

**Electronic Course Reporting
Using the
CPEFTP Software**

**Department of Business and
Professional Regulation
Bureau of Education and Testing**

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REPORT CREATION GUIDE

ALWAYS create a new file when you want to send a new report: Go to the top menu, click on the word **FILE** and select **NEW** from the drop down list

DBPR CPE Reporting Tool

File FTP Print Setup Help

Open Ctrl+O Courses Occupations Provider

New Ctrl+N

Save Ctrl+S

Exit F10

1 0002647 PROVIDER 8888

2 Course Number and Title Date
1/26/2005

3 Occupation Code and Title

Licensee Number First Name MI Last Name

4 End of Course Record Number of Licenses EOF Record 5 Select Insert Mode

ID	Number	Description	Code
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C:\DBPRFTP\Data Files\0002647_3783805.txt Report file in Add Mode

STEP 1: Provider Information

Verify that your provider number and pass code are correct as displayed on the Provider Tab

The screenshot shows a software window titled "DBPR CPE Reporting Tool" with a menu bar (File, FTP, Print, Setup, Help) and a tabbed interface. The "Provider" tab is selected, indicated by a red arrow. The main area is titled "Provider Information" and contains four input fields: "Provider Number" (0001234), "Provider Name" (PROVIDER), "Pass Code" (4321), and "Email Address" (joseph.dean@dbpr.state.fl.us). Red arrows point to the "Provider Number" and "Pass Code" fields. At the bottom, there are two buttons: "Update Provider Information" and "Cancel Without Update". The status bar at the bottom shows the file path "C:\DBPRFTP\Data Files\0002647_3783805.txt" and the text "Report file in Add Mode".

Field	Value
Provider Number	0001234
Provider Name	PROVIDER
Pass Code	4321
Email Address	joseph.dean@dbpr.state.fl.us

Go to the Reports tab

The screenshot shows a web application window titled "DBPR E Reporting Tool". The "Reports" tab is selected, indicated by a red arrow. The main content area is titled "Provider Information" and contains a form with the following fields:

Provider Number	<input type="text" value="0001234"/>
Provider Name	<input type="text" value="PROVIDER"/>
Pass Code	<input type="text" value="4321"/>
Email Address	<input type="text" value="joseph.dean@dbpr.state.fl.us"/>

At the bottom of the form area, there are two buttons: "Update Provider Information" on the left and "Cancel Without Update" on the right.

The status bar at the bottom of the window shows the file path "C:\DBPRFTP\Data Files\0002647_3783805.txt" and the text "Report file in Add Mode".

Clicking on the button labeled "Provider Record 1". This will move your provider information into the report.

The screenshot shows the 'DBPR CPE Reporting Tool' window. The 'Provider' tab is selected. The interface includes several buttons on the left: 'Provider Record 1', 'New Course Record 2', 'Attendee Record 3', 'End of Course Record 4', and 'EOF Record 5'. The main area contains form fields for 'Course Number and Title', 'Date' (set to 1/26/2005), 'Occupation Code and Title', 'Licensee Number', 'First Name', 'MI', and 'Last Name'. There are also fields for 'Number of Licenses' and an 'EOF Record' button. A 'Select Insert Mode' button is located at the bottom right of the form area.

ID	Number	Description	Code
1	0001234	PROVIDER	4321

At the bottom of the window, the file path 'C:\DBPRFTP\Data Files\0002647_3783805.txt' is visible on the left, and a blue status bar on the right contains the text 'Report file in Add Mode'.

STEP 2: Course Information

Go to the "Courses" tab to make sure you have all of your courses entered properly.

DBPR CPE Reporting Tool

File FTP Print Search Help

FTP Reports **Courses** Occupations Provider

Provider Record 1 0001234 PROVIDER 4321

New Course Record 2 Course Number and Title [dropdown] Date 1/26/2005 [dropdown]

Attendee Record 3 Occupation Code and Title [dropdown]

Licensee Number First Name MI Last Name

Number of Licenses EOF Record 5 Select Insert Mode

ID	Number	Description	Code
1	0001234	PROVIDER	4321

C:\DBPRFTP\Data Files\0002647_3783805.txt Report file in Add Mode

To add a course simply enter the information into the spaces provided and click on the “Add Course to List”(1) button. The Course Number(2) will be the seven-digit number on your course approval letter. Only enter letters in the line provided for Course Name(3); do not use any other characters. To delete a course just highlight it and click on the “Delete Course From List”(4) button.

DBPR CPE Reporting Tool

File FTP Print Setup Help

FTP Reports Courses Occupations Provider

Course Number 2

Course Name 3

Add Course to List 1 Delete Course From List 4

0006474 45 HOUR
0001234 45 HOUR
0009876 SECOND COURSE

Course File is ordered by Course Name.

