


FASPA Spring 2008 Certification Partnership Update

**Florida Department of Education
Bureau of Educator Certification**

FASPA Spring 2008 BEC Partnership Update 1



Today's Agenda

- **Bureau and Department Update:**
Bev
- **Processing Update:**
Veronica
- **Operations and Technology Update:**
David
- **Questions and Answers**

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Personnel Update

- **New K-12 Chancellor**
 - Dr. Frances Haithcock
- **New PS II Specialist**
 - April Harrell
- **New PS I Call Center Specialists**
 - Sue Haley
 - Daniel Ring


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Work Status

- **Congratulations!! Our district partners in December 2007 issued more than 9,000 certificates.**
- **Tops previous record of June 2006 of more than 6,000 certificates.**
- **Beating the Fee Increase??**


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Work Status

- All files are being processed in **30 days or less since November**
- Average # of Days: **15-16**
- Hold Releases in 10 Days: **96%**


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District Customer Survey Responses

- **120 Respondents**
- **64 of 73 Districts & Lab Schools (87.7%)**
- **98% Most pleased by ability to view and print SOE and with BEC-PASS resources** 
- **6 - 9% Most displeased with on-line application and SOE contents and format** 


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State Board Rule Updates: Fee Increase

- **Effective January 1, 2008**
- **\$75 fee for all previous \$56 fee services**
 - Temporary or Professional Certificate
 - Addition of a coverage or endorsement
 - Athletic Coaching Certificate
 - Renewal or reinstatement of a Professional Certificate
- **Name change, duplicate, or subject deletion \$20 (unchanged)**

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State Board Rule Updates: Fee Increase

- **School district remits on monthly basis \$30 of each \$75 fee to DOE (invoice to district)**
 - Increase in funds to district by \$9 each \$75 application
- **School district remits on monthly basis \$7 of each \$20 fee (unchanged, via invoice to district)**

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State Board Rule Updates: Athletic Coaching Certificates

- **Change for Athletic Coaching endorsement and stand alone certificate**
- **Rule 6A-4.0282 was amended effective January 16, 2008**
- **Amendment allows acceptance of a CPR certificate or card issued by:**
 - American Red Cross
 - American Heart Association
 - An entity approved by the Florida Department of Health pursuant to their criteria. See link: <http://www.doh.state.fl.us/demo/ems/TrainTest/CPRACLS9-27-07.pdf>

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State Board Rule Updates: Athletic Coaching Certificates

Presently, the following are acceptable Department of Health approved providers:

1. American College of Emergency Physicians
2. AAOS/ACEP Emergency Care & Safety Institute
3. American Safety and Health Institute
4. Florida Emergency Foundation
5. ProCPR, LLC

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State Board Rule Updates: Foreign Language Specialization

- **State Board approved change to foreign language rule at February meeting**
- **Certification added for Arabic, Farsi, Hindi, and Haitian Creole**

and ...

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State Board Rule Updates: Foreign Language Specialization

- **New option to satisfy foreign language specialization for languages for which no SAE**
 - **Score earned above the intermediate level on the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview for the language, and**
 - **Score earned above the intermediate level on the ACTFL Written Proficiency Test for the language**
 - **Requires both scores**


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State Board Rule Updates: Foreign Language Specialization

- **ACTFL tests DO NOT SUBSTITUTE for FL subject area exam for the Professional Certificate**
 - **If Spanish, Latin, French, or German:**
 - ACTFL not an option for Temporary Certificate
 - FL SAE must be passed for Professional Certificate
 - **If a foreign language for which no FL SAE:**
 - ACTFL option for Temporary Certificate applies
 - Superintendent must verify subject matter competence via CT-114 for Professional Certificate
 - ACTFL option may be used in combination with CT-114 for an addition to a valid Professional Certificate



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State Board Rule Updates: Foreign Language Specialization


- * **Big Policy Change:**
CT-114 form may be submitted by the superintendent or chief administrative officer regardless if the subject is being taught.

