

Florida Department of Environmental Protection (DEP)

Florida Stormwater, Erosion, and Sedimentation Control Inspector (FSESCI) Training Program

Class Package Submittal Guidelines

Please refer to this document before each submittal, as the guidance may change.

Within 2 weeks of administering the test you will upload your Class Package to the Instructor Portal. To access the Instructor Portal visit www.fsesci.com/login/ and login or click "Create Account" to setup your account for the first time. You will use your instructor number, the email address you have on file, and a password of your choosing to create your account. Once you have created an account you will click "Submit Exams" on the top ribbon. If you hold multiple classes, it will be important to select the correct class from the drop-down menu.

All documents listed below must be uploaded in the same submittal; keep all originals for your records. All files shall be in PDF format except the Attendee Information Excel file.

- a. CEU forms (if any are returned by students)
- b. Scanned copies of ALL graded exams, including signature pages
- c. Scanned copies of Instructor Evaluations
- d. Scanned/digital copy of syllabus used in class
- e. Scanned copy of sign-in sheets
- f. Excel file with Attendee information

For distance learning classes, instead of a sign-in sheet please upload a list of the names of class participants in PDF format. Before the class you will need to email the students the evaluation form and the signature page / honor code. Students may use the electronic signed version or print, sign, and scan or use a phone camera to capture and email back the signed form. You must have a signature page for each student, as you would for standard, in-person test proctoring.

If you have questions, please contact admin@fsesci.com.