

June 19 - 20, 2025
Hollywood, FL



**TRANSPORTATION
SYMPOSIUM**

What's New in ETDM & SWEPT: Updates and Insights

Jonathon A. Bennett
Office of Environmental Management
State Environmental Quality and Performance Administrator

Transportation Symposium
Website

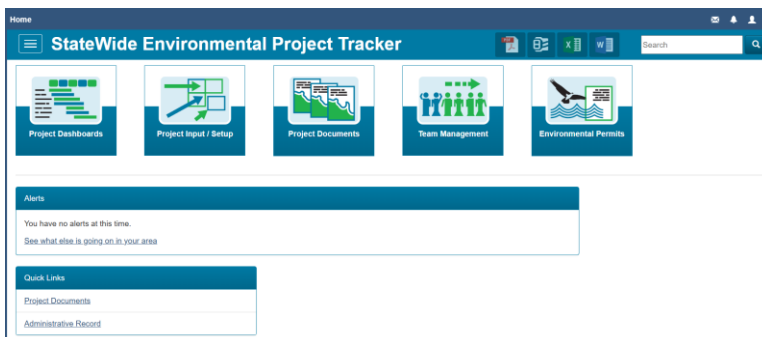


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SWEPT

- The *State-Wide Environmental Project Tracker* is a web-based tool supporting FDOT's environmental process.



- Documenting PD&E scopes
- Tracking project schedules
- Managing project files
- Assigning/notifying review teams
- Processing environmental documents
- Recording QA/QC results and audit findings

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T2CE Simplification – Section Reviewers Removed

- Simplification of the *District Section Review* options and workflow for the Type 2 Categorical Exclusion (T2CE)

- On the form's *Status* page, the District no longer has to assign individual section editors or reviewers. Anyone who is an editor on the *District Project Team* can edit the T2CE.

Please note, District review and comment will occur outside of SWEPT.

STATUS	
Review Status for Each Section	
Section	District Status
Project Information	In Progress
Planning Consistency	Not Started
Social and Economic	Not Started
Cultural Resources	Not Started
Natural Resources	Not Started
Physical Resources	Not Started
Engineering Analysis Support	Not Started
Permits	Not Started
Public Involvement	Not Started
Commitments Summary	Not Started

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No more section editors or reviewers

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T2CE Simplification - QA/QC Checklist

- [QA/QC Checklist](#)

- When a section is ready for review by the District:

- Select the *Ready for Review by District* checkbox at the bottom of the page.
- The internal *District Section Review* has been replaced with the [QA/QC checklist](#) that will be completed outside of SWEPT.
- The draft T2CE can be exported to Microsoft Word to facilitate review outside of SWEPT.



Ready for Review by District ☒ 2a

Note: District Review should be completed using the [QA/QC checklist](#) before submitting to OEM.

2b

Type 2 Categorical Exclusion QA/QC Checklist

December 2024 - PDF version

Project Name: _____

FM #: _____ FAP# _____

Project Limits: _____

Consultant: _____

Reviewer: _____ Date: _____

Additional Information:

☐ OEM POC QA Complete Date: _____ ☒ POC Responsibility

☐ OEM Engineer QA Complete Date: _____ ☒ Engineer Responsibility

☐ Both

The purpose of this guidance is to facilitate the preparation and review of quality Type 2 Categorical Exclusions (CEs) and ensuring the SWEPT project file is maintained. This guidance is applicable to Florida Department of Transportation (FDOT) District and consultant preparers and Quality Control (QC) reviewers of Type 2 CE's. This guidance covers common QC items but is not intended to be all inclusive. The preparer will comply with the requirements set forth in Part 1, Chapter 5 (Type 2 Categorical Exclusion) of the Project Development & Environment (PDE) Manual and all other applicable chapters of the PDE Manual. Information to include in each section is found in the [PDE Manual](#) chapter referenced next to each section heading.