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Processing Update

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Processing Update

- **SOE Improvements**
- **NBPTS Certificates**
- **ABCTE Certificates**
- **CLEP**
- **Issue Requests**
- **Web Resources**
- **Odds and Ends**


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SOE Improvements

- DOE number printed on SOE
- Addition of the following opening statements:
 - ***DO NOT DESTROY. PLEASE RETAIN UNTIL ALL REQUIREMENTS ARE COMPLETE.***
 - ***This Official Statement of Status of Eligibility outlines requirements for issuance of a Florida Educator’s Certificate. Florida school district personnel will advise you of any additional requirements for employment in the school district and compliance with the federal No Child Left Behind Act.***

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SOE Improvements

- Addition of the following closing statement:
 - ***This evaluation outlines one pathway to full professional certification. To review other options, select “Certification Pathways” from our home page (www.fldoe.org/edcert).***
- Professional Preparation Course Option
 - Header: ***“a minimum of 15 semester hours...”***
 - Clarification statements for applicants with valid SOEs under old and new professional preparation rules

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NBPTS Health Certificate

- **New National Board for Professional Teaching Standards subject area**
- **Health – Early Adolescence through Young Adulthood (ages 11-18)**
- **Initial Pro Cert and Addition to Pro Cert: Valid NBPTS certificate in Health qualifies applicant for Florida Professional Certificate in Health**
- **Renewals: Valid NBPTS certificate in Health = 6 semester hours of renewal credit when Florida Professional Certificate includes Health**
- **NBPTS charts will be updated in Spring 2008 Partnership Manual**

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ABCTE Reading Professional Certificate

- **A *special* ABCTE certificate**
- **Not the same as the ABCTE *Passport to Teaching Certificate***
- **Does not satisfy any requirement for the Professional Certificate**
- **Satisfies specialization for the Reading Endorsement if teacher holds FL or ABCTE certification in Elementary Education, Prekindergarten-Primary Education, or ESE**


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ABCTE Passport to Teaching Certificate in U.S. History

- Does not satisfy subject area mastery for any Florida subject
- Satisfies mastery of general knowledge
- Satisfies professional preparation requirements *except* Professional Education Competence Demonstration Program (PEC)
- Does not satisfy HQT requirements for history or social science


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CLEP

- College-Level Examination Program
- College credits awarded for CLEP (or other examinations or experiences) are acceptable for certification if:
 - College level credit is awarded by and reflected on an official transcript from an accredited or approved institution, and
 - Content of the course is appropriate
- This is not a new provision.

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Issue Request Reminders

- **Subject must be in SE status to issue**
- **Check corr-browse as needed to be sure all pertinent documents are on file (e.g., review SOE, check for oscert, etc.)**
- **Verify address**
- **Verify both name fields**
- **Be sure I-9 on file for non-citizens**
- **When hardcopy Issue Request is required, okay to submit screen print of CT-110 e-form from BEC-PASS if oath is checked, form is signed and dated, and FP report is attached.**

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BEC Home Page

- **www.fldoe.org/edcert**
- **Helpful options for you and your constituents**
 - **Certification Pathways**
 - **Foreign Trained Graduate or Non-citizen**
 - **Moving from Temporary to Professional Certificate**
 - **Application Status and Address Updates**
 - **Links to Certification Laws and Rules**
 - **Link to Paperless Certification Memos**

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BEC Home Page

FLDOE Home
[Site Map](#) [Index](#)
[Contact](#)
[Certificate Types and Requirements](#)
[Certification Pathways](#)
[Certification Subjects](#)
[Steps to Certification](#)
[Frequently Asked Questions](#)
[Florida Teacher Certification Testing \(FTCE\)](#)
[Florida Educational Leadership Exam \(FLE\)](#)
[Alternative Certification](#)
[Teach in Florida](#)

Educator Certification
 Make a difference in Florida. Become a certified educator.

