD ☒ Yes ☐ No [View Scanned Certificate](#)

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- Type "Certificate approved" and include your initials.



**Review Certificate** [Back](#)

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[Edit](#)

**Approval**

Approved: ☐ TBD ☒ Yes ☐ No [View Scanned Certificate](#)

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

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## 9. Click "Save."

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## 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.

Name	Uploaded	Date	CourseName
<a href="#">Mecham, Clint</a>	Sep 3, 2025	Feb 26, 2025	Homemade Explosives and Precursor Awareness
<a href="#">Mecham, Clint</a>	Sep 3, 2025	Aug 16, 2023	FL-FROC-653: A Comprehensive Approach to F-FROC Administration (previously FL-FR...
<a href="#">Helmick, Elizabeth</a>	Sep 3, 2025	Aug 12, 2025	G-108: Community Mass Care Management
<a href="#">Spooner, Bryan</a>	Sep 3, 2025	Aug 15, 2025	G-300 post 5/10/2019: Intermediate Incident Command System for Expanding Incide...

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## 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).