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Recent Re-eval Enhancements

- 1) On the re-evaluation form in section C. *Prior Re-evaluations*, click the **Yes** radio button and a blue information box is displayed

- 2) To import, click the **View Segment(s)** button
 - a) From the dialog, click the **Add Row** button to import a previously approved segment(s)
 - b) Close the dialog by clicking the **Close** button in the bottom, right of the dialog

- 3) To add manually, click the **Add Row** button
 - a) Using the provided fields, enter a previously approved segment(s) and include the following information:
 - FM Number, the type, the date they were approved by the District, and the date the lead agency approved, if applicable.
 - If Lead Agency approval was not required, include the Date Lead Agency Consultation.

- Import or manually add previously approved re-evaluation segment(s)

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Recent Re-eval Enhancements Continued

NOTE: Applies only to Type 2 Categorical Exclusion (T2CE) re-evaluations

- 1) On the re-evaluation form in section 6. *Project or Segment(s) Planning Consistency* when *Planning Consistency* is required for the current project segment, click the **Add Type 2 CE Data** button
- 2) From the dialog and in the *Segment Description* section, click the **Add Data** button – the dialog will close and the information is automatically added to the re-evaluation

Type 2 Planning Consistency Preview

Approved Type 2 CE Checklist (04-03-2018) - Approved

Last Edited: 04/03/2018

Segment: 2

Currently Adopted CPE: LEIP

COMMENTS

Yes Located on page 112 of the Palm Beach-TPA 2040 LRTP (see Attachment 2, Planning Consistency).

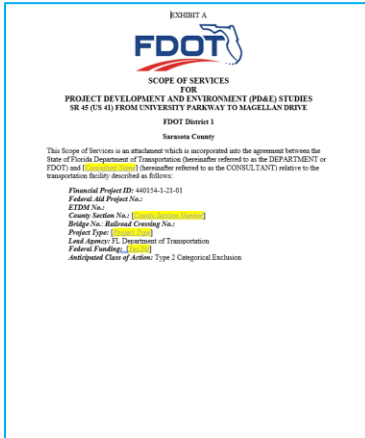
Phase	Currently Approved	Currently Approved	TP/STP 1	TP/STP 1	Comments
	TP	STP	FY	FY	
FE	Y	Y	800,000 /	2018 / 2018	
			800,000		
Phase	Currently Approved	Currently Approved	TP/STP 1	TP/STP 1	Comments
	TP	STP	FY	FY	
ROW	Y	Y	6,425,743 /	2021-2022 /	
			6,425,743	2021-2022	
Phase	Currently Approved	Currently Approved	TP/STP 1	TP/STP 1	Comments
	TP	STP	FY	FY	
Construction	Y	Y	5,555,368	> 2021	The TP does not include the construction costs, which are expected after 2021.

- Import existing Planning Consistency information

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SOS Update



- Improved functionality
- Updated layout and formatting for better user experience
- Revised text for clarity and consistency

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Standard Statements – T2CE PDF & Word

Standard Statement (automatically included in the PDF):

Through coordination with the Natural Resources Conservation Service, it has been determined that the project area which is located in the urbanized area of [redacted] does not meet the definition of farmland as defined in 7 CFR Part 658. Therefore, the provisions of the Farmland Protection Policy Act of 1981 do not apply to this project.

User input needed

Standard Statement (automatically included in the PDF):

Through coordination with the Natural Resources Conservation Service, it has been determined that the project area which is located in the urbanized area of Sample City does not meet the definition of farmland as defined in 7 CFR Part 658. Therefore, the provisions of the Farmland Protection Policy Act of 1981 do not apply to this project.

User input

- Standard statements are displayed consistently across the user interface, PDF, and Word-generated documents

5.1 Protected Species and Habitat

The following evaluation was conducted pursuant to Section 7 of the Endangered Species Act of 1973 as amended as well as other applicable federal and state laws protecting wildlife and habitat.

