54.314 StateCertification

Online User Guide: Due October 1

Last Modified: October 26, 2018



54.314 State Certification

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54.314 Filing Requirements – State Certifications

Supporting Regulations

54.314(a) – States that desire eligible telecommunications carriers to receive support pursuant to the high-cost program must file an annual certification with the Administrator and the Commission stating that all federal high-cost support provided to such carriers within that State was used in the preceding calendar year and will be used in the coming calendar year only for the provision, maintenance, and upgrading of facilities and services for which the support is intended. High-cost support shall only be provided to the extent that the State has filed the requisite certification pursuant to this section.

54.314(c)(1) – A certification pursuant to this section may be filed in the form of a letter from the appropriate regulatory authority for the State, and must be filed with both the Office of the Secretary of the Commission clearly referencing WC Docket No. 14-58, and with the Administrator of the high-cost support mechanism, on or before the deadlines set forth in paragraph (d) of this section. If provided by the appropriate regulatory authority for the State, the annual certification must identify which carriers in the State are eligible to receive federal support during the applicable 12-month period, and must certify that those carriers only used support during the preceding calendar year and will only use support in the coming calendar year for the provision, maintenance, and upgrading of facilities and services for which support is intended. A State may file a supplemental certification for carriers not subject to the State's annual certification. All certificates filed by a State pursuant to this section shall become part of the public record maintained by the Commission.

54.314(d) – In order for an eligible telecommunications carrier to receive federal high-cost support, the State or the carrier, if not subject to the jurisdiction of a State, must file an annual certification, as described in paragraph (c) of this section, with both the Administrator and the Commission. Upon the filing of the certification described in this section, support shall be provided in accordance with the following schedule:

- (1) Carriers subject to certifications filed on or before October 1 shall receive support in the first, second, third, and fourth quarters of the succeeding year.
- (2) Carrier subject to certifications filed on or before January 1 shall receive support in the second, third, and fourth quarters of that year. Such carriers shall not receive support in the first quarter of that year.
- (3) Carriers subject to certifications filed on or before April 1 shall receive support in the third and fourth quarters of that year. Such carriers shall not receive support in the first or second quarters of that year.
- (4) Carriers subject to certifications filed on or before July 1 shall receive support beginning in the fourth quarter of that year. Such carriers shall not receive support in the first, second, or third quarters of that year.
- (5) Carriers subject to certifications field after July 1 shall not receive support in that year.
- (6) Notwithstanding the deadlines in paragraph (d) of this section, a carrier shall be eligible to receive support as of the effective date of its designation as an eligible telecommunications carrier under section 214(e)(2) or (e)(6) of the Act, provided that it files the certification described in paragraph (b) of this section or the state commission files the certification described in paragraph (a) of this section within 60 days of the effective date of the carrier's designation as an eligible telecommunications carrier. Thereafter, the certification required by paragraphs (a) or (b) of this section must be submitted pursuant to the schedule in paragraph (d) of this section.



Getting Started

Preparing to Access the System

- Use <u>Google Chrome</u> (highly recommended), <u>Firefox</u>, or Internet Explorer (version 8 or 9) when completing the 54.314 certification.
 - o Screenshots will vary slightly from browser to browser.
 - o If using newer versions of Internet Explorer, you may encounter compatibility issues.
- When navigating between screens, do not use your browser back and forward arrows as this will result in exiting the system. Use the buttons provided within the system in order to navigate within and exit the system.
- If you are inside the system and log-out but later wish to sign-on to the system again, you should close your browser and re-open it or delete the cookies in the event you experience any issues with the website.



Creating a User Profile

In order to gain access to the 54.314 certification system, state representatives will need to complete the On-Line Filing Request Form (as seen below). You can receive a copy of the form by sending the request via email to hccerts@usac.org.

The form requires the following fields to be completed:

- Date of request
- First and last name of the state representative
- Title of the state representative
- Phone number of the state representative
- Email of the state representative Note this email address will serve as a user ID and will be the location to where confirmation of certifications are sent
- State commission name This name will appear in the PDF file generated during the certification process
- Address of the state commission
- Requestor signature signature of the state representative named in the document

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ON-LINE FILING REQUEST FORM High Cost 54.314 Certification

In order to receive access privileges to the on-line 54.314 Certification Filing System¹, you must complete this form and send the request to the High Cost Division at hccets@usac.org for authorization and processing. Access will allow an authorized user of the state commission the convenience of securely filing the annual high-cost certification using USAC's on-line filing system.

Please provide the requested information below. The information will be used to create a user account and temporary password. After your form has been processed, you will be provided with the information listed below by email:

- A link to the on-line system
- Login information
- · Instructions on how to use the system

If you have any questions regarding this form, please email the High Cost Division at hccerts@usac.org.

Requestor Information:

Date of Request:
First/Last Name:
Title:
Phone Number:
Email:
State Commission Name:
Address:
Requestor Signature:

Please complete the form and send it to hccerts@usac.org

Upon completion of the form, the state commission representative should send the document to https://document.org/ncerts@usac.org. Users will receive an email response from USAC which contains a user ID and temporary password that will allow them to access the 54.314 certification system. Your user ID will match the email address provided in the On-Line Filing Request Form.