[Certificate Lookup](#) [Application Status and Address Update](#) [Certification Materials](#)

New Certification

- Out-of-state Certified Teacher or Administrator
- Graduate of a Teacher Education Program
- Career Changer or College Graduate of a Non-education Program
- Foreign Trained Graduate or Non-citizen
- High School Graduates Considering Teaching

Florida Certified Teachers

- Adding a Subject or Endorsement
- Moving from the Temporary to the Professional Certificate
- Renewing a Florida Professional Certificate
- Reinstating an Expired Florida Professional Certificate
- Certification Memos


Statutory Authority: Chapter 1012, Florida Statutes
 Rule Authority: Chapter 6A-4, Florida Administrative Code

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Other Web Resources

- **Teach in Florida**
 - www.teachinflorida.com
 - Revamped and revitalized
- **Florida Department of Education**
 - www.fldoe.org
 - New look and feel is in the works
 - BEC pages may look a bit different but content and format *should* stay as is
 - Stay tuned
- **Florida’s Personnel Development Website Supporting Exceptional Student Education**
 - www.florida-ese.org/personneldevelopment
 - Includes information on HQT, university coursework, and professional development opportunities


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Processing Odds and Ends

- **Please do not submit unofficial score reports. A notarized true and correct copy is *still* an unofficial score report.**
- **Educational Leadership is now retained when School Principal is added.**
- **Public School District Spring Partnership Training: April 8 - 9**


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Operations and Technology Update




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Operations & Technology Update

- **On-line Application**
- **Confidential Information Security**
- **Retention Requirements**
- **BEC Technology Update**
- **Miscellanea**
- **BEC-PASS Tips & Tricks**

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On-line Application Review

- **Target deployment slipped to March 2008**
- **Single sign-on**
 - On-line application and Application Status Lookup
- **Increased application options**
 - Coach, Move to Pro, Add, Reinstatement, etc.
- **Interacts with certification file data**
- **New credit card processor, payment only**
- **Immediate acceptance and review**
 - True application status updated upon submission
- **Customized on-line “return letter”**
- **Prompts for colleges with e-transcript submission**

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New On-line Application Preview



Educator Certification

Make a difference in Florida. Become a certified educator.

You may use this secure site to:

- Submit your On-line Application for Certification in Florida.
- Update your mailing address in your Florida certification record.
- Make payment for any unpaid fee balance using your major credit card.
- Access current information about your Florida certification record.

Please log in or create your account using the options below.


Log In

User Name:

Password:

- Create Account
- Request Temporary Password
- Forgot UserName
- Forgot Password

Make a difference
in Florida.



www.teachinflorida.com

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New On-line Application Preview



Your Florida Department of Education Educator Certification

Welcome to the Florida Educator Certification Applicant Status Lookup Site!

Welcome

Submit Application

View Address

View Account

Application Status

Certificate Status

New Documents

Logout

You may use the links at the left for the following actions:

Click on **Submit Application** to apply on-line for:

- Determination of Eligibility for, Issuance of, Addition to, or Reprint of a Florida Educator's Certificate (Form CG-10), including the Athletic Coaching certificate
- Renewal or Reinstatement of a Florida Professional Educator's Certificate (Form CG-10R)

Click on **View Address** to:

- Review the mailing address, phone number, and email address on file for you with Florida Educator Certification
- Update your mailing address, phone number, and email address as required by *Florida Statute (1012.561, FS)*

Click on **View Account** to:

- Review the application fees you have been charged and the payments you have made for Florida Educator Certification processing
- Make payment for any unpaid fee balance using your major credit card (VISA or MasterCard only)


Access the following current information about your Florida certification record:

- Application Status** shows the status/progress of your valid applications(s) and current Statements of Status of Eligibility
- Certificate Status** shows a record of the valid Florida Educator's Certificates that you hold
- New Documents** shows the official transcripts, score reports, and Florida school district information forms received in your file in the last calendar year


Thank you for *Making a Difference* through certification in Florida!

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New On-line Application Preview



Bureau of Educator Certification
(DOE ID Number: 742495)



Welcome

Welcome to the Florida On-line Application for Educator Certification!

You may use this site to apply for:

- Determination of Eligibility for, Issuance of, Addition to, or Reprint of a Florida Educator's Certificate (Form CG-10), including the Athletic Coaching certificate. Please read the information as it applies to you from our [Certification Main Menu](#).
- Renewal or Reinstatement of a Florida Professional Educator's Certificate (Form CG-10R). Please read the information as it applies to you about [Florida Educator Certification Renewal Requirements](#).

