FWC Boating Safety Education ID Card Student Roster

Course providers can use an Excel spreadsheet as a student roster that can be submitted to the Florida Fish and Wildlife Conservation Commission (FWC) so a Florida Boating Safety Education ID card can be issued to students who have successfully completed and approved Florida boating safety course. In order for the Commission to issue a card based on the roster, certain information must be provided. Including, but not limited to, the first name, middle initial, and last name, date of birth, and current mailing address. In addition, the name of the training facility (course provider) and the name of the approved course provider should be included in the e-mail used to send the Excel student roster. The completed roster should be e-mailed to **bobbercard@myfwc.com**.

Below is a <u>sample</u> form, with examples of how data should be entered.

Provider ID	Test Date	First Name	MI	Last Name	Street Address	City	State	County	Country Code	Zip	Zip Extn	DOB	Test Version	Violation Req	Proctored	Pass	Gender
1	2/18/2012	Jane	J	Does	620 S Meridian St	Tallahassee	FL	Leon	US	32399	1600	10/26/1984	G	N	N	Y	F
2	2/18/2012	Emily	Q	Public	576 Appleyard Dr	Tallahassee	FL	Leon	US	32304		3/3/1988	G	N	N	Y	F
2	2/18/2012	John	S	Doe	123 Fake St Apt #1	Palatka	FL	Putnam	US	32177		1/27/1953	G	N	N	Y	M

Below is an explanation for each date entry field.

Provider ID: The number entered here will be unique to the particular course provider. This number is issued to provider by FWC.

Test Date: Date the student successfully completed course. The format for the date should be a number for month, followed by a number for the day of the month, followed by the year, which should be in a four digit format. (For the month and day, a zero does not need to precede a single digit month or day.)

First Name/Middle Initial (MI)/Last Name: The first name, the middle initial, and the last name should be entered in these fields. Our database does not capture full middle names, so only the middle initial should be entered. Please do not use commas in these – or any other – fields as they can cause problems with this form.

Street Address: Enter full street address (or mailing address). Abbreviations are OK to use, but remember that a complete and accurate address is critical in order for the student to receive their card in a timely manner. Please do not use commas in these – or any other – fields as they can cause problems

with this form. (In addition, if a student is required to have the ID card in order to boat, they will need to make sure the address on their card and the address on their identification match.)

City: Enter city name.

State: Enter only two letter abbreviations for state. (Examples would be FL for Florida, AL for Alabama, and GA for Georgia.)

County: Enter county name for Florida addresses only.

Country Code: Enter two letter country codes.

Zip: Enter five digit (US) zip codes. (Zip code extensions for US zip codes will be entered in next entry field.)
Zip Extn.: Enter any zip code extensions for US zip codes.

DOB: Enter date of birth (DOB) for student. The date of birth should be a number for month, followed by a number for the day of the month, followed by the year, which should be in a four digit format. (For the month and day, a zero does not need to precede a single digit month or day.)

Test Version: Please enter the letter "G" in this field.

Violation Req.: Enter "Y" if this student completed this course because of mandatory education for violators requirements listed in Section 327.731, Florida Statutes. Enter "N" if the student completed the course for any other reason (including if they are taking the course because they need a Florida Boating Safety Education ID course in order to operate a vessel in Florida.) Very few students will be taking the course because of mandatory education for violators requirements, so most of the entries in this field will be "N". (Please do not enter "Yes" or "No".)

 Proctored: Enter "Y" if this test was proctored and "N" if the test was not proctored. (Please do not enter "Yes" or "No".)

Pass: Enter "Y" in this field. We do not enter data for students who did not successfully complete the course.

Gender: Enter "M" for Male and "F" for female. If gender is unknown, please place a "U" in this field. (Please use only a single letter in this field.)

Important Note: Please do not use commas in any of the data fields. Commas may cause problems with our ability to accurately capture the student data.

Frequently Asked Questions

What if I do not have a Provider ID?

Please contact our office (Boating & Waterways Section at 850-488-5600) to request a provider ID.

What is the proper country code?

The proper country code used on this form is US as our system uses a two letter country code.

Is there anything else I should do?

Please do not remove or rearrange the columns on the template as it may increase the possibility of information for your students being entered incorrectly in our database.
Please be sure to double check the information of each student. A fair amount of cards returned to us happen as a result of mistakes like a forgotten apartment number in the street address column.

Why should I use the Excel Template?

We use a Microsoft Excel Spreadsheet to import student information into our bobbercard database. The easier it is for us to get the information into the database, the sooner we can get cards printed and issued to students.

How should I submit this?

This form should be filled out on a computer and submitted to us in the form of an email attachment. It should be sent to **bobbercard@myfwc.com**. When submitting the Excel template, please be sure to include the following information in the email: Your name, the name of the course offered, and the name of the group that offered the course. Without this information we will not be able to process the cards for your students.

Do I need a date of birth and middle initial for each student?

Yes. All successful proof of course completion must have a student's first name, middle initial, last name, date of birth, and current mailing address as set forth in administrative rule 68D-36.105. We only use middle initials and do not put middle names on the cards we issue.