

Florida Department of Environmental Protection (DEP)
Florida Stormwater, Erosion, and Sedimentation Control Inspector (FSESCI)
Training Program

Class Reporting Spreadsheet Tips

Do not alter the first row with the column headings. Begin entering data in the second row. For columns requiring entries, you will fill out for each row. Each row represents one student.

Explanation of what to enter in each column:

Date Insp Cert Sent: Leave Blank

ClassDate: Should be entered in Month/Day/Year format (e.g. 7/22/2019).

Class Month: Name of Month (January, February, March, etc.).

Class Day 1st: The number of the first day of class. If the class is held June 7th and 8th it should be entered as "7".

Class Day 2nd: The number of the second day of class. If the class is held June 7th and 8th it should be entered as "8". If this is a one-day class, enter the day here and leave Class Day 1st blank.

Class Year: The four-digit year.

Trainer #: Your trainer ID#.

Trainer Name 1: Your first and last name.

Order #: For use with student lists generated by Eventbrite, but you may use a numbering system of your own. Otherwise, leave blank.

Score: The student's score (out of 100).

First Name: The student's first name.

Last Name: The student's last name.

Suffix: For Jr., Sr., III, etc.

Company: The student's company or employer.

Shipping Address: The student's street address. Include suite or unit #, as well.

Shipping City: The student's city.

Shipping State: The student's state.

Shipping Zip: The student's zip-code.

Phone: The student's phone number, use numerical digits only, no parentheses, dashes, or other characters. Nine-digit phone number should look like 8502451234.

Email: The student's email address (mandatory and very important). If the student does not have their own email they will need to supply a personal email or the email address of someone at the business they work for.