How to complete and submit your application using this on-line site

- Read all of the following information and indicate your agreement by clicking the button at the bottom of this page
 - Click the "I Accept" button if you have read and understand these instructions and Additional Terms for submission of the on-line application for certification in Florida. You will be forwarded to the first section of the on-line application.
 - Click the "I Decline" button if you choose not to continue with your on-line application for certification in Florida. You may return later to review, complete and submit the on-line application for certification in Florida.
- Complete your application by entering your information and following the continue buttons through each of the application sections
 - You may click through each of the section links on the left to preview most of the information that will be required of you to complete your application on-line.
 - If you elect to logout during the on-line process, any application information you have entered will automatically be saved so that you can return and complete your on-line application later.

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New On-line Application Preview

- Authorize payment of non-refundable application processing fees using your VISA or MasterCard credit card
 - You will be presented an invoice page outlining the application processing fees associated with your application as well as any unpaid fee balance on your Florida certification account. Fees must be paid in full to submit your application on-line.
 - If your payment is authorized by our credit card processing agent, you will be presented with an On-line Application Receipt. Please print a copy of this receipt for your records.
 - You may only pay your non-refundable application processing fees using your major credit card. No fees may be credited back to your credit card. If Educator Certification determines that a refund is necessary due to extraordinary circumstances, the refund will be issued back to the applicant via a check from the State of Florida Comptroller.
- Submit additional documentation as directed by your On-line Application Receipt
 - You will be required to submit official transcripts from all colleges/universities attended. You must have attained a bachelor's or higher degree from an accredited or approved institution to be eligible for certification in Florida (except for the Athletic Coaching certificate).
 - Florida offers a number of pathways to a full Professional Certificate. If applicable, you may wish to submit a photocopy of the front and back of all valid educator certificates/licenses you hold from other states and/or the National Board for Professional Teaching Standards (NBPTS) or the American Board for Certification of Teacher Excellence (ABCTE).
- Review your Application Status periodically using the other features of this secure site
 - Please return to the Welcome page to review the available options for monitoring the progress of your application for Educator Certification in Florida.
 - We provide several options for you to [Contact Educator Certification](#) if you have any additional questions.


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New On-line Application Preview

Florida Department of Education my



Bureau of Educator Certification
(DOE ID Number: 742495)

Initial Application

Welcome

Personal Information

Certificate Action

Teaching Experience

Academic Training

Legal Disclosure

Certificate Look

Verification & Affidavit

Logout

Valid Certificate(s):

Certificate Type	Subject(s)/Endorsement(s)	Begin Validity	End Validity
PROFESSIONAL	EDUCATIONAL MEDIA SPECIALIST (PREKINDERGARTEN - GRADE 12)	07-01-2004	06-30-2009
PROFESSIONAL	MUSIC (GRADES K - 12)	07-01-2004	06-30-2009
PROFESSIONAL	EDUCATIONAL MEDIA SPECIALIST (PREKINDERGARTEN - GRADE 12)	07-01-2009	06-30-2014
PROFESSIONAL	MUSIC (GRADES K - 12)	07-01-2009	06-30-2014

Application (s):
No Data available to display.

New Application

Action Requested:

-- Select --

ADD SUBJECT

COACH

DUPLICATE

NAME CHANGE

DELETE

CG10 - Initial Application

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New On-line Application Preview

Florida Department of Education my



Bureau of Educator Certification
(DOE ID Number: 742495)

Certificate Look

Please enter your name as you would like it to appear on your certificate.

State of Florida Department of Education
Educator's Certificate
This Certifies That

DAVID C LAJEUNESSE

Has satisfactorily completed all requirements of Florida Statutes and State Board of Education Rules for the coverages or endorsements listed below.

July 01, #### - June 30, ####

Department of Education Number 742495

*** Sample ***

Chancellor, K-12 Public Schools
Commissioner of Education

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New On-line Application Preview

Florida Department of Education

Bureau of Educator Certification
(DOE ID Number: 742495)

Affidavit and Payment

APPLICANT'S AFFIDAVIT: CHECK & SIGN AFFIDAVIT TO COMPLETE YOUR APPLICATION

Under penalty of perjury, I, [DAVID C LAJEUNESSE], do hereby certify that I subscribe to and will uphold the principles incorporated in the Constitution of the United States of America and the Constitution of the State of Florida.