Standard statement in approved environmental document

- After approval of the Environmental Document, the colors are removed

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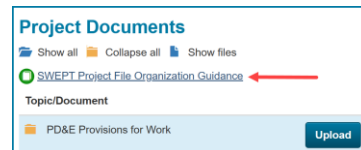
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Updated Folder Guidance

WHERE TO UPLOAD DOCUMENTS IN SWEPT				
COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E
SWEPT Main folders	Drop-Down Lists	PD&E Manual Reference	Where to Upload Document in SWEPT	Guidance
PD&E Provisions for Work	Scope of Service	Part 1, Chapter 4, Section 4.2.7.3 Scope of Services	PD&E Provisions for Work (Created in SWEPT)	The PD&E Study Standard Scope of Services development tool is used to prepare the draft scope of services for a project. A PDF of the final scope should be uploaded.
Planning	Corridor Report	Part 1, Chapter 4, Section 4.2.2 Linking Planning and Environmental Review	Planning	
Environmental Review Process	Advance Notification Package	Part 1, Chapter 5, Section 5.2.3 Preparation of the Advance Notification Package	Environmental Review Process	
Social & Economic	Sociocultural Effects (SCE) Technical Memorandum or Report	Part 1, Chapter 6, Section 4.3 Documentation	Environmental Analysis - Social & Economic - Sociocultural Effects (SCE) Evaluation	
Cultural	Correspondence with Jurisdictional Officials	Part 2, Chapter 7, Section 7.2.3 Coordination with the Officials with subaction	Environmental Analysis - Cultural - Section 4(f) Letters and Supporting Documentation	
Natural	Coastal Barrier Resource Consultation Package	Part 1, Chapter 15, Section 15.2.2 Consultation Requirements	Environmental Analysis - Natural - Coastal Barrier Resources	Include transmittal letter and information package.
		Part 2, Chapter 16, Section 16.2.6 Noise Report	Environmental Analysis - Physical - Highway Traffic Noise	Noise Study Report should be uploaded under the Environmental Analysis Physical folder in SWEPT and linked to the PD&E Engineering folder.

- Provides guidance for uploading project documents in SWEPT

- Access from the main Project Page under the Project Documents header



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Delete a SWEPT Form or Project

Help Guide:
How to Delete a SWEPT Form or Project

OVERVIEW

The option to delete a SWEPT Form or Project in the StateWide Environmental Project Tracker (SWEPT) is only available to the District Environmental Manager or their delegates. No approvals can be associated with the form or project being deleted and it must be in a **draft status** – If these conditions are not met, you will need to contact the FDOT OEM Help Desk for assistance. Additionally, no email notifications are sent when a form or project is deleted.

Note: Scope of Service (SOS) forms cannot be manually deleted and you must contact the FDOT OEM Help Desk for assistance.

DELETING A SWEPT FORM

- 1) Locate the form for deletion on the main **Project Details** page in the **Project Documents** section.
- 2) Click the red **Delete** button towards the right side of the page.
- 3) A dialog displays asking **Are You Sure?** Click **Yes** to delete the form or **No** to cancel the action.
- 4) After clicking **Yes**, the page will refresh and a green message box is displayed stating the form was successfully deleted.
 - Note:** Any associated documents with the form being deleted, will remain as part of the project file.

DELETING A SWEPT PROJECT

- 1) Locate the project in SWEPT, scroll to the bottom of the main **Project Details** page, and click the red **Delete Project** button.
- 2) A dialog displays asking **Are You Sure?** Click **Yes** to delete the project or **No** to cancel the action.
- 3) After clicking **Yes**, the SWEPT home page is shown with a green message box displayed stating the project was successfully deleted.

The FDOT OEM Help Desk is available to assist you at swapt@fdot.com or 888-455-5334.
June 10, 2024
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- Completed by District Environmental Manager or their delegate
- No approvals associated with the form or project being deleted
- Must be in draft status
- If the above conditions are not met, contact the [Help Desk](#)

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Common Issues

Help Guide:
Tips for Common Issues

OVERVIEW

These are the most common issues that users run in to while using the Statewide Environmental Project Tracker (SWEPT). This guide will go through each issue and provide a solution.

1. PDFs (UPSIDE DOWN, SIGNATURE STAMPS, HIGHLIGHTING/SHAPES)

Sometimes you find yourself looking at an upside-down PDF, a digital signature that is missing the stamp, or highlighting and/or shapes on maps that are missing. To correct the issue, open the attachment in Acrobat Reader (or another PDF client) and do File > Print > Print to PDF. Replace the old file in SWEPT with the newly saved PDF.

