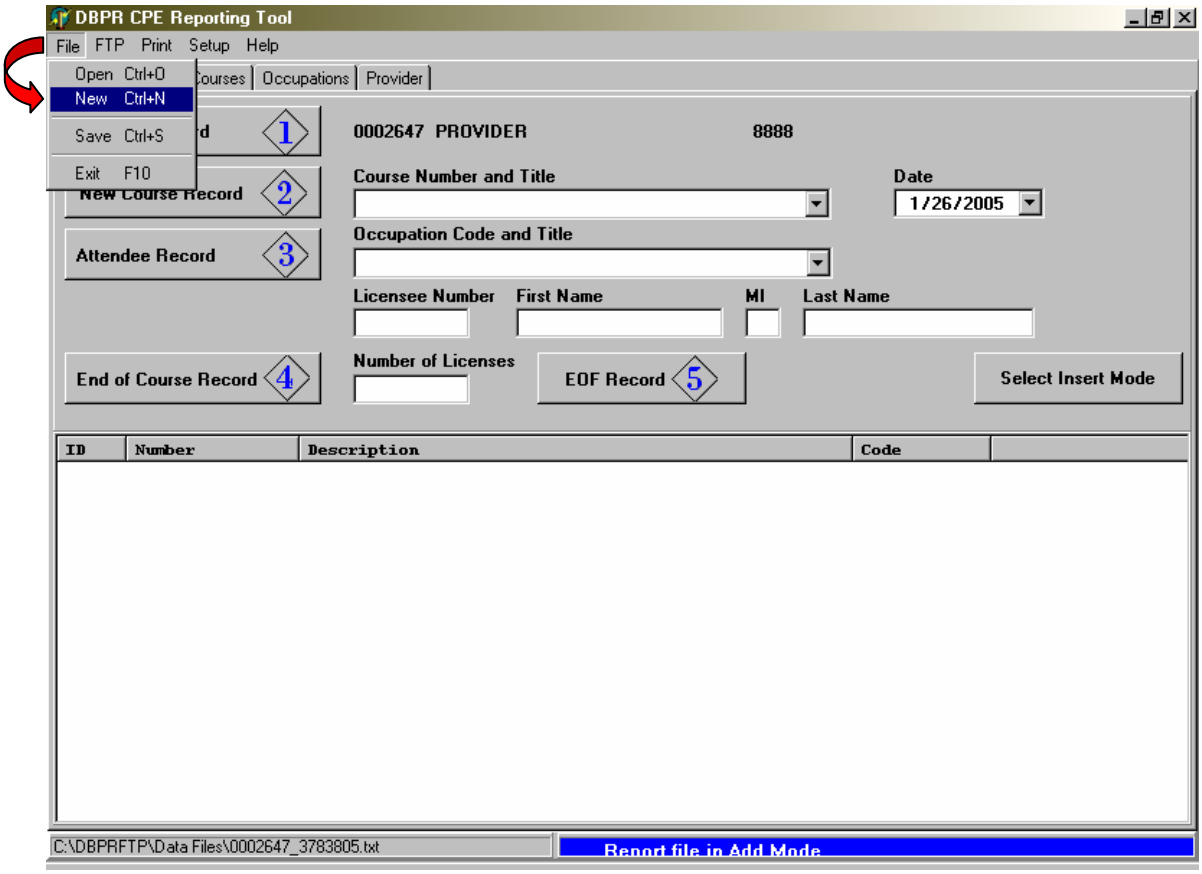
Electronic Course Reporting Using the CPEFTP Software

Department of Business and Professional Regulation Bureau of Education and Testing

