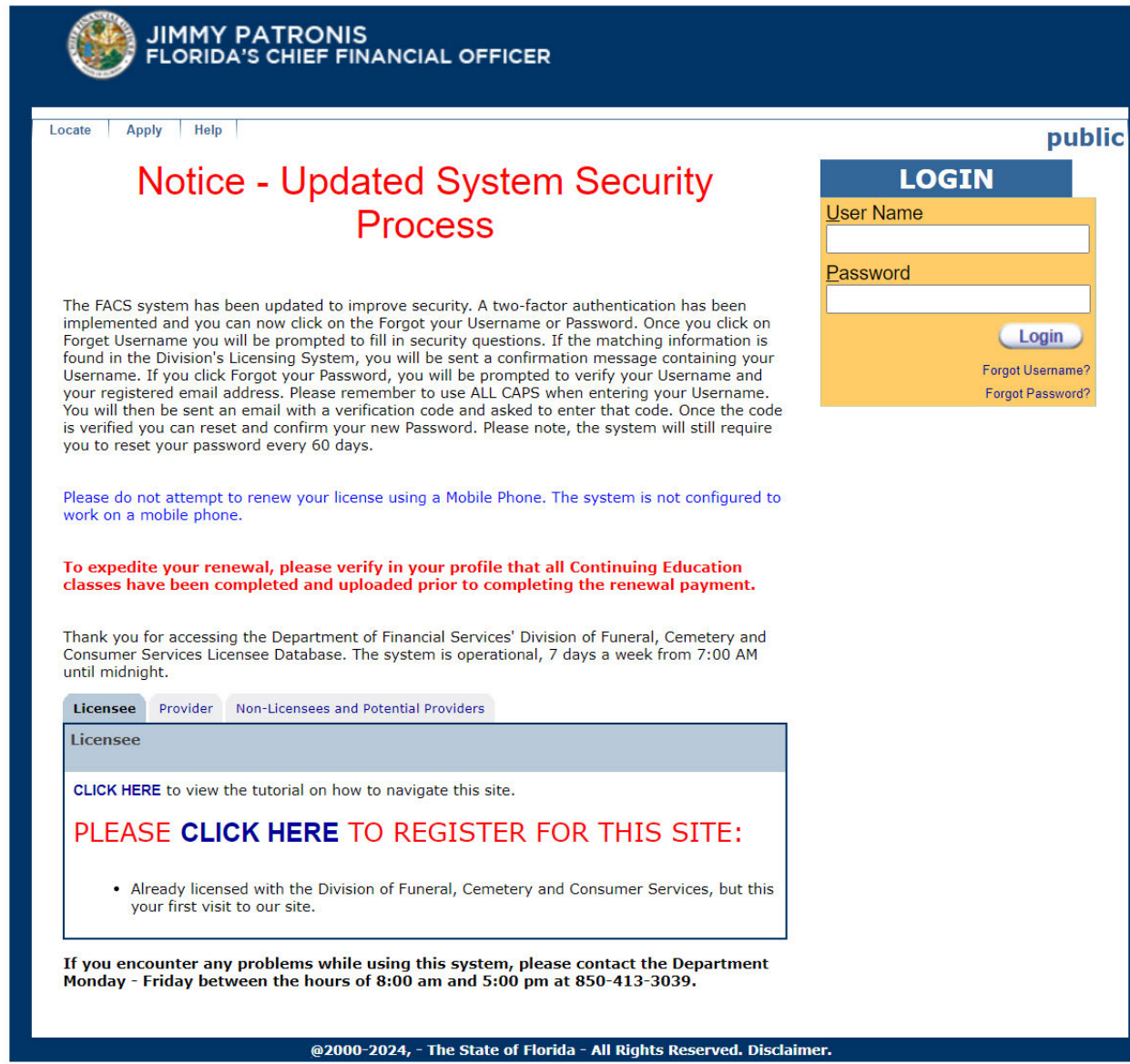


Application for Continuing Education Course Approval

Step 1: Use an approved Provider Account and login using the Username and Password.

Image 1



JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

Locate Apply Help public

Notice - Updated System Security Process

The FACS system has been updated to improve security. A two-factor authentication has been implemented and you can now click on the Forgot your Username or Password. Once you click on Forgot Username you will be prompted to fill in security questions. If the matching information is found in the Division's Licensing System, you will be sent a confirmation message containing your Username. If you click Forgot your Password, you will be prompted to verify your Username and your registered email address. Please remember to use ALL CAPS when entering your Username. You will then be sent an email with a verification code and asked to enter that code. Once the code is verified you can reset and confirm your new Password. Please note, the system will still require you to reset your password every 60 days.