2. "FM NUMBER NOT FOUND" WHEN CREATING A PROJECT

The most common cause of this message is due to the Financial Management Number (FMI# or FPI#) entered being in a "Candidate" status in the Work Program database. It needs to be in an "Adopted" status in Work Program to be available in SWEPT. Please coordinate with your District's Work Program Office to update the status. Updates to the Work Program database will appear in SWEPT the following day. Coordinate with your FDOT Project Manager to verify the status of the FM #.

Description: SR BICOURTNEY CAMPBELL CARRY FORWARD TO W OF SR 38 VETERANS EXPWY		Item Segment: 40183	Display Date:
Version Submitted:	CA (CANDIDATE)	As of:	06/20/24, 10:59:51
Current Status:	01 (TENTATIVE)	Managing District:	07
Transportation System:	000 - CANDIDATE LINE ITEM 06/16/2024	Geographic District:	07
Work Mile:	INTRASTATE STATE HIGHWAY	County:	99 - DISTRICT-WIDE
Project Length:	0.999 - POB/END STUDY	Emergency:	0 - NONE
Project Manager:	5.479	Contract Type:	0 - NONE
	0 - NONE	Measurement Type:	0 - NONE
	0 - NONE	Other Item:	0 - NONE

The FDOT OEM Help Desk is available to assist you at esweep@fdot.state.fl.us or 888-414-5334. Printed: 06/20/24, Page 1 of 5.

- Access via the SWEPT left-hand menu > Help > Quick Guides > [Common Issues](#)
- PDFs
- "FM Number Not Found"
- Data auto-imported from Work Program
- Finding a project after it was created
- Funding changes on minor projects
- Pasting tables in rich-text areas

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SWEPT - In the Works / Upcoming

14. SEND FOR REVIEW

Initial or Ready for Signature?

☒ Initial Re-evaluation is in ERC for review

☐ Ready for Signature Re-evaluation is ready to be submitted to OEM for final approval

Route to OEM for Initial Review

Note: The [Re-evaluation QA/QC Checklist](#) should be filled out and placed in ERC along with a PDF copy of the Re-evaluation prior to submitting.

Submittal Type Select "Initial" for documents being reviewed in ERC. Choose "Request for Approval" to route for OEM signature (completed documents must be uploaded into SWEPT).

Initial

Project Phase

Construction

Anticipated Letting Type

Design-Build

Status of Documents The expectation is that only complete documents will be submitted for review; however, if for some reason that is not the case, provide a brief discussion of any pending issues, consultation, and/or documents.

All documents for the Construction re-evaluation are complete.

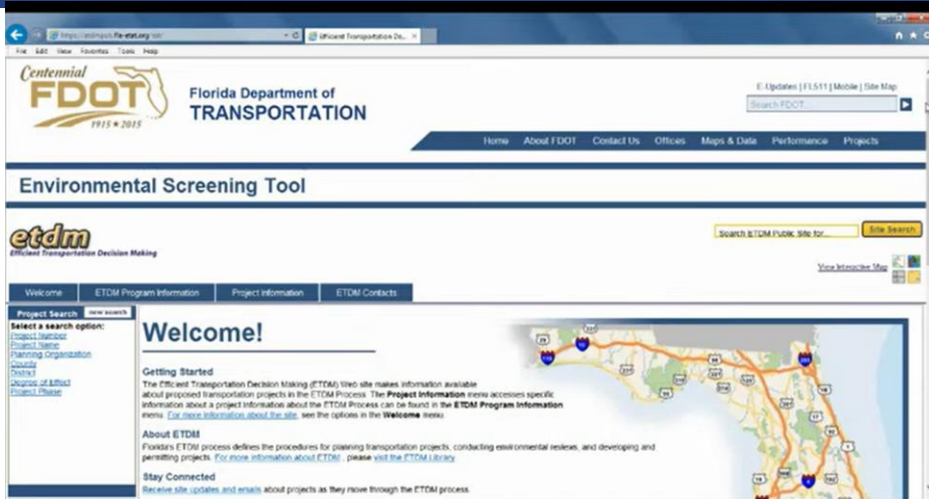
- Re-eval EDS integration
- Creating an Environmental Assessment (EA) in SWEPT is in early development

