Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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**WILTON SIMPSON
COMMISSIONER**

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

- Report any Class "G" training taught by the Class "K" instructor, and required to be reported in accordance with Rule 5N-1.142, F.A.C.
- Generate training certificates in accordance with Rule 5N-1.132, 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-1.132, 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
"Instructor" means a Class "K" instructor using LIAS
"F.A.C." means Florida Administrative Code

Florida Department of Agriculture and Consumer Services
Division of Licensing

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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 "K" instructor engaged in teaching firearm trainings for Class "G" licenses must set up an account.

Florida Department of Agriculture and Consumer Services
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2. Main Account Landing Page

Once logged in, the system will direct the instructor 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 28-hour trainings (complete or partial), 4-hour training requalification, or 4-hour additional firearm 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.

Home / Licensing / **Licensing Information and Alert System**

Licensing Information and Alert System (LIAS)

Logout

Individual Information

License Number: K 1000001

Name: LASTNAME, FIRSTNAME M

Address: 789 JAMES DRIVE
CITY, FL 12345 More Info

Account Information

Account Number: K 1000001

Email Address: emailaddress@google.com

Business Phone Number: (813) 123-4567

Fax Number:

Password: ••••••• Change

EAR Resources

Account Information

Employee Action Report

Employee List

Online Training Reporting

New Training ← 1

Access Submitted Training ← 2

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
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3. Class "G" Training Data Input Screen for a <u>New</u> Training Submission

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

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
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The following is a description of the fields available in the Class G-Training data input screen:

1 **Instructor:** this information is pre-filled with the Class "K" instructor's license number, name, and business phone number. Each Class "K" instructor who delivered training to the student must report the training hours personally delivered by that instructor. This information will print on the certificate. Any errors in the spelling of the instructor's name may be resolved by contacting the Bureau of Licensing Issuance within the Division of Licensing to request corrections. Any errors in the instructor's phone number can be corrected through the instructor's LIAS account. Typographical errors in the instructor's information do not excuse the instructor from timely submitting training reports to DOL.

2 **Range Name and Range Address:** when entering multiple students trained at the same range, the system will carry over the range information entered for the first student to the next student. If the training was conducted at different ranges, then the instructor can manually update that information.

Student information

3 An instructor will first need to answer the question "Does student have a Class "G" license":

- If the answer is "No", the instructor must manually input the student's date of birth and complete name.
- If the answer is "Yes", the instructor must input the "G" license number. The system will check the license number against the DOL database, retrieve and input the date of birth and name associated to that "G" license number.
  - o If the "G" license number is not found, the system will generate a message:

    licensing.fdacs.gov says

    Unable to Validate G License G 4009700 - G License not found

  - o If the syntax of the G license entered is incorrect, such as missing a number, missing the G, or missing the space between the G and the numeric portion, the system will generate a message saying:

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
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licensing.fdacs.gov says

"G"License # - Invalid Length.
License Number must begin with "G ".

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

5 **Firearm Type, Firearm Caliber, Written Exam Score and Range Score:** these are all required fields. The options available for the firearm type and caliber are shown below:

Firearm Type

SemiAutoPistol
Shotgun
SemiAutoRifle
Revolver
Pistol
Rifle

Firearm Caliber

.380 ACP
9mm
10mm
.40 S&W
.45 ACP
.38 SPL
.357 MAG
.22 LR
5.56
.223
7.62
.410
28 GA
20 GA
16 GA
12 GA
10 GA

Training Type:

6 • Select "28 Hours" if reporting any portion of a 28-hour Class "G" training. Once selected, the instructor must input the number of training hours he/she personally delivered in the fields titled "Classroom Training Hours" and "Range Hours."
  o If multiple instructors taught the class, each instructor must certify only the type and number of training hours he/she personally delivered.
• Select "Requalification (4 hours)" to report full class completion of the required annual requalification.

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FOR CLASS "K" INSTRUCTORS**
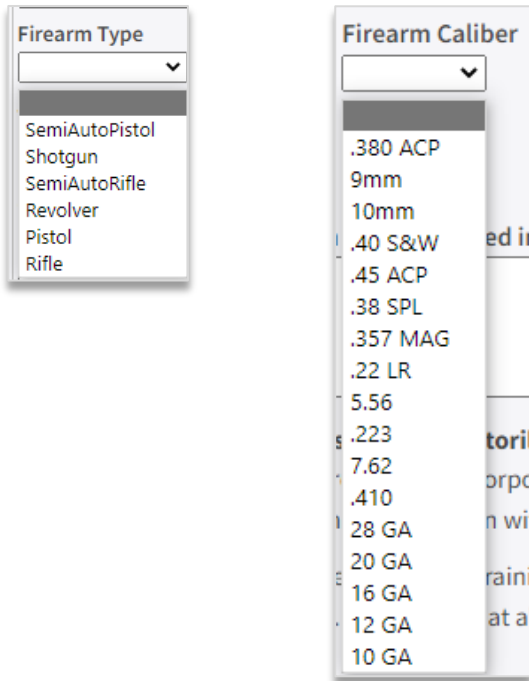
Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
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- Select "Additional Firearm (4 hours)" to report training on any additional firearm. If there are multiple additional firearm trainings for one student, each firearm instructor must report the training he/she personally delivered on a separate form.