Please do not attempt to renew your license using a Mobile Phone. The system is not configured to work on a mobile phone.

To expedite your renewal, please verify in your profile that all Continuing Education classes have been completed and uploaded prior to completing the renewal payment.

Thank you for accessing the Department of Financial Services' Division of Funeral, Cemetery and Consumer Services Licensee Database. The system is operational, 7 days a week from 7:00 AM until midnight.

Licensee Provider Non-Licensees and Potential Providers

Licensee

[CLICK HERE](#) to view the tutorial on how to navigate this site.

PLEASE [CLICK HERE](#) TO REGISTER FOR THIS SITE:

- Already licensed with the Division of Funeral, Cemetery and Consumer Services, but this your first visit to our site.

If you encounter any problems while using this system, please contact the Department Monday - Friday between the hours of 8:00 am and 5:00 pm at 850-413-3039.

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Step 2: Once logged in, the user will view the screen on Image 2.

Image 2

The screenshot shows the user interface of the Florida Funeral & Cemetery Services Licensing System. At the top, the header identifies the user as JIMMY PATRONIS, FLORIDA'S CHIEF FINANCIAL OFFICER. The navigation bar includes links for Locate, Apply, Roster, Maintenance, and Help. The user is logged in as [Provider] and has a STATUS of APPROVED. The main content area displays a notification from the Bureau of Funeral & Cemetery Services Licensing. The notification is titled "Bureau of Funeral & Cemetery Services Licensing Notifications" and lists a notification for the NATIONAL FUNERAL DIRECTORS ASSOCIATION. The notification states: "The provider %NM_PROVIDER% has been APPROVED." and was received on 07/13/2023. A "Remove" button is visible below the notification. A legend for "Days in In-Box" is also present, showing three categories: Less than 5 days (green dot), Between 5 and 20 days (yellow dot), and More than 20 days (red dot).

Locate Apply Roster Maintenance Help Logout [Provider]

Home > In-Box

USER: [Redacted] STATUS: **APPROVED**

Notifications (1) Roster/Expired DFS Requests

Bureau of Funeral & Cemetery Services Licensing Notifications

Application Type	Notification	Date Received
☐ PROVIDER	NATIONAL FUNERAL DIRECTORS ASSOCIATION The provider %NM_PROVIDER% has been APPROVED.	07/13/2023

Remove

Days in In-Box

- Less than 5 days.
- Between 5 and 20 days.
- More than 20 days.

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Step 3: Click on "Apply" and select "Course."

Image 3

This screenshot is identical to the one in Image 2, but with the "Apply" dropdown menu open. The dropdown menu shows three options: "Course", "Provider Renewal", and "Provider Renewal". The "Course" option is highlighted. The rest of the interface, including the header, navigation bar, user status, notification, and legend, remains the same.

Locate Apply Roster Maintenance Help Logout [Provider]

Home > In-Box

USER: [Redacted] STATUS: **APPROVED**

Notifications (1) Roster/Expired DFS Requests

Bureau of Funeral & Cemetery Services Licensing Notifications

Application Type	Notification	Date Received
☐ PROVIDER	NATIONAL FUNERAL DIRECTORS ASSOCIATION The provider %NM_PROVIDER% has been APPROVED.	07/13/2023

Remove

Days in In-Box

- Less than 5 days.
- Between 5 and 20 days.
- More than 20 days.

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Step 4: After selecting “Course,” the user will view the screen on Image 4.

Image 4

The screenshot shows a web application interface for the Florida's Chief Financial Officer. At the top, there is a header with the state seal and the text "JIMMY PATRONIS" and "FLORIDA'S CHIEF FINANCIAL OFFICER". Below this is a navigation bar with links: "Locate", "Apply", "Roster", "Maintenance", "Help", "Logout", and "[Provider]". The main content area is titled "Home > In-Box > Course Application". Below this is a user profile section with a blacked-out name and a "Profile" link. The main form is titled "Course Application" and contains several sections: "Course Name" (text input), "Description" (text area), "Study Method" (dropdown menu), "Requested Hours" (text input), and "Subject Area and Matter" (radio buttons and checkboxes). The "Subject Area and Matter" section includes options for "General" and various technical subjects. Below this is an "Instructor" section with fields for "First Name", "Middle Name", "Last Name", and "Suffix", and buttons for "Add" and "Remove". At the bottom is a "Comments" section with a text area. The form has "Exit" and "Next" buttons at the bottom. A warning message states: "If you exit now, the system will not save your application!". At the very bottom, there is a footer with the text: "©2000-2024, ~ The State of Florida - All Rights Reserved. Disclaimer."

JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

Locate Apply Roster Maintenance Help Logout [Provider]

Home > In-Box > Course Application

USER [Redacted]

Profile Questions Attachments Confirmation

Course Application

Course Name [Text Input]

Description [Text Area]

Study Method (Select) [Dropdown]

Requested Hours [Text Input]

Subject Area and Matter

☐ General

☐ Basic theory and practice of funeral directing

☐ Basic theory and practice of embalming

☐ Basic theory and practice of direct disposal services

☐ Technical subjects including mortuary sciences, skill and technique development, scientific applications, and other topics specific to the overall practice of funeral directing

☐ Technical subjects including mortuary sciences, skill and technique development, scientific applications, and other topics specific to the overall practice of embalming

☐ Technical subjects including mortuary sciences, skill and technique development, scientific applications, and other topics specific to the overall practice of direct disposal

☐ Public health and safety subjects including grief management, stress management, risk management, biohazardous and hazardous waste, and pathology

☐ Subjects dealing with licensees' legal and ethical responsibilities, including the laws and rules governing the practice

☐ HIV/AIDS and Communicable Diseases

☐ Communicable diseases including transmission, sterilization techniques, risk education methods in practice of professional services, and Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome relative to precautions and risk reduction in the workplace

Instructor

Information First [Text Input] Add [Button]

Middle Name [Text Input] Remove [Button]

Last Name [Text Input]

Suffix [Text Input]

Comments

Comments [Text Area]

Exit [Button] Next [Button]

If you exit now, the system will not save your application!

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Note the “Exit” and “Next” buttons in Image 4. The selection of “Exit” will be displayed on Image 5. Clicking “Next” will display Image 6.

Image 5: Displays the screen the user will view after selecting “Exit” during the Application Process.

The screenshot displays the user interface of the Florida Department of Financial Services (DFS) Provider Portal. At the top, the header identifies the user as JIMMY PATRONIS, FLORIDA'S CHIEF FINANCIAL OFFICER. The navigation bar includes links for Locate, Apply, Roster, Maintenance, and Help, along with a Logout button and a [Provider] link. The main content area shows the user's Home > In-Box. A notification from the Bureau of Funeral & Cemetery Services Licensing is displayed, indicating that the provider has been approved. The notification details include the Application Type (PROVIDER), the Notification text (NATIONAL FUNERAL DIRECTORS ASSOCIATION. The provider %NM_PROVIDER% has been APPROVED.), and the Date Received (07/13/2023). A Remove button is located below the notification. A legend for 'Days in In-Box' is also visible, showing color-coded indicators for different timeframes: Less than 5 days (green), Between 5 and 20 days (yellow), and More than 20 days (red). The footer contains the copyright notice: ©2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.

Application Type	Notification	Date Received
☐ PROVIDER	NATIONAL FUNERAL DIRECTORS ASSOCIATION The provider %NM_PROVIDER% has been APPROVED.	07/13/2023

Step 5: Fill in the required fields in Red and click “Next” on Image 6. Note, the “Subject Area and Matter” must also be selected.

Image 6

The screenshot shows the 'Course Application' form for the Florida Board of Funeral Service. The header includes the state seal and the text 'JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER'. Navigation links at the top include 'Locate', 'Apply', 'Roster', 'Maintenance', 'Help', 'Logout', and '[Provider]'. The breadcrumb trail is 'Home > In-Box > Course Application'. The user is logged in as 'USER: [redacted]'. The form has four tabs: 'Profile', 'Questions', 'Attachments', and 'Confirmation', with 'Profile' being the active tab. The 'Course Application' section contains the following fields: 'Course Name' (FUNERAL CEM COURSE), 'Description' (PROVIDING STERLING SERVICES...), 'Study Method' (Self Study ONLINE), and 'Requested Hours' (10). The 'Subject Area and Matter' section has two main categories: 'General' (selected with a radio button) and 'HIV/AIDS and Communicable Diseases' (unselected). Under 'General', several checkboxes are listed, with 'Basic theory and practice of funeral directing' being checked. The 'Instructor Information' section includes fields for 'First Name', 'Middle name', 'Last Name', and 'Suffix', along with 'Add' and 'Remove' buttons. A list of instructors is shown, with 'TEST TESTER' selected. The 'Comments' section has a large text area for additional remarks. At the bottom, there are 'Exit' and 'Next' buttons, and a warning message: 'If you exit now, the system will not save your application!'.

JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

Locate Apply Roster Maintenance Help Logout [Provider]

Home > In-Box > Course Application
USER: [redacted]

Profile Questions Attachments Confirmation

Course Application

Course Name FUNERAL CEM COURSE

Description PROVIDING STERLING SERVICES...

Study Method Self Study ONLINE

Requested Hours 10

Subject Area and Matter

- ☒ General
 - ☒ Basic theory and practice of funeral directing
 - ☐ Basic theory and practice of embalming
 - ☐ Basic theory and practice of direct disposal services
 - ☐ Technical subjects including mortuary sciences, skill and technique development, scientific applications, and other topics specific to the overall practice of funeral directing
 - ☐ Technical subjects including mortuary sciences, skill and technique development, scientific applications, and other topics specific to the overall practice of embalming
 - ☐ Technical subjects including mortuary sciences, skill and technique development, scientific applications, and other topics specific to the overall practice of direct disposal
 - ☐ Public health and safety subjects including grief management, stress management, risk management, biohazardous and hazardous waste, and pathology
 - ☐ Subjects dealing with licensees' legal and ethical responsibilities, including the laws and rules governing the practice
- ☐ HIV/AIDS and Communicable Diseases
 - ☐ Communicable diseases including transmission, sterilization techniques, risk education methods in practice of professional services, and Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome relative to precautions and risk reduction in the workplace

Instructor Information

First Name [redacted] **Add** TEST TESTER

Middle name [redacted] **Remove**

Last Name [redacted]

Suffix [redacted]

Comments

Comments [redacted]

Exit **Next**

If you exit now, the system will not save your application!

Step 6: After selecting “Next,” the user will view the screen on Image 7.

Image 7

The screenshot shows a web application interface for course approval. At the top, a blue header bar contains the Florida state seal, the name 'JIMMY PATRONIS', and the title 'FLORIDA'S CHIEF FINANCIAL OFFICER'. Below the header, a navigation menu includes links for 'Locate', 'Apply', 'Roster', 'Maintenance', and 'Help'. On the right side of the menu, there is a 'Logout' button and a '[Provider]' label. The main content area has a breadcrumb trail: 'Home > In-Box > Course Application'. Below this, a progress bar shows four steps: 'Profile', 'Questions' (which is highlighted with a blue triangle), 'Attachments', and 'Confirmation'. The 'QUESTIONS' section contains a question: 'Will each person who completes the course be issued a certificate of completion by the provider?'. There are two radio button options: 'Yes' and 'No'. At the bottom of the question section, there are two buttons: 'Exit' and 'Next'. A warning message states: 'If you exit now, the system will not save your application!'. The footer of the page contains the text: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

Step 7: The user must select “Yes” or “No” and Click “Next”.

Selecting “No” in any of the following screens will display Image 8.
Selecting “Yes” and clicking “Next” will display Image 9.

Image 8

The screenshot shows the top header with the Florida Department of Education logo and the text "JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER". Below the header is a navigation bar with links: "Locate", "Apply", "Roster", "Maintenance", "Help", a "Logout" button, and a "[Provider]" label. The main content area displays a breadcrumb trail "Home > In-Box >" followed by "USER:" and a redacted black box. In the center is a large red octagonal "STOP" sign. Below the sign, the text reads "You must meet this requirement in order to continue." At the bottom of the main area are two buttons: "Exit" and "Back". The footer contains the text "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Image 9

The screenshot shows the same header and navigation bar as Image 8. The breadcrumb trail now includes "Course Application". Below "USER:" is a redacted black box. A horizontal progress bar has four segments: "Profile", "Questions" (which is highlighted with a blue triangle), "Attachments", and "Confirmation". Below the progress bar, the word "QUESTIONS" is centered. To the right, there is a tab labeled "INSTRUCTIONS". The main question is: "Will the certificate of completion contain the name and license number of the person who completed the course together with the date of completion, and number of CE credits awarded?". Below the question are two radio buttons: "Yes" (which is selected) and "No". At the bottom of the main area are two buttons: "Exit" and "Next". Below the buttons, a warning message states: "If you exit now, the system will not save your application!". The footer contains the text "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Step 8: Select “Yes” and Click “Next” on Image 9.