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EST Public Site

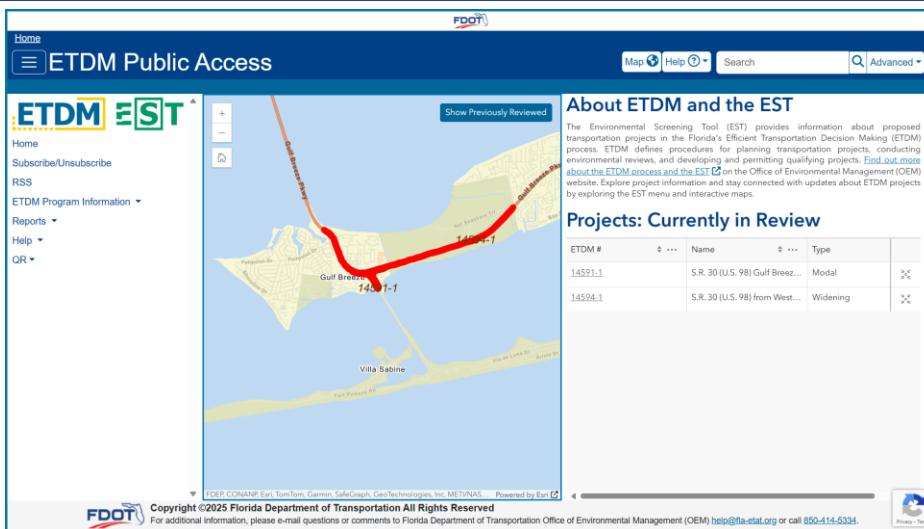


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EST Public Site



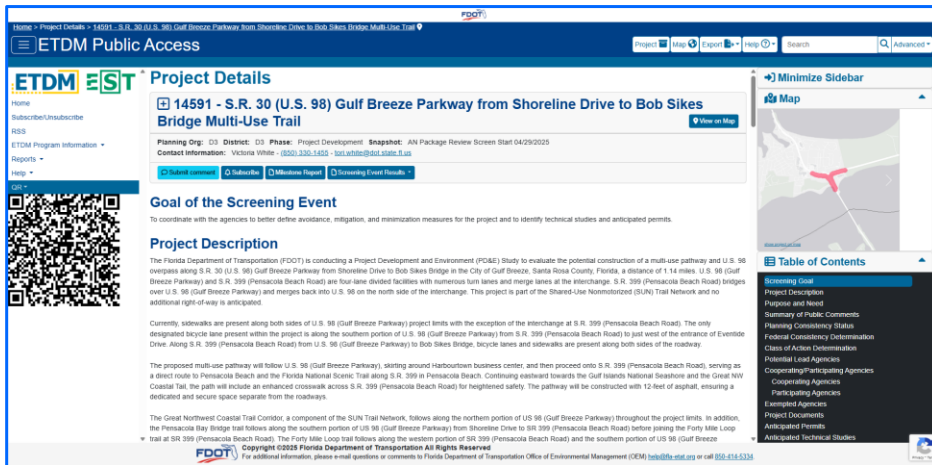
- Released in April 2025!

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EST Public Site

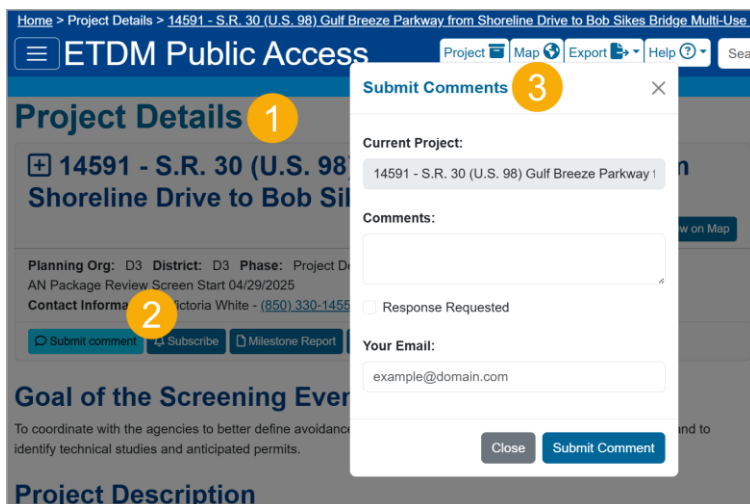


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ETDM Public Access – Submit Comment