7 **Comments:** this is a free-form box that allows 400 characters.

8 **Certification:** the instructor must select one of the certifications. If the instructor selects the certification indicating the student "has not satisfactorily completed the prescribed training", the instructor must enter a comment with the reason why the student failed. Note that the system will not allow submission of this type of certificate without a comment and will generate a message:

9 **Submit to DOL:** once all information has been entered on the form, the instructor 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.
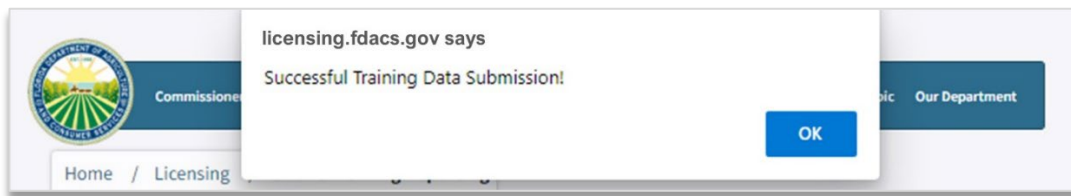
10 **LIAS Main:** this link allows users to navigate from the Online Training Reporting Form to the LIAS main account landing page.

Important: if the instructor 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.

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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Instructors 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 "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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4. Data and Functions Available in the G-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 "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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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 Date Affirmed: this date is auto populated and represents the date the training was first submitted to DOL. Class "K" instructors 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 the instructor 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. The instructor will only be able to view the latest submission through the online reporting portal. It is the instructor's responsibility to save and print the updated certificate if edited and provide the student a copy of the updated certificate.

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 Firearm Proficiency electronically generated through the Online Training Portal.
- Serves as a verification number to DOL staff when reviewing training submitted with a Class "G" application.
- Is an added layer of security to prevent fraudulent certificates.

④ Print: the instructor can print the certificate at this stage or print 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 instructor 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 "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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5 **Add Student:** after an instructor submits the data for one student, the system enables the "Add Student" button. If there were 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:

- Range information
- Date the training was completed
- Type of training selected
    - If a 28-hour class was previously selected, the number of hours taught will also carry over.

Even though the system carries over this information, the system allows manual updates to this information in case the range, date of training or type of training is different from one student to the next.

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" functions 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 instructor must select one of the following two options available at the bottom of the screen:
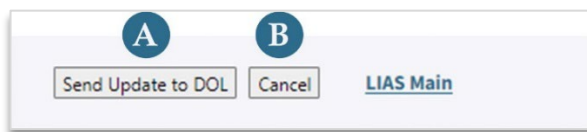
A **Send Update to DOL:** to save changes the instructor must submit the changes to DOL by selecting this button. The system will generate a pop-up window at the top of the page confirming that the submission was successful. The instructor will have to select "OK" on the pop-up window to close it.
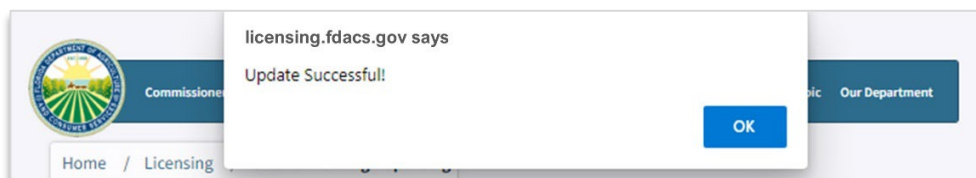
The changes will be saved to the portal and only the latest update will be accessible to the instructor for printing/viewing. DOL will keep a historical record

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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for that ACN showing the initial entry and any subsequent 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-1.132 F.A.C. The instructor must provide the student the most current certificate. If a certificate is edited, DOL will only accept the last edited certificate as valid.

B **Cancel:** if for any reason the instructor 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: 02/28/2023   Date Updated: 02/28/2023   Certificate Audit Control Number (ACN): CFP2023000012

Print   Add Student   Edit   **LIAS Main**

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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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 instructor must select "Access Submitted Training." Once selected, the instructor will be directed to the "Class Search" page:

Online Training Reporting

Class Search

① DS or K License Number   Training Completion Date

K 1000001   MMDDYYYY   MMDDYYYY ②

Find Class

Instructor: LASTNAME, FIRSTNAME M

① **DS or K License Number:** the instructor's license will be auto populated by the system.