May 04, 2009

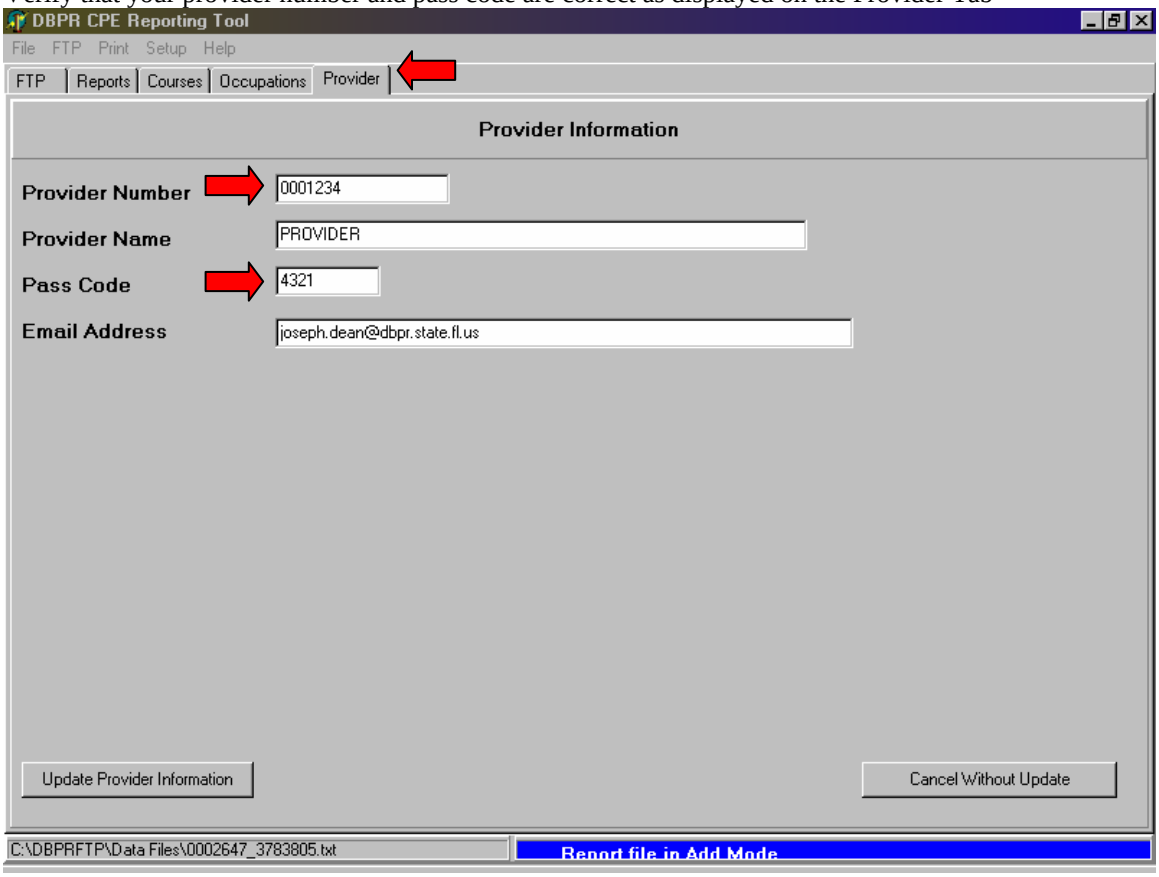
REPORT CREATION GUIDE

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

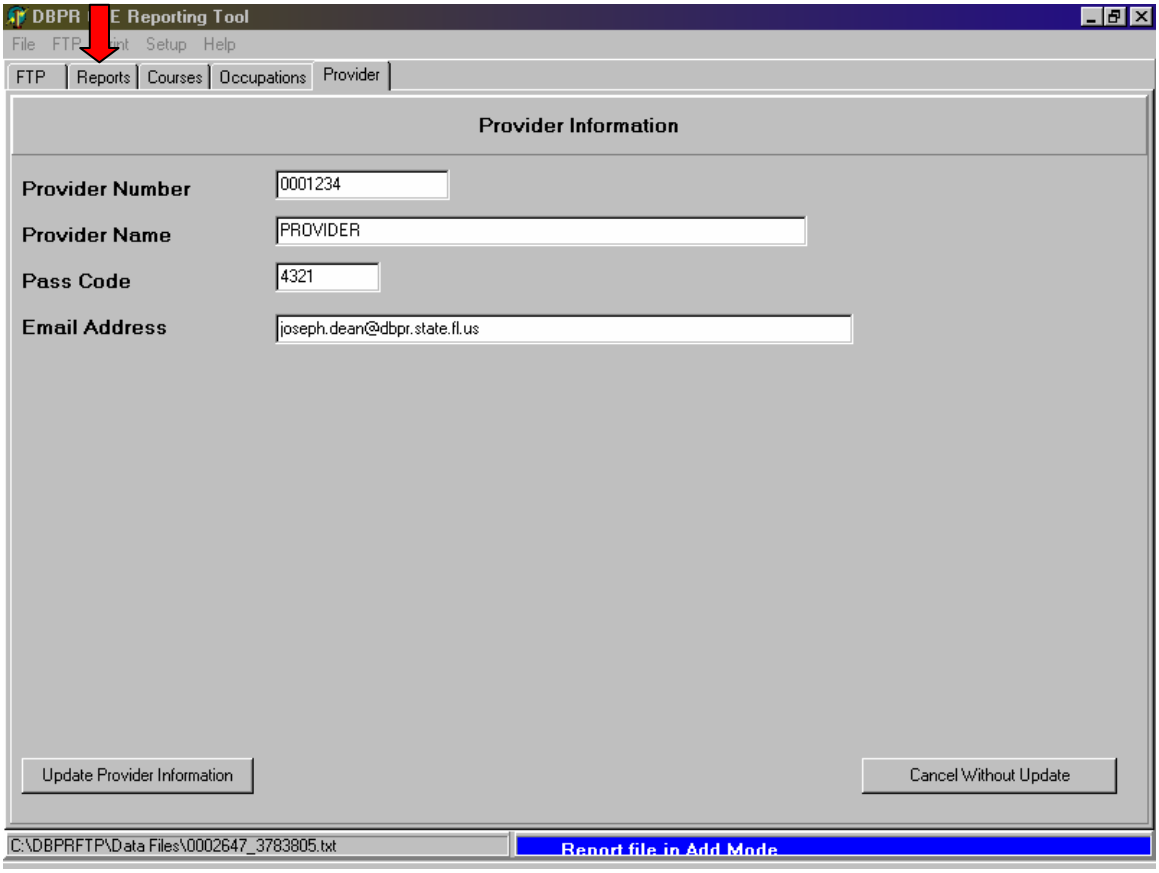


STEP 1: Provider Information

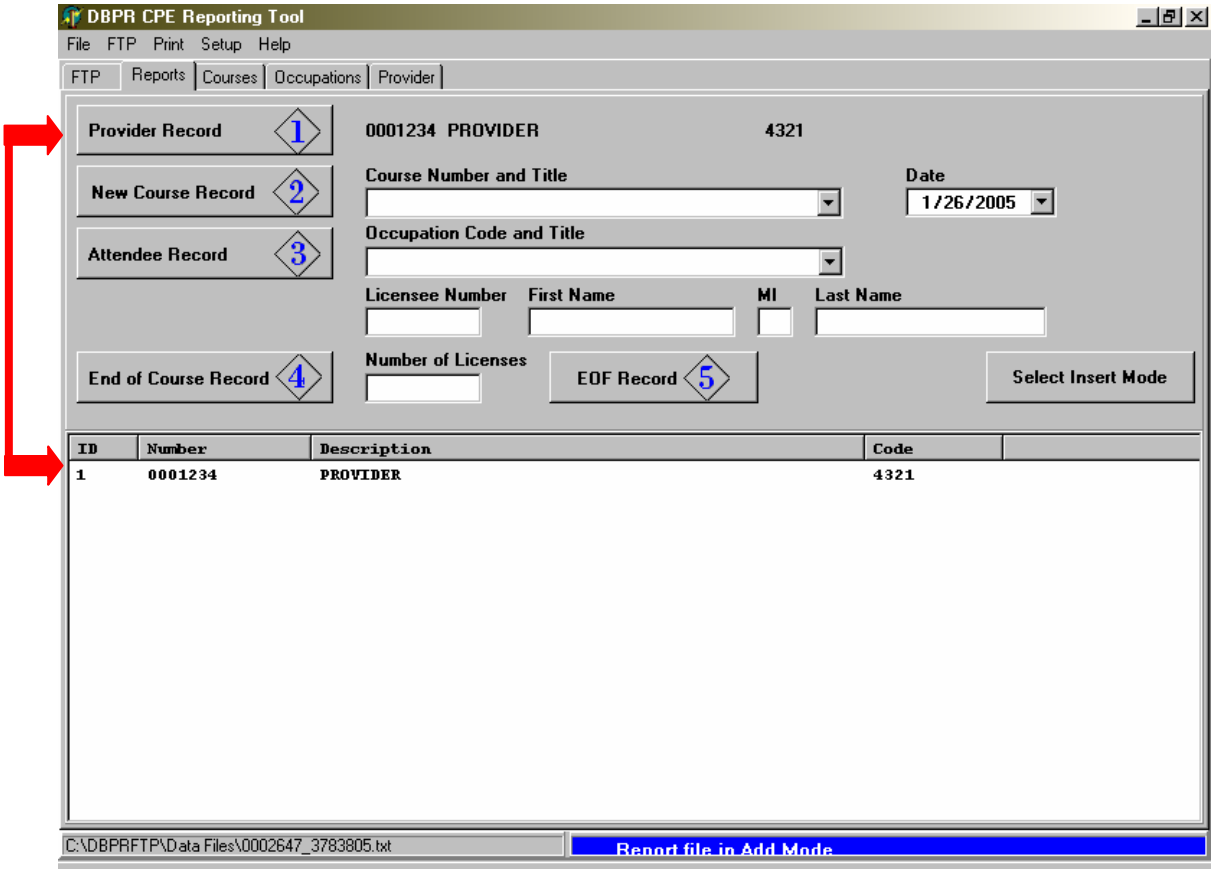
Verify that your provider number and pass code are correct as displayed on the Provider Tab