1) Project Details page

2) Submit Comment

3) Enter comments, response requested (optional) and submit your comment

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ETDM Public Access - Subscriptions

Subscriber Login

☐ **Subscribe**

- Enter your email and click Request one-time passcode.
- Check your email for a message titled ETDM Public Involvement: Complete Your Subscription.
- Click the verify your subscription link in the email.
- The ETDM Public Access website will open confirming your email has been verified.

☐ **Manage Subscription**

☐ **Unsubscribe**

Your Email:

example@domain.com

One-time Passcode:

☐ I agree to the [FDOT Privacy Statement](#)

- Stay connected with updates about ETDM projects

- Easy-to-follow instructions for subscribing, managing current subscription, or unsubscribing

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EST Functionality & Style Updates

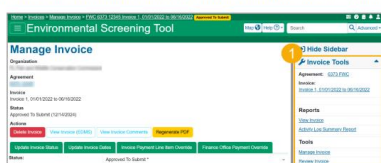
GENERAL UPDATES

- Full project name is displayed in the breadcrumb while on a project page
- Export button shows available formats (Excel, PDF, Zip) in one place
- Minimize the right-hand sidebar to provide more screen space when needed
- Enhanced visibility-styled buttons as well as a **Screening Event Results** button displayed next to **Milestone Report** button



INVOICING UPDATES

- Invoice tools have been moved from a dropdown-style menu to the sidebar for easier access



- Updated site features refreshed styles and streamlined navigation, making it easier for the you and the public to explore project information and resources

- Changes are focused on improving overall usability and accessibility

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Enhanced Cooperating/Participating Agency Invitation Process

- Perform the invitation process at various points in the project cycle

During ETAT Review

- Agencies can request involvement with processing by the District and Lead Agency
- District cannot add new agencies

After ETAT Review

- District can add or recommend agencies
- Lead Agency processes as usual

During/After COA

- District can add or recommend agencies
- Lead Agency processes as usual
- COA cannot proceed until all invitations are handled
- Summary Report must be republished if changes occur after approval

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Enhanced Cooperating/Participating Agency Invitation Process Continued

Participating Agencies

Click the **Respond** or **Change** buttons to modify your recommendations to the Lead Agency for inviting [Participating Agencies](#)

Agency	Request	Recommendation	Invitation	Response	Action
FL Department of State		Participating Agency (Victoria White pending) This rationale is for demonstration purposes only.			Change <input checked="" type="checkbox"/>
FL Fish and Wildlife Conservation Commission		Participating Agency (Victoria White pending) This rationale is for demonstration purposes only.			Change <input checked="" type="checkbox"/>

Recommend Agencies

Select an agency and click the **Add** button to add a new recommendation

Choose an agency ...

Send Recommendations

You can check to select the Cooperating and Participating Agencies and click **Send Recommendations** buttons to send the recommendations at once.

- Submit invitations individually or multiple at once using the checkbox

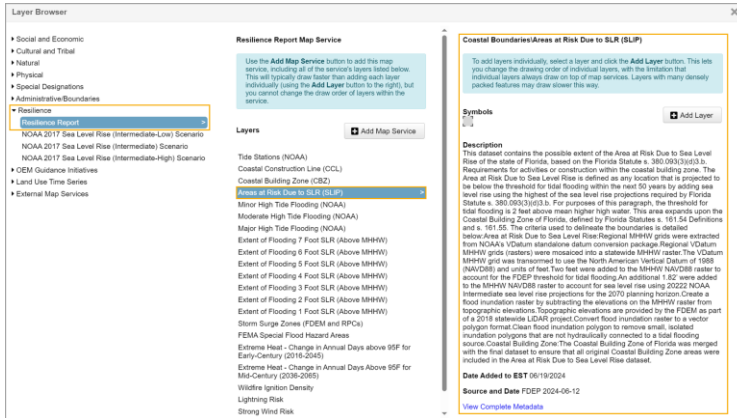
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SLIP Study

- Found in Layer Browser: Resilience > Resilience Report > Areas at Risk Due to SLR (SLIP)



- ETDM projects that are in proximity to one or more Areas At Risk Due To Sea Level Rise and thus require a SLIP study will automatically generate a notification to the relevant contacts.