C:\DBPRFTP\Data Files\0002647_3783805.txt Report file in Add Mode

Return to the "Reports Tab"

DBPR Reporting Tool

File FTP Report Setup Help

FTP Reports Courses Occupations Provider

Course Number

Course Name

Add Course to List

Delete Course From List

0006474	45	HOUR
0001234	45	HOUR
0009876	SECOND	COURSE

Course File is ordered by Course Name.

C:\DBPRFTP\Data Files\0002647_3783805.txt

Report file in Add Mode

Select the course you wish to report from the drop down box labeled “Course Number and Title”(1). Make sure that you enter the date that the course was offered/completed (**NOT** today’s date) in the box labeled “Date”(2). Click on the button labeled “New Course Record 2”(3). This will move your course information into the report.

ID	Number	Description	Code
1	0001234	PROVIDER	4321
2	0001234	45 HOUR	01/26/2005

C:\DBPRFTP\Data Files\0002647_3783805.txt

Report file in Add Mode

STEP 3: License Information

Select the correct Occupation Code from the drop down list provided (1). Enter the seven digit license number in the space provided(2). If the license number is less then seven digits pad the left side of the number with zeros. Enter the licensees first name in the field provided(3). Enter the licensees middle initial in the field provided(4). Enter the licensees last name in the field provided(5). Click on the button labeled “Attendee Record 3”(6). This will move the licensees information into the report. Repeat this step for each license who attended the course.

Provider Record 1 0001234 PROVIDER 4321

New Course Record 2 Course Number and Title 0001234 45 HOUR Date 1/26/2005

Attendee Record 3 6 Occupation Code and Title BL BROKER SALES 1

Licensee Number 1020365 2 First Name WILLIAM 3 MI Q 4 Last Name SNEAD 5

End of Course Record 4 EOF Record 5 Select Insert Mode

ID	Number	Description	Code
1	0001234	PROVIDER	4321
2	0001234	45 HOUR	01/26/2005
3	BK 0001234	SMITH, JOE T	
3	SL 0005487	TURKOT, JANE W	
3	BL 1020365	SNEAD, WILLIAM Q	

C:\DBPRFTP\Data Files\0002647_3783805.txt Report file in Add Mode

STEP 4: Counting the total number of Licensees you are reporting

In the “number of licenses”(1) box enter the total number of licenses you are reporting. Click on the button labeled “End of Course Record 4”(2). This will move the total number of licenses that you are transmitting into the report.

Please note: If you have a licensee who has more than one license and both licenses are eligible for continuing education credits, you must report each license.

DBPR CPE Reporting Tool

File FTP Print Setup Help

FTP Reports Courses Occupations Provider

Provider Record 1 0001234 PROVIDER 4321

New Course Record 2 Course Number and Title Date
0001234 45 HOUR 1/26/2005

Attendee Record 3 Occupation Code and Title
BL BROKER SALES

Licensee Number First Name MI Last Name
1020365 WILLIAM Q SNEAD

End of Course Record 4 2 Number of Licenses 3 1 EOF Record 5 Select Insert Mode

ID	Number	Description	Code
1	0001234	PROVIDER	4321
2	0001234	45 HOUR	01/26/2005
3	BK 0001234	SMITH, JOE T	
3	SL 0005487	TURKOT, JANE W	
3	BL 1020365	SNEAD, WILLIAM Q	
4	3		

C:\DBPRFTP\Data Files\0002647_3783805.txt Report file in Add Mode

STEP 5: The End of File Record

Once you have completed steps 1-4 click on the "EOF Record 5"(1) button. This will move the end of course record and your e-mail address into the report.

The screenshot shows the 'DBPR CPE Reporting Tool' window. The 'Provider' tab is active. The 'End of Course Record' section (4) has 'Number of Licenses' set to 3. The 'EOF Record' section (5) has a red '1' next to it. A red arrow points from the 'Number of Licenses' field to the 'EOF Record' button. The data table below shows the following records:

ID	Number	Description	Code
1	0001234	PROVIDER	4321
2	0001234	45 HOUR	
3	BK 0001234	SMITH, JOE T	01/26/2005
3	SL 0005487	TURKOT, JANE W	
3	BL 1020365	SNEAD, WILLIAM Q	
4	3		
5	7	joseph.dean@dbpr.state.fl.us	

The status bar at the bottom shows the file path 'C:\DBPRFTP\Data Files\0002647_3783805.txt' and the message 'Report file in Add Mode'.

STEP 6: Your report is now complete and is ready to be transmitted to the DBPR.

Make sure that you have an active Internet connection before proceeding. Click on the letters FTP located in the **top menu bar** (NOT the tab) then click on Send File from the drop down list or simply press the **F5** button on your keyboard.