Go to the Reports tab

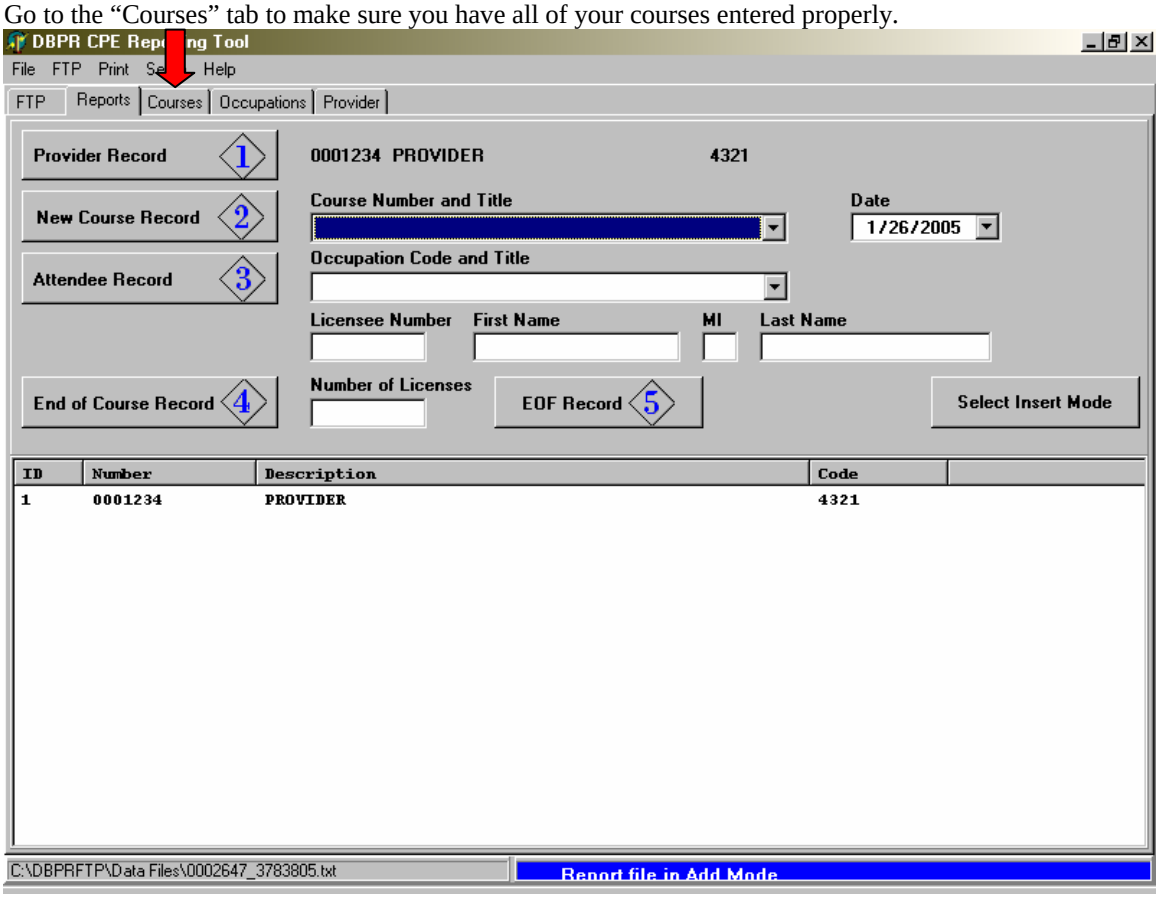


Clicking on the button labeled “Provider Record 1” . This will move your provider information into the report.