I, [DAVID C LAJEUNESSE], have reviewed this application and affirm that all of the information which I have provided in this application is true, accurate, and complete.

WARNING: GIVING FALSE INFORMATION IN ORDER TO OBTAIN OR RENEW A FLORIDA EDUCATORS CERTIFICATE IS A CRIMINAL OFFENSE UNDER FLORIDA LAW. ANYONE GIVING FALSE INFORMATION ON THIS AFFIDAVIT IS SUBJECT TO CRIMINAL PROSECUTION, AS WELL AS DISCIPLINARY ACTION BY THE EDUCATOR PRACTICES COMMISSION.

I, [DAVID C LAJEUNESSE], Agree to Pay \$NOT COMPLETE for Certificate Processing Fee

You must authorize payment using your VISA or MASTERCARD the non-refundable application processing fees in order to submit your online application to the Bureau of Educator Certification.


[Back](#) [Continue](#)

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Confidential Information Security

- **User Agreements**
 - Read the “Acknowledgement”
- **Strong Passwords**
 - Change your password (90 days)
- **XKM accounts disabled due to inactivity**
- **Shift from SSN to DOE number**
 - BEC official correspondence
 - On-line self-help tools
 - E-mail Communications
- **Official Documents – do not alter**


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Retention Requirements

- **Consult your legal counsel with questions**
- **General Records Schedule GS1-SL (DOS)**
 - State and local government agencies
 - Public Schools financial-related records
 - GRS for Public Schools GS7 (DOS)
- **FLDOE Certification 1012.56 (14)**
- **Certification Database**
 - 50 years after certificate issuance
- **Application Records**
 - Reduced from 50 to 6 anniversary years
- **Electronic recordkeeping 1B-26.003, FAC**
 - Pending proposed revisions (FAW 2-8-2008)
 - Scanning of paper records, imaging standards


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BEC Technology Update

- **Imaging System Updates**
 - OSAR to MSAR migration
 - OCR/ICR replacement
- **Applicant Status Lookup Improvements**
- **Fingerprint Process Improvements**
- **IVR System Replacement (2008 LBR)**
- **BEC Systems Analysis (2008 LBR)**


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Miscellaneous Aides Memoir

- **Application Forms (CG-10 & CG10-R)**
 - 2004 versions and later only
- **DISTRENW & DISTADD**
 - Don't save at same time
- **Apps saved <2008 charged old fee**
- **District payments on a monthly basis**
 - Rule 6A-4.0012(6)

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BEC-PASS Tips & Tricks

- **Homepage links**
- **Manuals/HELP documents**
- **District Application/Form versions**
- **View Account (*Renewals*)**
 - Invoice amounts/Payments received
- ***Districts* – cut & paste option**
 - Click column headers to sort
- **View Criteria filters on Corr Browse**
- **BECTechHelp link**

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BEC-PASS Tips & Tricks



[Application Renewal Browse](#)

[Profile Applicant Info](#)

[View Account Home](#)



District ID#:00 EDUCATOR CERTIFICATION

[District Renewal Application to Print](#)
[BEC-PASS Manual](#)
[Fall 2007 Partnership Manual](#)
[Submit feedback or technical issues to BECTechM@fldoe.org](#)

Renewal Browse - Pending Applications

Pending Applications
Requested Renewals
Issued Renewals

View Account

View Criteria:

Type: [Change View](#)

From Date: To Date:

Account Activity						
Type	Date	Invoice #	Check #	Debit	Credit	
INV	1/1/2008	20200302		(\$750.00)		
PAYM	12/19/2007		710127		\$1,800.00	
INV	12/1/2007	20200045		(\$1,800.00)		
PAYM	11/28/2007		709104		\$220.00	
INV	11/1/2007	20217243		(\$1,800.00)		
PAYM	10/17/2007		707936		\$400.00	
INV	10/1/2007	20217358		(\$220.00)		
				Outstanding Balance (\$750.00)		

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BEC-PASS Tips & Tricks

District Certificate Browse

Change View: Enter Date Printed as MM/DD/YYYY or YYYY-MM-DD.