Step 9: Select “Yes” and Click

“Next.” Image 10

The screenshot displays the 'QUESTIONS' step of a course application process. At the top, the header identifies 'JIMMY PATRONIS' as 'FLORIDA'S CHIEF FINANCIAL OFFICER'. A navigation bar includes links for 'Locate', 'Apply', 'Roster', 'Maintenance', and 'Help', along with a 'Logout' button and a '[Provider]' label. The breadcrumb trail shows 'Home > In-Box > Course Application'. Below this, a 'USER' label is followed by a redacted name. A progress bar indicates the current step is 'Questions', with other steps being 'Profile', 'Attachments', and 'Confirmation'. The main heading is 'QUESTIONS'. To the right, there is an 'INSTRUCTIONS' tab. The question asks: 'Will the provider maintain a record of the names and license number of licensees completing the course, for at least four years after the course is taught?'. Two radio buttons are provided: 'Yes' and 'No'. At the bottom, there are 'Exit' and 'Next' buttons. A warning message states: 'If you exit now, the system will not save your application!'. The footer contains the copyright notice: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

Locate | Apply | Roster | Maintenance | Help | Logout [Provider]

Home > In-Box > Course Application

USER [Redacted]

Profile Questions Attachments Confirmation

QUESTIONS

INSTRUCTIONS

Will the provider maintain a record of the names and license number of licensees completing the course, for at least four years after the course is taught?

☐ Yes
☐ No

Exit Next

If you exit now, the system will not save your application!

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Step 10: Type in a response (text is mandatory in this field to continue) and Click “Next” to continue.

Image 11

The screenshot shows the 'JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER' header. The navigation bar includes 'Locate', 'Apply', 'Roster', 'Maintenance', 'Help', 'Logout', and '[Provider]'. The breadcrumb trail is 'Home > In-Box > Course Application'. The 'USER:' field is redacted. The progress bar shows 'Profile', 'Questions' (active), 'Attachments', and 'Confirmation'. The 'QUESTIONS' section asks 'How will the provider monitor attendance?' with a text input field containing 'IN PERSON'. Below the input are 'Exit' and 'Next' buttons. A warning message states: 'If you exit now, the system will not save your application!'. The footer includes copyright information: '@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.'

JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

Locate Apply Roster Maintenance Help Logout [Provider]

Home > In-Box > Course Application

USER: [REDACTED]

Profile Questions Attachments Confirmation

QUESTIONS

How will the provider monitor attendance?

IN PERSON

Exit Next

If you exit now, the system will not save your application!

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Step 11: Clicking “Next” will take the user to the attachment screen on Image 12, where files to be used for the course may be attached.