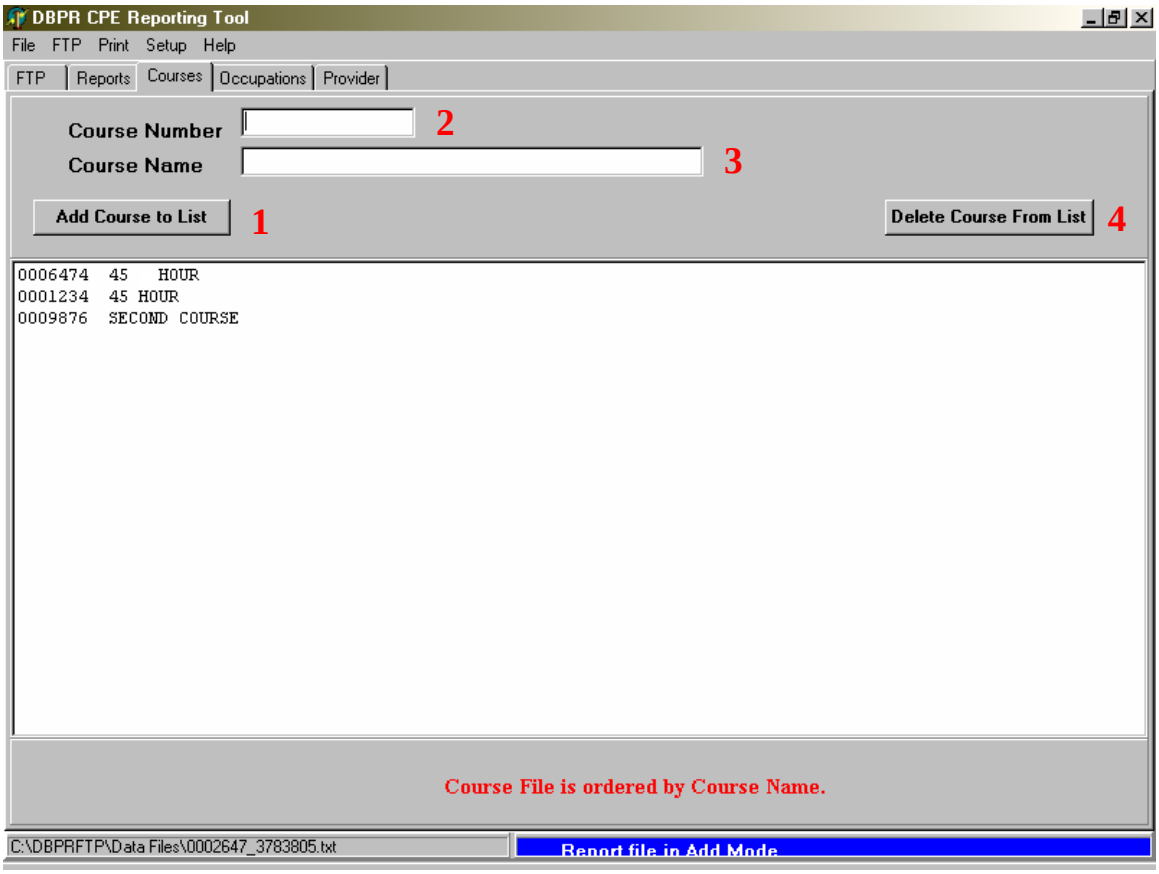


STEP 2: Course Information

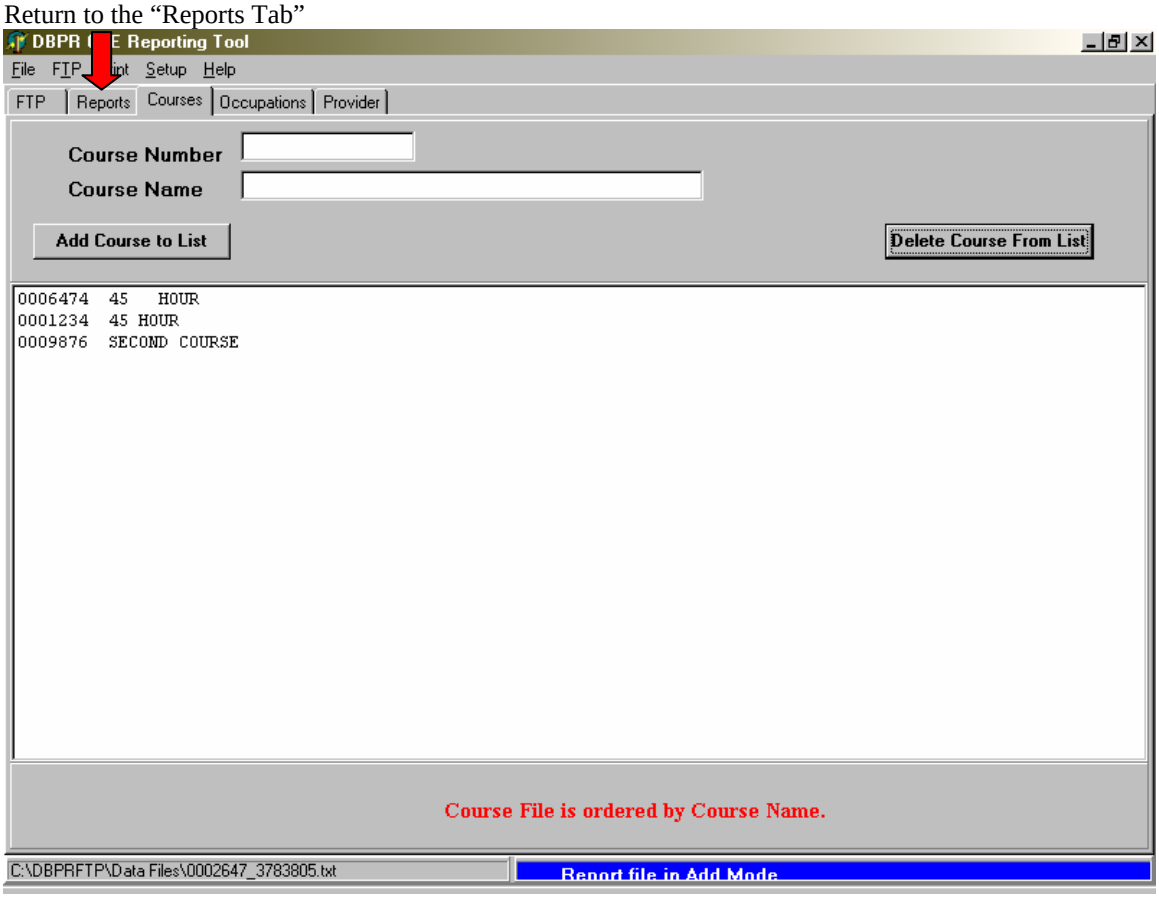
Go to the "Courses" tab to make sure you have all of your courses entered properly.