DBPR CPE Reporting Tool

FTP Print Setup Help

FTP Check Error F6
Send File F5
Print Log F7
Show Log F8
Clear Log F9

Occupations Provider

0001234 PROVIDER 4321

Course Number and Title Date
0001234 45 HOUR 1/26/2005

Occupation Code and Title
BL BROKER SALES

Licensee Number First Name MI Last Name
1020365 WILLIAM Q SNEAD

Attendee Record

End of Course Record EOF Record Select Insert Mode

ID	Number	Description	Code
1	0001234	PROVIDER	4321
2	0001234	45 HOUR	01/26/2005
3	BK 0001234	SMITH, JOE T	
3	SL 0005487	TURKOT, JANE W	
3	BL 1020365	SNEAD, WILLIAM Q	
4	3		
5	7	joseph.dean@dbpr.state.fl.us	

C:\DBPR\FTP\Data Files\0002647_3783805.txt Report file in Add Mode

After a few seconds you will receive a pop up window that will let you know if the file was transmitted or if there was an error. After clicking on OK you will receive information concerning how to open a new file.

DBPR CPE Reporting Tool [Minimize] [Maximize] [Close]

File FTP Print Setup Help

FTP Reports Courses Occupations Provider

Provider Record 1 9999999 PROVIDER 4321

New Course Record 2 Course Number and Title 0001234 45 HOUR Date 1/26/2005

Attendee Record 3 Occupation Code and Title BL BROKER SALES

Licensee Number First Name MI Last Name
 1020365 WILLIAM Q SNEAD

End of Course Record 4

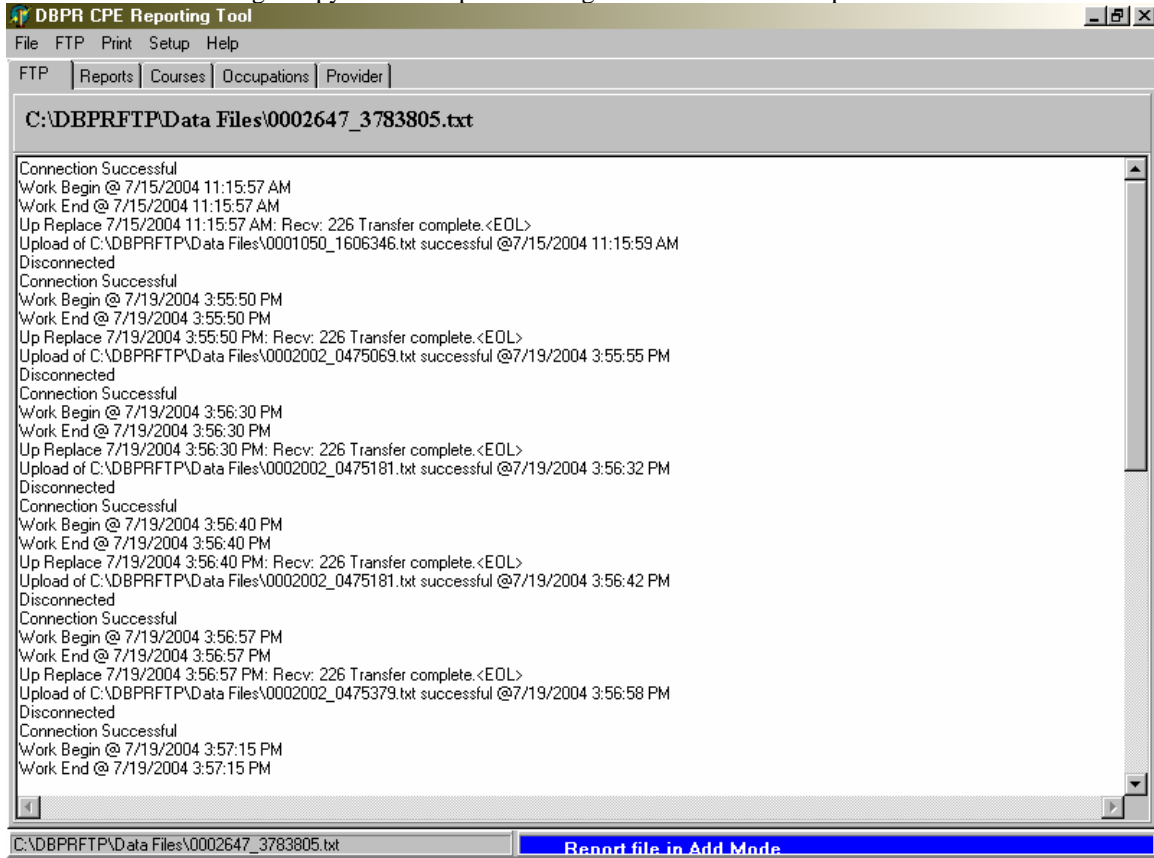
Information
 File was successfully transmitted.
 You should receive your Email confirmatin within 1 hour.
 If you do not, please contact your board office.
 [OK]