② **Training Completion Date:** the instructor will need to enter the date the training was completed; then select the button "Find Class." Once the query is executed:

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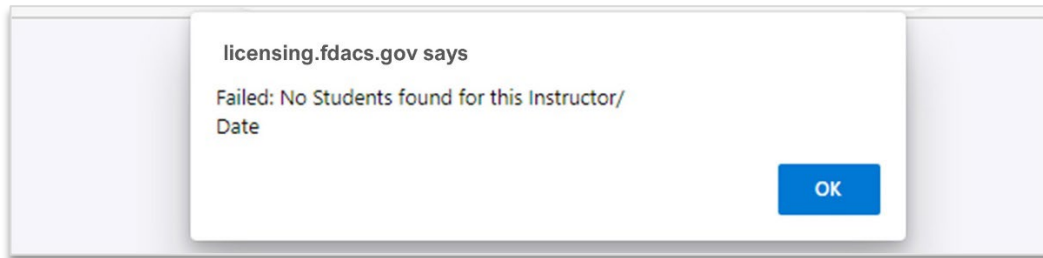
licensing.fdacs.gov says

Failed: No Students found for this Instructor/
Date

OK

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Division of Licensing

TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
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- If there is training data, the instructor will receive a list of students for that date.

Class search sample:

Online Training Reporting

Class Search

DS or K License Number	Training Completion Date	
K 1000001	02052023	MMDDYYYY
	Find Class	

Instructor: LASTNAME, FIRSTNAME M

Students In This Class: 4

Student Name	Date of Birth	ACN	
GARDNER, MARY	01011990	CFP2023000018	Select
THOMAS, ANTHONY P JR	06211990	CFP2023000019	Select
FREDERICKSON, MAURICE T	07091988	CFP2023000020	Select
PATRICK, JAMES B III	05031985	CFP2023000021	Select

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

- Print an original unedited certificate submitted to DOL. In print mode the instructor 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" button.

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 instructor for viewing, editing or printing. DOL will keep a historical record for that ACN, showing the initial entry and any changes subsequently submitted. Historical records are only available for the duration of the established record retention period.

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

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The instructor is responsible for saving and printing a copy of any certificate submissions sent to DOL (new or edited) and providing the most current certificate to the student.

Sample screenshot viewing a training previously submitted to DOL

Online Training Reporting
Class "G" Training

INSTRUCTOR: License Number: K 1000001   Name: LASTNAME, FIRSTNAME M   Phone: (813) 123-4567

Range Name
TALLAHASSEE SHOOTING RANGE

Address 1	Address 2
12345 STREET ADDRESS	BUILDING #1

City	State	Zip	Zip4
TALLAHASSEE	FL	32301	

STUDENT INFORMATION

Does student have a Class "G" License?	G License Number	Student Date of Birth	Date Training Completed
○ Yes ● No		07091988 MMDDYYYY	02052023 MMDDYYYY

First Name	Initial	Last Name	Suffix
MAURICE	T	FREDERICKSON	

Firearm Type	Firearm Caliber	Written Exam Score	Range Score
SemiAutoPistol ▾	9mm ▾	98 %	240

Training Type
● 28 Hours   ○ Requalification (4 Hours)   ○ Additional Firearm (4 Hours)

Classroom Training Hours	Range Hours
20	8

Comments - If the student failed to qualify for any reason, the reason must be stated in this Comments Section.

☐ I certify, for the reasons stated above, the above named student **has not satisfactorily completed** the prescribed training as set forth in the Department of Agriculture and Consumer Services Firearms Training Manual Student Handbook and Study Guide, FDACS P-02079, rev. 01/23, incorporated in Rule 5N-1.132, F.A.C.; that all information contained herein is true and correct; and to the best of my knowledge, the above named student is not qualified to carry a firearm in connection with his or her duties

☑ I certify the above named student **has satisfactorily completed** the prescribed training as set forth in the Department of Agriculture and Consumer Services Firearms Training Manual Student Handbook and Study Guide, FDACS P-02079, rev. 01/23, incorporated in Rule 5N-1.132, F.A.C.; that all information contained herein is true and correct; and to the best of my knowledge, the above named student is qualified to carry a firearm in connection with his or her duties

Date Affirmed: 02/28/2023   Date Updated: **Certificate Audit Control Number (ACN):** CFP2023000020

[Print] [Add Student] [Edit] [Previous] [Next] 3 of 4 students   **LIAS Main**

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
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6. Editing Data for Multiple Students

For any Class "G" training reported, the system allows to edit the following data for multiple students at once:

- Range name or address
- Date training completed

This feature is automatically activated anytime the system detects changes in the above-mentioned fields. When the user selects "Send Update to DOL" a dialogue box will display depending on the changes made.

If the user changed the date training was completed, the following will display:

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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If the change was to the range name or address, the following will display:

If changes were made to both, range information and date training completed, the following will display:

Florida Department of Agriculture and Consumer Services
Division of Licensing

**TRAINING REPORTING
FOR CLASS "K" INSTRUCTORS**

Chapter 493, Florida Statutes
Rule 5N-1.142, Florida Administrative Code
Post Office Box 5767 ♦ Tallahassee, FL 32314-5767 ♦ (850) 245-5691
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To proceed with the change(s), the user must select to either apply the change(s) to the individual student record being edited or apply the change(s) 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.