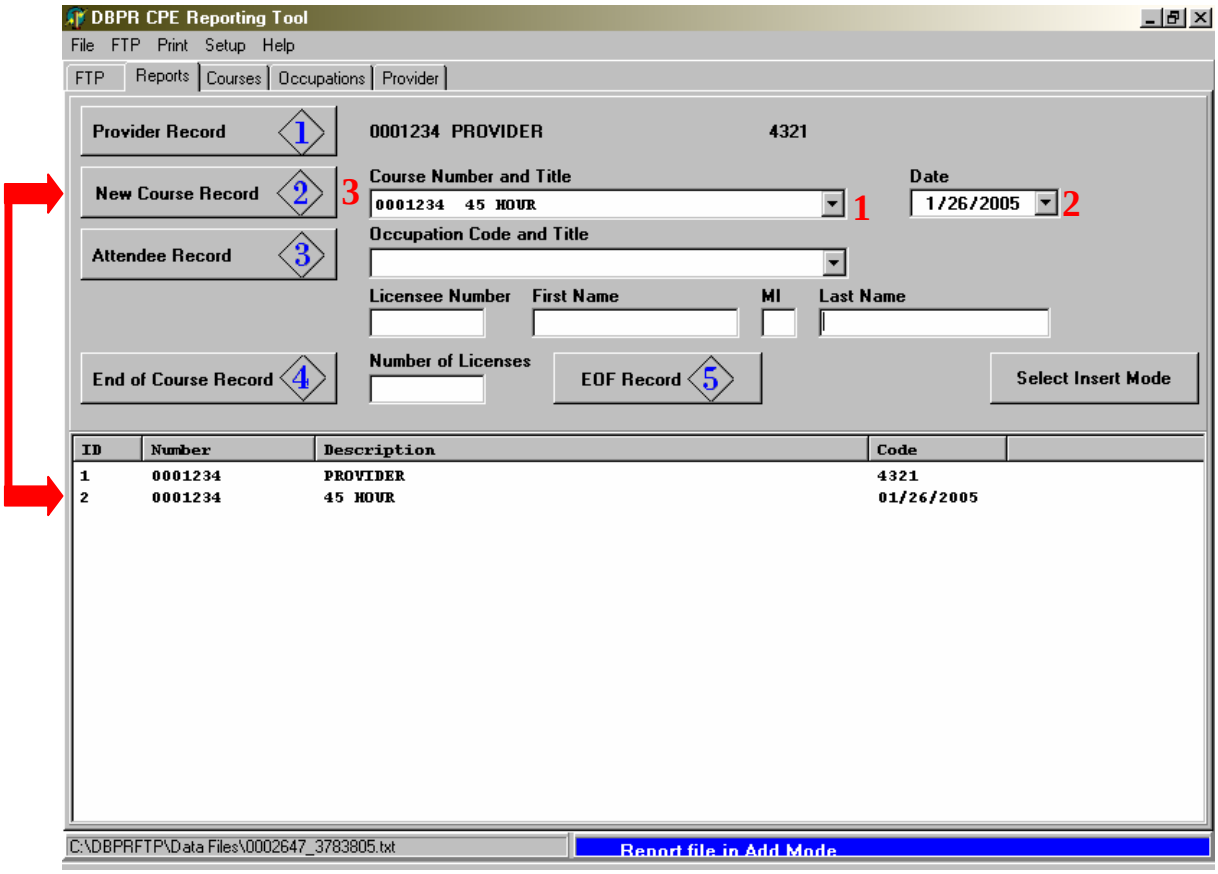
To add a course simply enter the information into the spaces provided and click on the “Add Course to List”(1) button. The Course Number(2) will be the seven-digit number on your course approval letter. Only enter letters in the line provided for Course Name(3); do not use any other characters. To delete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



Return to the “Reports Tab”

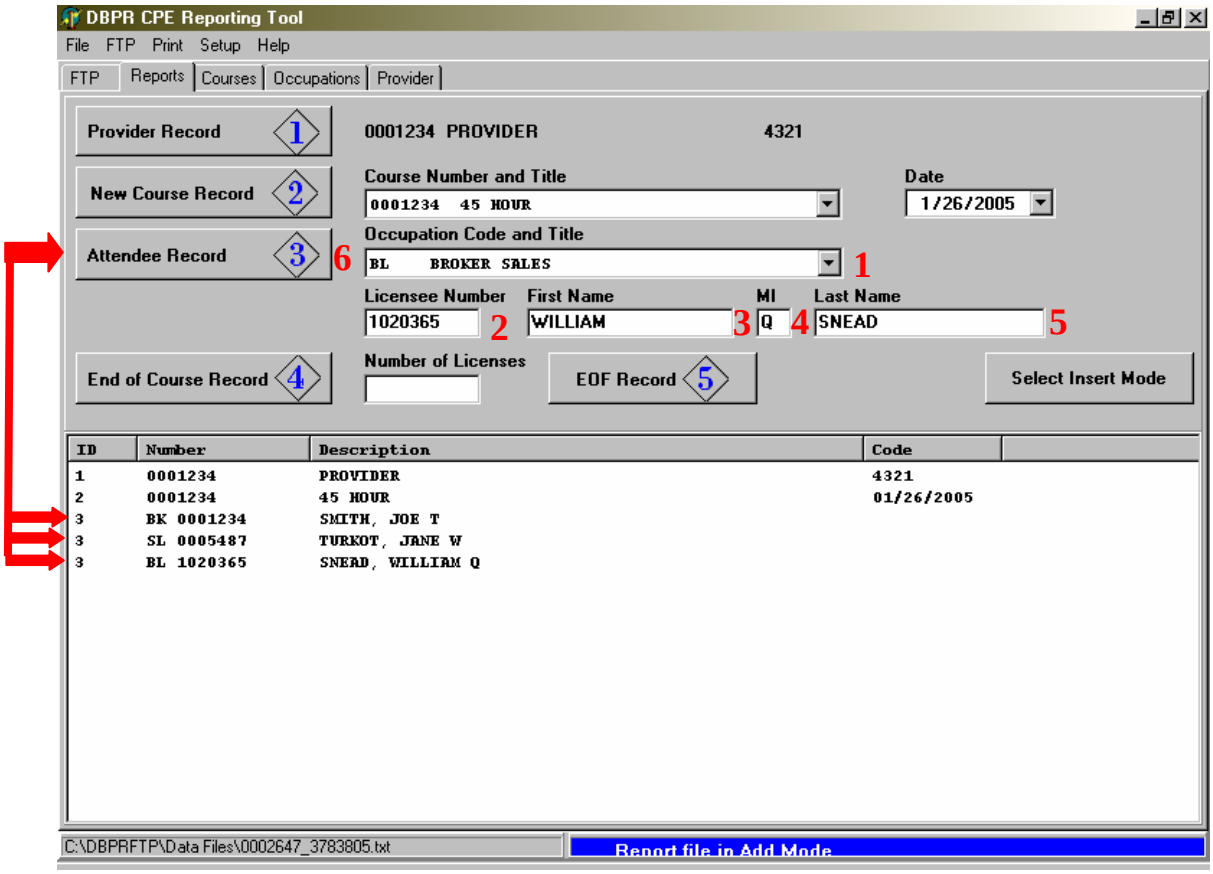


Select the course you wish to report from the drop down box labeled “Course Number and Title”(1). Make sure that you enter the date that the course was offered/completed (NOT today’s date) in the box labeled “Date”(2). Click on the button labeled “New Course Record 2”(3). This will move your course information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