Select Insert Mode

ID	Number	Descrip	Code
1	0001234	PROVIDE	4321
2	0001234	45 HOUR	01/26/2005
3	BK 0001234	SMITH,	
3	SL 0005487	TURKOT, JANE W	
3	BL 1020365	SNEAD, WILLIAM Q	
4	3		
5	7	joseph.dean@dbpr.state.fl.us	

C:\DBPRFTP\Data Files\0002647_3783805.txt Report file in Add Mode

Once you have cleared all of the pop up windows you will automatically go to the "FTP" tab. On the FTP tab you can see your entire transmission history. This is very valuable information and should not be deleted without making a copy. You can print this log from the FTP menu option if needed



The screenshot shows the 'DBPR CPE Reporting Tool' application window. The 'FTP' tab is selected, displaying a log of transmission history for the file 'C:\DBPRFTP\Data Files\0002647_3783805.txt'. The log contains several entries, each starting with 'Connection Successful' and followed by 'Work Begin' and 'Work End' timestamps. Each entry also includes 'Up Replace' and 'Upload' messages, indicating successful transfers of files to the server. The status bar at the bottom of the window shows the current file path and the text 'Report file in Add Mode'.

```
File FTP Print Setup Help
FTP | Reports | Courses | Occupations | Provider |
C:\DBPRFTP\Data Files\0002647_3783805.txt
Connection Successful
Work Begin @ 7/15/2004 11:15:57 AM
Work End @ 7/15/2004 11:15:57 AM
Up Replace 7/15/2004 11:15:57 AM: Recv: 226 Transfer complete.<EOL>
Upload of C:\DBPRFTP\Data Files\0001050_1606346.txt successful @7/15/2004 11:15:59 AM
Disconnected
Connection Successful
Work Begin @ 7/19/2004 3:55:50 PM
Work End @ 7/19/2004 3:55:50 PM
Up Replace 7/19/2004 3:55:50 PM: Recv: 226 Transfer complete.<EOL>
Upload of C:\DBPRFTP\Data Files\0002002_0475069.txt successful @7/19/2004 3:55:55 PM
Disconnected
Connection Successful
Work Begin @ 7/19/2004 3:56:30 PM
Work End @ 7/19/2004 3:56:30 PM
Up Replace 7/19/2004 3:56:30 PM: Recv: 226 Transfer complete.<EOL>
Upload of C:\DBPRFTP\Data Files\0002002_0475181.txt successful @7/19/2004 3:56:32 PM
Disconnected
Connection Successful
Work Begin @ 7/19/2004 3:56:40 PM
Work End @ 7/19/2004 3:56:40 PM
Up Replace 7/19/2004 3:56:40 PM: Recv: 226 Transfer complete.<EOL>
Upload of C:\DBPRFTP\Data Files\0002002_0475181.txt successful @7/19/2004 3:56:42 PM
Disconnected
Connection Successful
Work Begin @ 7/19/2004 3:56:57 PM
Work End @ 7/19/2004 3:56:57 PM
Up Replace 7/19/2004 3:56:57 PM: Recv: 226 Transfer complete.<EOL>
Upload of C:\DBPRFTP\Data Files\0002002_0475379.txt successful @7/19/2004 3:56:58 PM
Disconnected
Connection Successful
Work Begin @ 7/19/2004 3:57:15 PM
Work End @ 7/19/2004 3:57:15 PM
C:\DBPRFTP\Data Files\0002647_3783805.txt Report file in Add Mode
```

Quick Reference Guide

- This program is free to download at the following web site: <http://www.myflorida.com/dbpr/pro>
- Make sure that you have an active Internet connection
- Make sure that the courses listed on the “courses” tab are current
- Every time you want to file a new attendance report click on FILE in the main toolbar and select NEW
- Make a habit of saving your reports and transmission reports
- Only use letters and numbers DO NOT USE special characters including but not limited to:
@ # % - , . / ? &
- If you are using virus protection software with firewalls or Windows XP or greater and encounter transmission errors please check your firewall settings or contact your system administrator before calling the DBPR.
- If you are a Macintosh user you will need to download a Windows shell program to run this software.

Once you open a new file you will be able to locate it's unique identification number and it's location on your computer in the lower left hand of the reporting tool. It is highly recommendable to write this number down in your files. Here is a sample of what the number will look like:

C:\DBPRFTP\Data Files\0006524_2385063.txt