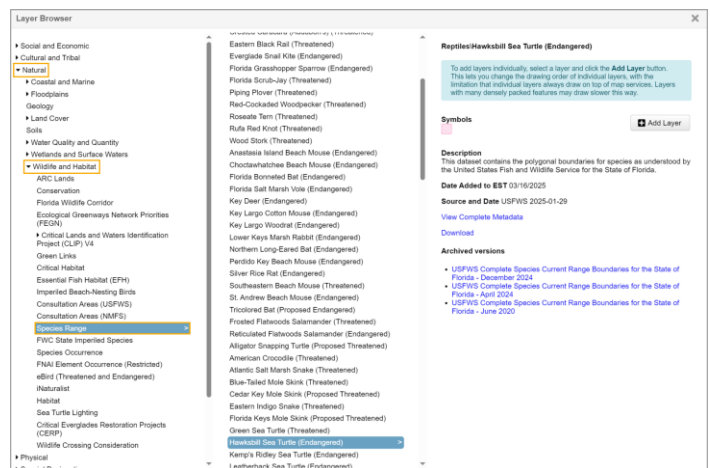
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Species Range

- Found in Layer Browser: Natural > Wildlife and Habitat > Species Range
- Species separated out
- More frequent updates
- January 2025 Data Update: Hawksbill sea turtle, Kemp's ridley sea turtle, Leatherback sea turtle, Green sea turtle, Miami Blue Butterfly, Schaus swallowtail butterfly, Monarch Butterfly updated from 'Candidate' to 'Proposed Threatened'
- May 2025 Data added to the Queue



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EST - In the Works / Upcoming

- Provide a ZIP all function for GIS Reports
- GIS reports are being enhanced, with the goal of providing custom reports that can be utilized more by the users
- Section 4(f) Thematic

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ETDM/EST Training & Help

OEM Training Website

Training Program

Welcome to the Environmental Management Training Program!

Our goal on this site is to provide FDOT staff, consultants, resource agency partners and Local Agency Program (LAP) partners with information about our training program and delivery plan. We offer a wide range of opportunities for training in various delivery formats including live webinars, on-demand, and instructor-led courses as well as access to relevant training materials from previous classes. Topics in our curriculum range from the National Environmental Policy Act (NEPA) Assignment Program, the Project Development and Environment (PDE) Process, Environmental Permitting, Efficient Transportation Decision Making (ETDM) Process, Section 4(f), and more.

Our **on-demand training** includes Computer Based Trainings (CBTs), videos, and recorded webinars. On-demand training provides a great opportunity for the learner to work at their own pace, whether you are a new employee just starting out or a seasoned professional that may need a refresher. **Live webinars** often provide direct access to OEM staff and our agency partners, such as the US Army Corps of Engineers or National Marine Fisheries Service. No more missing out on training due to schedule conflicts, as the Training Academy includes recordings of these webinars for those that may have missed the scheduled event or those that may just want to review the material again. For certain topics, we are able to provide **instructor-led** courses. These are scheduled based on need and as staff availability and budget allow. OEM's goal with these courses is to provide more extensive and personal experience for the learner, especially when there are changes in FDOT procedures.

The Environmental Management Training Academy Tracks are organized by category and accessible through the below individual links. Learners are responsible for keeping track of their progress and transcripts. Continuing education credits are not offered for any of our online materials.