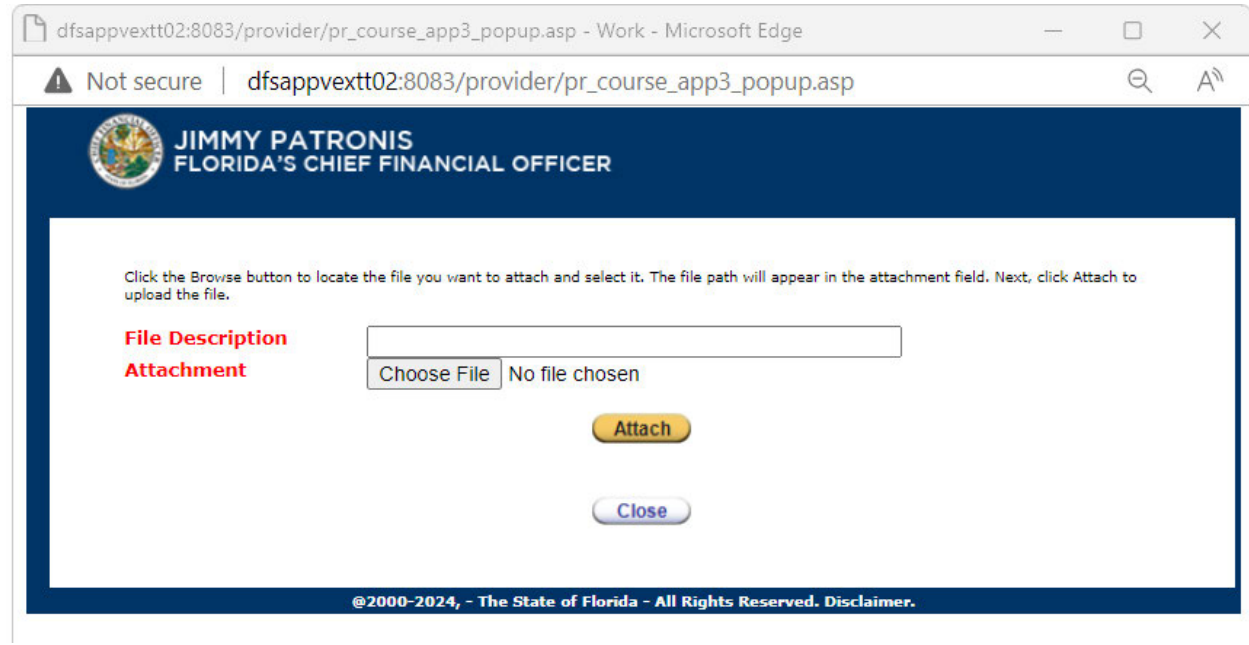
Image 12

The screenshot shows a web application interface for JIMMY PATRONIS, FLORIDA'S CHIEF FINANCIAL OFFICER. The header includes a logo and navigation links: Locate, Apply, Roster, Maintenance, Help, Logout, and [Provider]. The breadcrumb trail is Home > In-Box > Course Application. The user is identified as USER [redacted]. The main content area has tabs for Profile, Questions, Attachments (selected), and Confirmation. Below the tabs, a message states: "Below you can either choose to attach the appropriate documents or to mail in the documents. By attaching your course outline, syllabus, etc., the Course application process is greatly reduced." The "Course Application Attachments" section contains two radio buttons: "Attached Documents" (selected) and "Documents to be Mailed". The "Attached Documents" section includes a text box, an "Attach" button, and a "Remove" button. A warning message at the bottom states: "If you exit now, the system will not save your application!" The footer contains the copyright notice: "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Step 12: Click the “Attach” button to upload files for the course. Image 13 will display for all files uploaded to attach.

Step 13: If a file is selected to attach, the field “File Description” must be filled. Once the file has been selected click “Attach”. The same actions will be required for each file that needs to be attached.

Image 13



The screenshot shows a web browser window with the address bar displaying "dfsappvextt02:8083/provider/pr_course_app3_popup.asp - Work - Microsoft Edge". The page title is "Not secure | dfsappvextt02:8083/provider/pr_course_app3_popup.asp". The main content area has a dark blue header with the Florida State Seal and the text "JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER". Below the header, there is a white box containing instructions: "Click the Browse button to locate the file you want to attach and select it. The file path will appear in the attachment field. Next, click Attach to upload the file." The form includes a "File Description" label, a "File Attachment" label, a text input field, a "Choose File" button, a "No file chosen" text, an "Attach" button, and a "Close" button. At the bottom of the page, there is a footer: "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Step 14: Once attached, the file will show up in the window in Image 15. In this example case the description is “DESCRIPTION.”

Image 14

Step 15: Click "Submit" to save the application.

Image 15

The screenshot shows a web application interface for JIMMY PATRONIS, FLORIDA'S CHIEF FINANCIAL OFFICER. The top navigation bar includes links for Locate, Apply, Roster, Maintenance, and Help, along with a Logout button and a [Provider] label. The breadcrumb trail indicates the user is at Home > In-Box > Course Application. The user is identified as USER [redacted].

The main content area has a tabbed interface with four tabs: Profile, Questions, Attachments (which is currently selected), and Confirmation. Below the tabs, a message states: "Below you can either choose to attach the appropriate documents or to mail in the documents. By attaching your course outline, syllabus, etc., the Course application process is greatly reduced."

The "Course Application Attachments" section contains two radio buttons. The first, "Attached Documents", is selected. To its right, a text box explains: "Click the 'Attach' button to load a pop-up window where you will select the file you want to upload. When you submit your request, the attached files will automatically be enclosed." Below this text is a table with one row containing a text input field labeled "DESCRIPTION" and two buttons, "Attach" and "Remove". The second radio button, "Documents to be Mailed", is unselected.