STEP 3: License Information

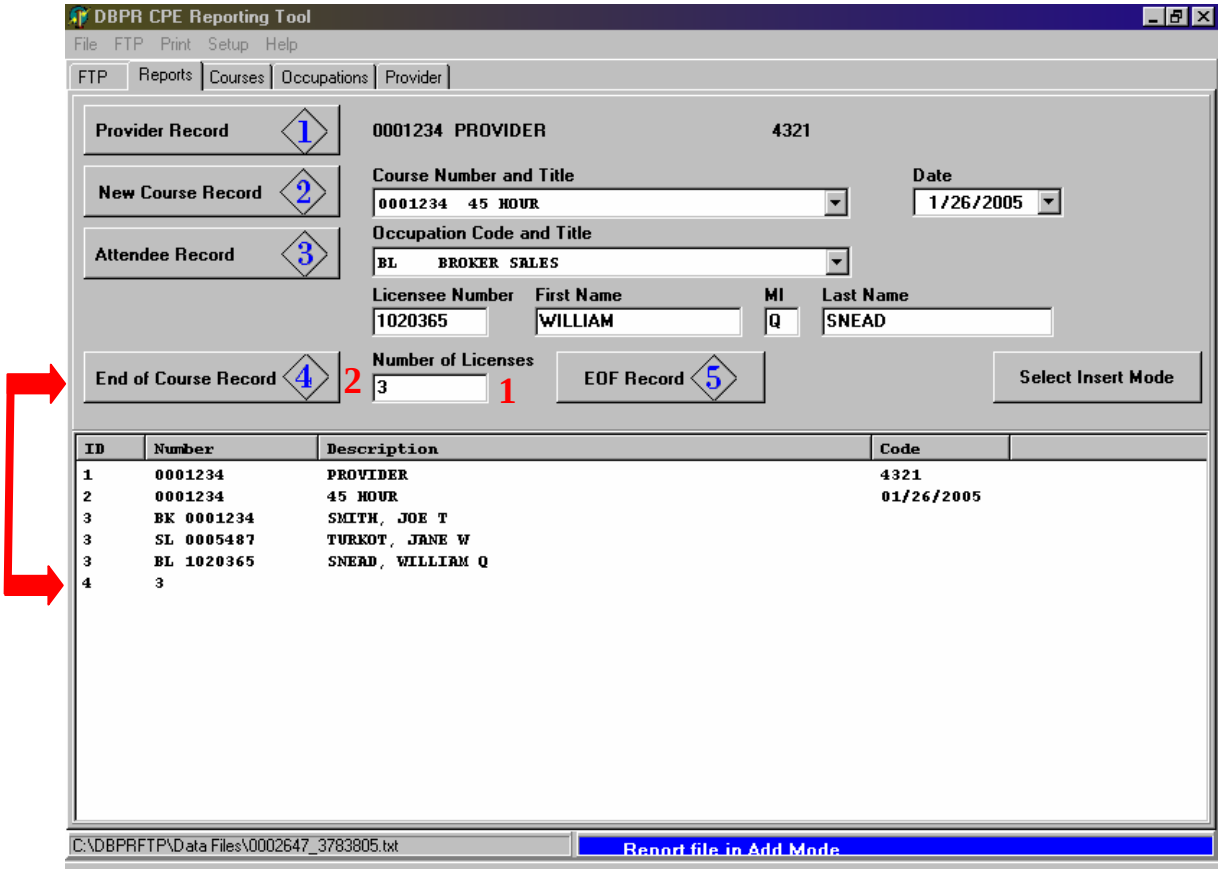
Select the correct Occupation Code from the drop down list provided (1). Enter the seven digit license number in the space provided(2). If the license number is less then seven digits pad the left side of the number with zeros. Enter the licensees first name in the field provided(3). Enter the licensees 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.