Beginning Date Range: [Change View](#)

Ending Date Range: [Change View](#)

Certificates Issued for OKAL005A from 01/01/2007 to 01/31/2007


ID#	Name	NOE Number	Date Printed	Validity Dates	Type	Subject
28392	MARLENE MCMICHAEL	28392	01/15/2007	01/2007-02/20/2012	PRO	10150
28392	MARLENE MCMICHAEL	28392	01/15/2007	01/2007-02/20/2012	PHD	10150
28392	MARLENE MCMICHAEL	28392	01/15/2007	01/2007-02/20/2012	PHD	10150
28320	ANGELA SHERRY SENERDOK	28320	01/17/2007	01/2007-02/20/2012	PRO	10210
28489	JAMES T. GUY	28489	02/25/2007	01/2007-02/20/2009	NTMP	10130
27780	DARLENE MARIE MAUNTNEY	27780	01/10/2007	01/2007-02/20/2009	NTMP	10140
21700	DEBIE GATES ANDERSON	21700	02/25/2007	01/2007-02/20/2012	PRO	10130
21700	DEBIE GATES ANDERSON	21700	02/25/2007	01/2007-02/20/2012	PRO	10410
21700	DEBIE GATES ANDERSON	21700	02/25/2007	01/2007-02/20/2012	PHD	10410
20563	JOAN CATHERINE HENDERSON	20563	01/16/2007	01/2007-02/20/2012	PRO	10110
20563	JOAN CATHERINE HENDERSON	20563	01/16/2007	01/2007-02/20/2012	PRO	10130
20563	JOAN CATHERINE HENDERSON	20563	01/16/2007	01/2007-02/20/2012	PHD	10410
20563	JOAN CATHERINE HENDERSON	20563	01/16/2007	01/2007-02/20/2012	PHD	10540
20563	JOAN CATHERINE HENDERSON	20563	01/16/2007	01/2007-02/20/2012	PHD	10540
20102	NICOLE JULIANNE MONTEBE	20102	01/10/2007	01/2007-02/20/2009	NTMP	10240

Ctrl-C to Copy or right mouse click
 Paste to MS Excel or other spreadsheet type document

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BEC-PASS Tips & Tricks

Incoming/Outgoing Correspondence Browse

Lookup: Current Holds:  No active holds

ID# DDE#

Name: LAURENSEE, DAVID Birthdate: 3/10/1970

View Criteria

Change View:

In/Out: Out

In/Out	Type	Description	Date Entered	Detail	Official
0	CERTREP	CERTIFICATE - REPRINT	1/19/2008		N
0	CERTREP	CERTIFICATE - REPRINT	1/19/2008		N
0	CERT	CERTIFICATE	11/27/2007		N
0	CERT	CERTIFICATE	3/1/2006		N
0	LETD	LETTER TO APPLICANT	11/29/2005		Y
0	SOB	STATEMENT OF ELIGIBILITY	10/15/2004	1012/D	Y
0	RTNLET	RETURN LETTER TO APPLICANT	10/6/2004		N
0	RTNLET	RETURN LETTER TO APPLICANT	9/20/2004		N
0	CERT	CERTIFICATE	9/17/2004		N
0	RTNLET	RETURN LETTER TO APPLICANT	12/4/2003		Y
0	RTNLET	RETURN LETTER TO APPLICANT	11/6/2003		N
0	SOB	STATEMENT OF ELIGIBILITY	8/29/2002	1025/B	Y
0	RTNLET	RETURN LETTER TO APPLICANT	2/4/2002		Y
0	RTNLET	RETURN LETTER TO APPLICANT	6/27/2001		N

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Opportunities to Help Out

- **Volunteer to Test New On-line App**
 - E-mail BECTechHelp@fldoe.org
 - **Please Provide**
 - Computer type: **MAC vs. PC**
 - Web Browser and version
- **Customer Satisfaction Survey**
- **Operational/Technology Survey**
 - Under development (any ideas?)

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