At the bottom of the form, there are "Exit" and "Submit" buttons. A warning message below the buttons reads: "If you exit now, the system will not save your application!". The footer of the page contains the text: "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

Step 16: After the Course Application is saved, the screen will display Image 16.

Image 16

The screenshot shows a web application interface for the Florida Board of Funeral Home Examiners. At the top, a dark blue header contains the state seal and the text "JIMMY PATRONIS FLORIDA'S CHIEF FINANCIAL OFFICER". Below this is a navigation bar with links: "Locate", "Apply", "Roster", "Maintenance", and "Help". On the right of the navigation bar are a "Logout" button and a "[Provider]" label. The main content area has a breadcrumb trail: "Home > In-Box > Course Application". Below the breadcrumb is a "USER:" label followed by a redacted black box. A horizontal menu bar contains four tabs: "Profile", "Questions", "Attachments", and "Confirmation", with the "Confirmation" tab selected and highlighted by a blue triangle. The main content area displays a confirmation message: "Course Application Completed" in a blue header, followed by "Thank you for submitting your Course application." and "The Division has received your application." Below this is a table with application details. The table has two columns: the first column lists the fields (Course Name, Study Method, Requested Hours, Subject Area and Matter) and the second column lists the values (FUNERAL CEM COURSE, Self-Study ONLINE, 10, and General). Under "General", there is a checked checkbox for "Basic theory and practice of funeral directing". At the bottom of the main content area is a "Return to Inbox" button. The footer of the page contains the text "@2000-2024, - The State of Florida - All Rights Reserved. Disclaimer."

JIMMY PATRONIS
FLORIDA'S CHIEF FINANCIAL OFFICER

Locate Apply Roster Maintenance Help Logout [Provider]

Home > In-Box > Course Application

USER: [REDACTED]

Profile Questions Attachments **Confirmation**

Course Application Completed

Thank you for submitting your Course application.

The Division has received your application.

Course Name	FUNERAL CEM COURSE
Study Method	Self-Study ONLINE
Requested Hours	10
Subject Area and Matter	☒ General
	☒ Basic theory and practice of funeral directing

[Return to Inbox](#)

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Step 17: At this point the process is complete. Click “Return to Inbox” to display Image 17.

Image 17

The screenshot displays a web application interface for the Bureau of Funeral & Cemetery Services. At the top, the header identifies the user as JIMMY PATRONIS, FLORIDA'S CHIEF FINANCIAL OFFICER. The navigation bar includes links for Locate, Apply, Roster, Maintenance, and Help, along with a Logout button and a [Provider] dropdown menu. The main content area shows the user's Home > In-Box, with a blacked-out USER field and a STATUS: APPROVED indicator. Below this, there are tabs for Notifications (1), Roster/Expired, and DFS Requests. The Notifications (1) tab is active, displaying a table of notifications. The table has three columns: Application Type, Notification, and Date Received. A single notification is listed with Application Type: PROVIDER, Notification: NATIONAL FUNERAL DIRECTORS ASSOCIATION, and Date Received: 07/13/2023. The notification text states: "The provider %NM_PROVIDER% has been APPROVED." A red Remove button is located below the notification. A legend titled "Days in In-Box" shows three categories: Less than 5 days (green dot), Between 5 and 20 days (yellow dot), and More than 20 days (red dot). The footer contains the copyright notice: @2000-2024, - The State of Florida - All Rights Reserved. Disclaimer.

Application Type	Notification	Date Received
☐ PROVIDER	NATIONAL FUNERAL DIRECTORS ASSOCIATION The provider %NM_PROVIDER% has been APPROVED.	07/13/2023

Days in In-Box

- Less than 5 days.
- Between 5 and 20 days.
- More than 20 days.

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Pages 3 and 5

The dropdown menu for “Study Method” provides the following options:

<u>(Select)</u>
<u>Classroom Lecture</u>
<u>Classroom Panel</u>
<u>Discussion</u>

<u>Classroom</u>
<u>Video/Teleconference</u>
<u>Classroom Workshop</u>
<u>Self-Study Audio</u>

<u>Self-Study Audio/Visual</u>
<u>Self-Study Exam</u>
<u>Self-Study ONLINE</u>
<u>Self-Study Printed Material</u>