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

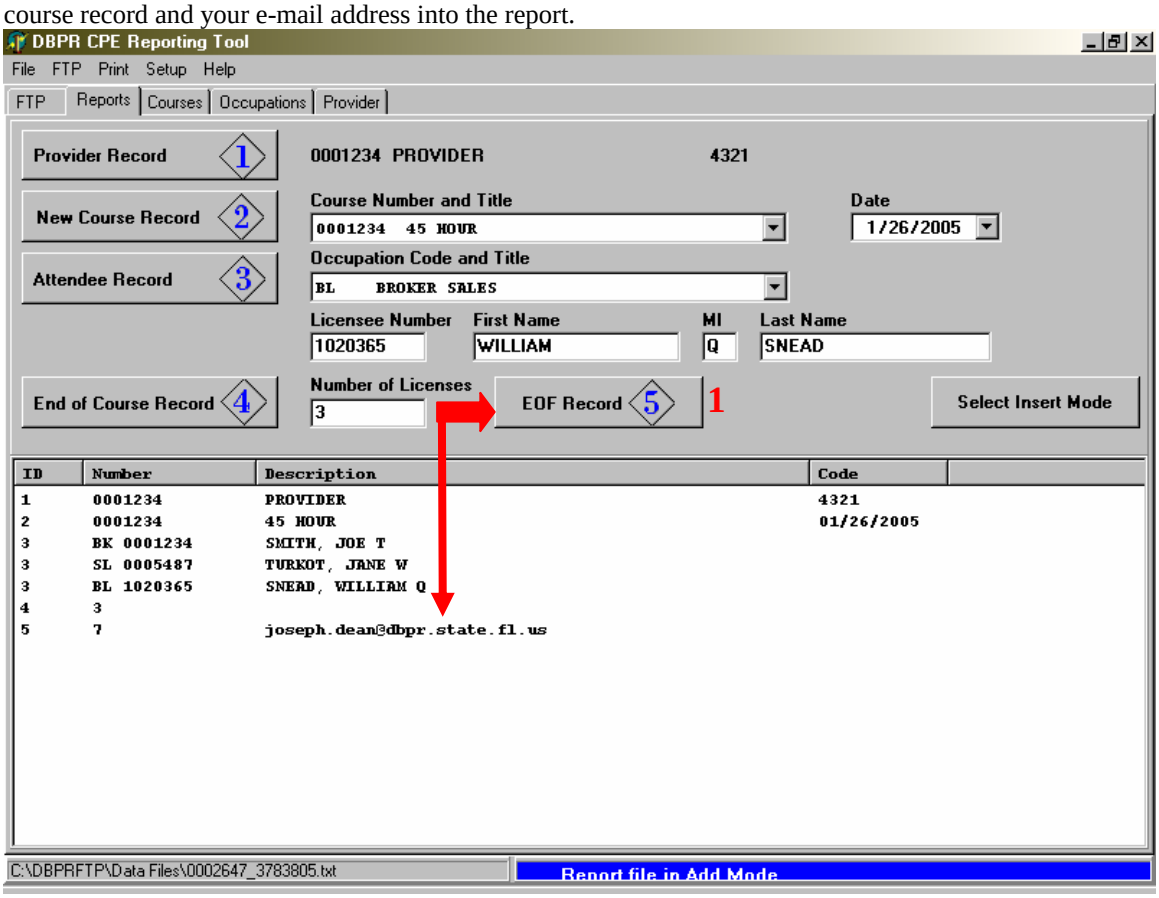
In the "number of licenses"(1) box enter the total number of licenses you are reporting. Click on the button labeled "End of Course Record 4"(2). This will move the total number of licenses that you are transmitting into the report.

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.



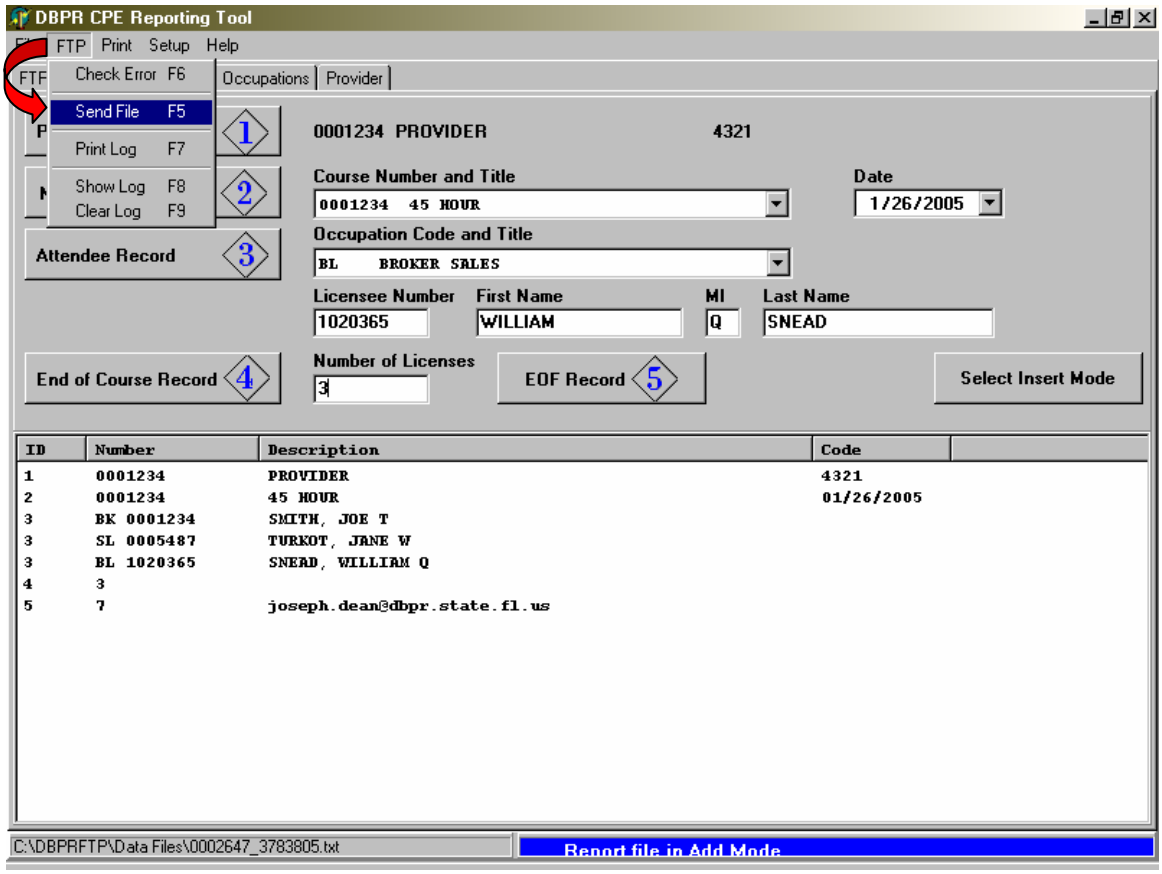
STEP 5: The End of File Record

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.