Environmental Management Training Academy Tracks

- Track 1 - National Environmental Policy Act (NEPA) Assignment Training
- Track 2 - Statewide Environmental Project Tracker (SEPT) Training
- Track 3 - Project Development and Environment (PDE) Training
- Track 4 - Statewide Acceleration Transformation (SWAT) Process-Removed in 2024
- Track 5 - Environmental Coordination, Consultation and Permitting
- Track 6 - Section 4(f) Training
- Track 7 - Efficient Transportation Decision Making (ETDM) Process Training



EST Help

Home • Help • Other Resources

Environmental Screening Tool

ETDM/EST Other Resources

10 entries per page

Name	Category	Publication Date	File Extension	File Size	Action
882. EST Help Guide - NRE Reviews for ETDC	User Guides	10/22/2024	pdf	580 KB	Download Print
814. EST Help Guide: ACP Resilience Report	User Guides	09/10/2024	pdf	409 KB	Download Print
815. EST Help Guide: ACP Resilience Report	User Guides	09/10/2024	pdf	910 KB	Download Print
114. EST Help Guide - Using ETDM Project Map Services	User Guides	08/28/2024	pdf	160 KB	Download Print
113. Map Services and Feature Layers	User Guides	12/01/2023	pdf	518 KB	Download Print
402. Document Review Module: Formal ESA Consultations (OEM)	User Guides	10/06/2022	pdf	627 KB	Download Print
400. EST Quick Guide - Pre-Screening Review	User Guides	01/26/2022	pdf	252 KB	Download Print
880. EST Quick Guide - Manage ACE Review Events	User Guides	01/05/2022	pdf	152 KB	Download Print
180. EST Sample State - Document Reviews and Responses	User Guides	10/26/2021	pdf	168 KB	Download Print
881. EST Quick Guide - Managing Document Review	User Guides	10/26/2021	pdf	77 KB	Download Print

Showing 1 to 10 of 80 entries (filtered from 775 total entries)

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Help Desk Metrics - 2024

APPLICATION		
SWEPT	674	60.3%
EST	376	33.6%
DSOS	62	5.5%
Public Site	6	<1%

- Total Requests
 - 1,118

CATEGORY		
User Access	353	31.6%
Project Input	197	17.6%
T2CE	108	9.7%
T1CE	68	6.1%
Notifications	39	3.6%

- The five categories account for 765 of the 1,118 Help Desk requests or 68.4%

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Help Desk Metrics – First Quarter 2025

- Total Requests
 - 375
 - Average 6.2 requests per business day
- Busiest Day
 - Friday 1/14 and Wednesday 3/5
 - 13 requests each
- Busiest Time (approx.)
 - 11:33 AM to 12:33 PM

APPLICATION		
SWEPT	220	58.7%
EST	137	36.5%
DSOS	18	4.8%

CATEGORY		
User Access	108	28.8%
T2CE	42	11.2%
T1CE	38	10.1%

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Let's Build It Together



- Got a minute?
 - Help shape the future of our applications – SWEPT, EST, and ETDM Public Access
- Please take our short survey and tell us what you'd like to see!
- Access the survey:
 - Online at <https://forms.office.com/g/ZSewN1C8DY> or scan the QR code

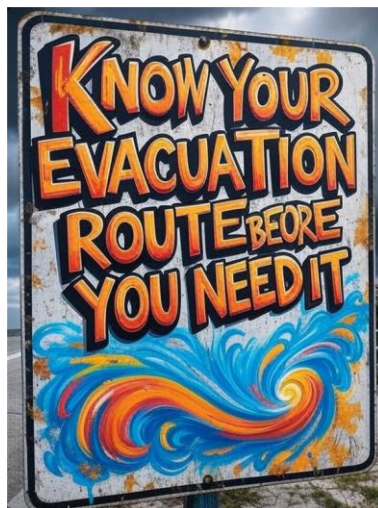
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Safety Message

- Hurricane season
- Have a Plan
- Know your route



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Contact Us

Jonathon A. Bennett

State Environmental Quality and Performance Administrator

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- Email: jonathon.bennett@dot.state.fl.us


OEM Help Desk


- Phone: (850) 414-5334
- EST Email: help@fla-etat.org
- SWEPT Email: swept@fla-etat.org


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 June 19 - 20, 2025

 Hollywood, FL




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Please be sure to **certify your attendance** before leaving this event or no later than **Monday, June 30**, in order to receive PDH/CEC. Detailed instructions are available on the Transportation Symposium website.

Transportation Symposium Website



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