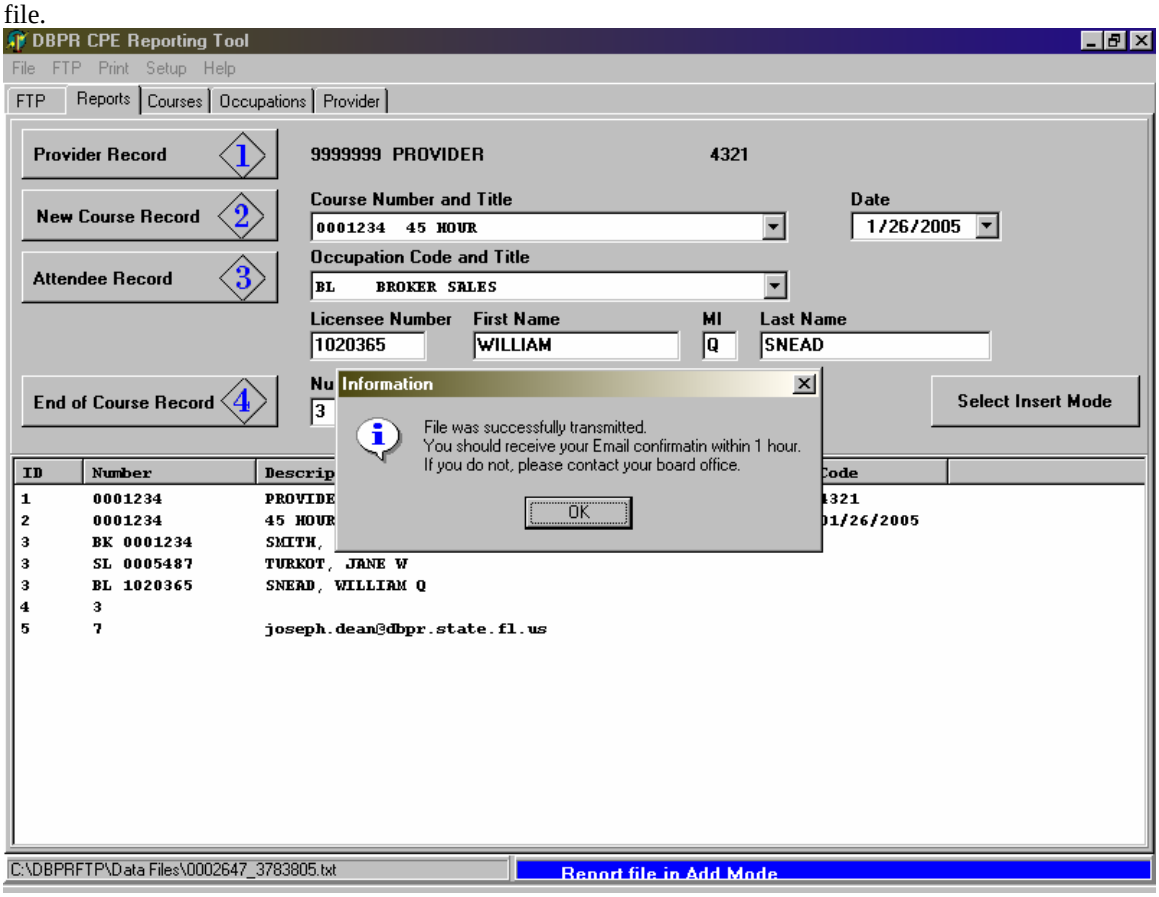


STEP 6: You report is now complete and is ready to be transmitted to the DBPR.

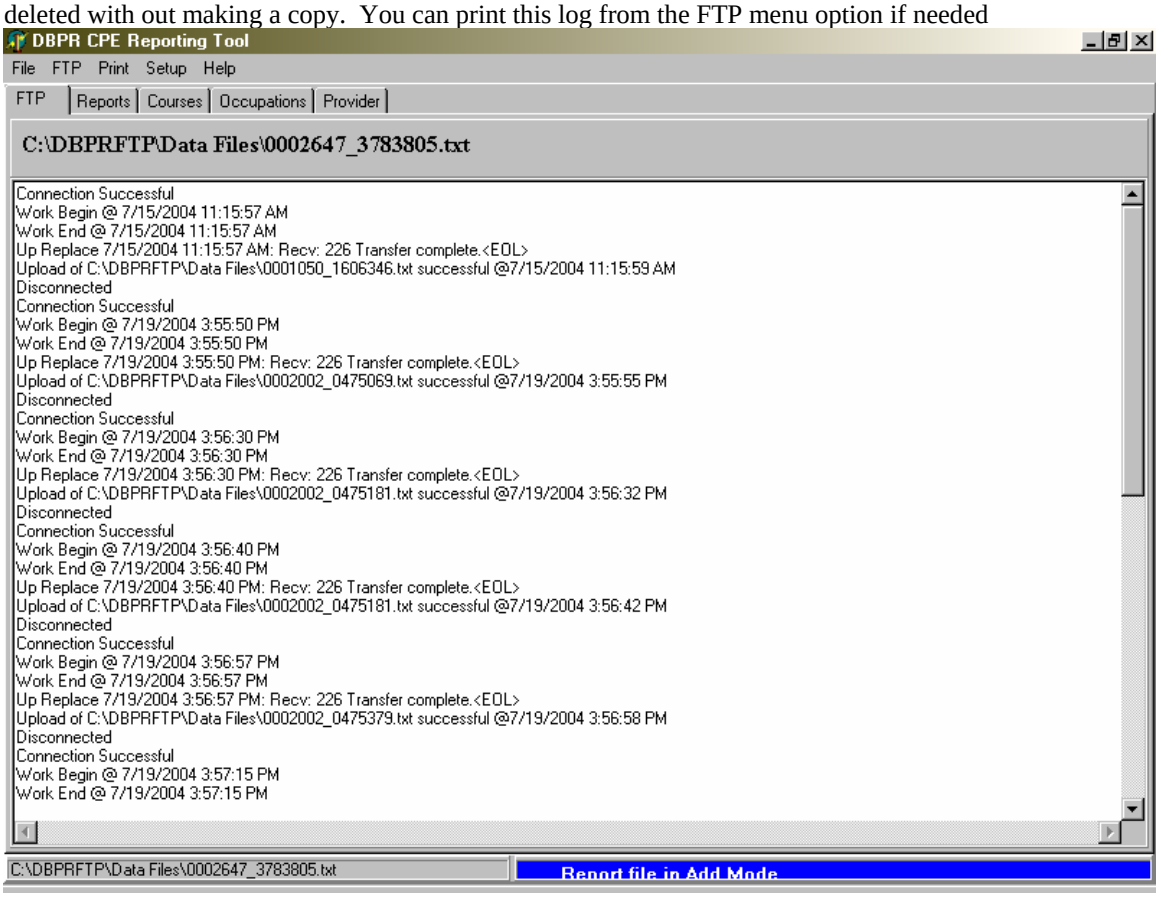
Make sure that you have an active Internet connection before proceeding. Click on the letters FTP located in the **top menu bar** (NOT the tab) then click on Send File from the drop down list or simply press the **F5** button on your keyboard.



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.



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 with out making a copy. You can print this log from the FTP menu option if needed



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