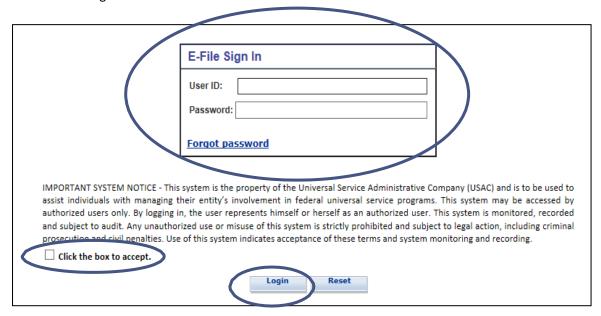
54.314 State Certification

Only **ONE** state representative should be authorized to use the system at any given time. If there is a change in the assignment of who should complete the 54.314 certification, the state commission should contact USAC (at https://ncerts@usac.org) to inform USAC that a change has occurred and to request a new On-line Filing Request Form. The new state representative must submit the On-Line Filing Request Form containing details for the newly assigned contact. A new user ID and password will be issued upon change in personnel.

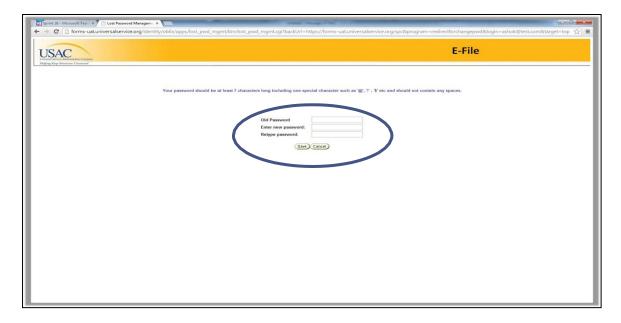


Accessing the 54.314 Certification System

- Go to E-File (https://forms.universalservice.org/).
- Enter your user ID and password, as provided by USAC, in the fields provided.
- Click the box to accept USAC's policy.
- Click on the "Login" button.



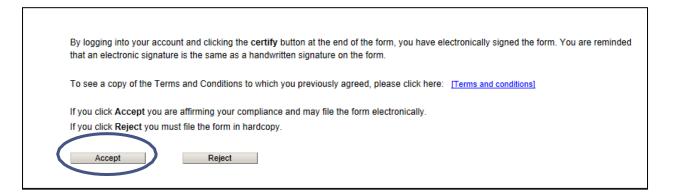
• The following screen will appear after your first login so you can set your official password. Remember, your password received from USAC is only a temporary password.



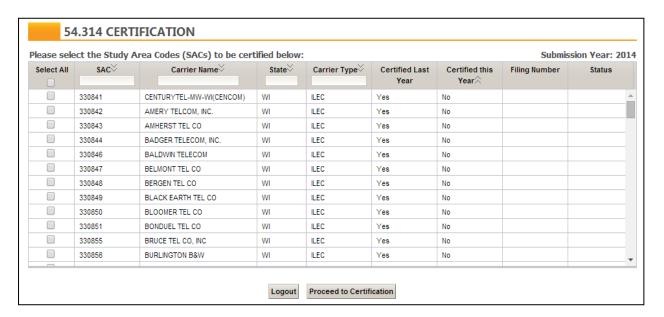


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• Accept USAC's terms and conditions after creating your permanent password. Upon future logins, you will arrive at this screen directly after entering your user ID and permanent password.



 Upon hitting the "Accept" button, the state representative will directly access the 54.314 certification system. A list of Study Area Codes (SACs) for that specific state will appear which can then be certified by the state representative.

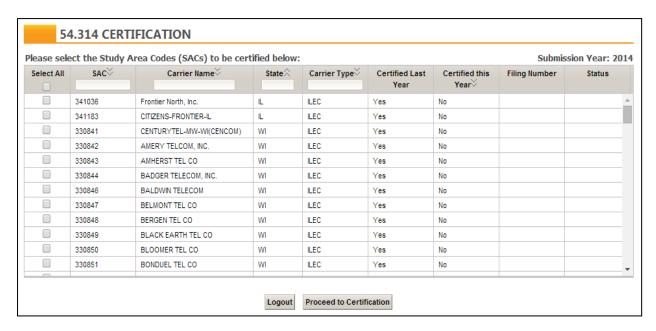




Populating the 54.314 Certification

54.314 Selection Screen Overview

To begin, review the columns presented on-screen for the example state of Wisconsin:

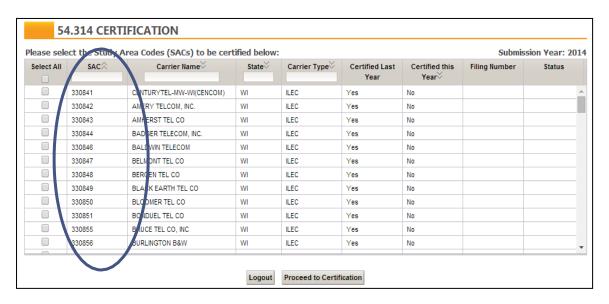


- There are a total of nine columns:
 - o The first column which contains the check boxes is the only column the user will need to interact with in order to have a successful certification.
 - The "SAC" column shows a list of SACs which are available for a given state to certify. Note that in the event you identify a missing SAC, please contact https://exact.org.
 - o The "Carrier Name" column shows a list of telecommunications companies eligible for certification within the given state.
 - The "State" column shows the state in which the telecommunications company is authorized to receive support. Note that some companies are cross-jurisdictional and companies in neighboring states may appear on the list such as the Illinois companies listed in the picture above.
 - The "Carrier Type" column identifies what type of carrier is located in that row (ILEC, CETC, etc.).
 - The "Certified Last Year" column indicates whether the given state commission certified the SAC in the prior 54.314 certification.
 - The "Certified This Year" column indicates whether the given state commission certified the SAC in the current 54.314 certification.
 - The "Filing Number" column will display a filing number for any SACs which have been certified. Note that it is possible to certify SACs in batches. For example, a state representative may certify half the SACs in the first filing, and then they might certify the remaining SACs in a second filing.
 - o The "Status" column indicates whether the SAC was certified in a timely manner.
- Users are able to filter and sort the SACs listed based on certain criteria. The following columns
 permit the user to sort: SAC, Carrier Name, State, Carrier Type, and Certified This Year. The following
 columns permit filters: SAC, Carrier Name, State, and Carrier Type.

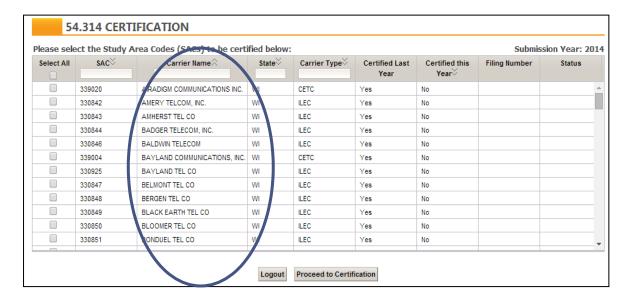


Using the Sort Feature

• Click on the grey double arrow in the "SAC" column in order to filter the SACs in ascending or descending order. The example below, in ascending order, shows the lowest number first.

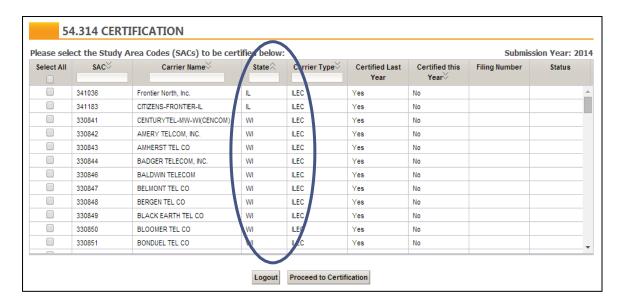


• Click on the grey double arrow in the "Carrier Name" column in order to filter the carrier names from A to Z or Z to A. The example below starts with A and ends with Z.

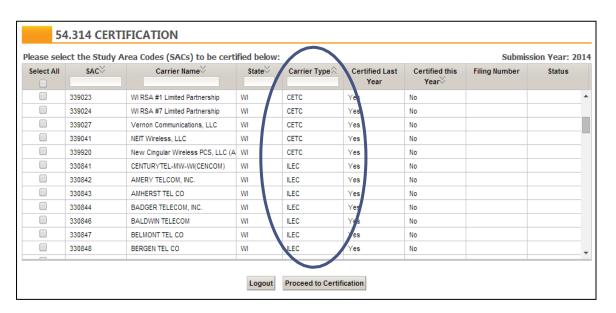


Click on the grey double arrow in the "State" column in order to sort the states alphabetically. The
example below shows two states being sorted alphabetically within a state filing. This would be
helpful in the event your list includes carriers in neighboring states.



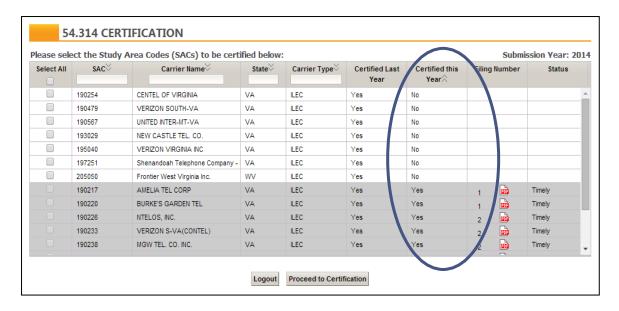


• Click on the grey double arrow in the "Carrier Type" column to sort the carriers alphabetically by various types. Note the example below which displays CETCs and ILECs.



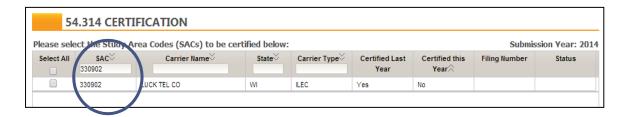
 Click on the grey double arrow in the "Certified this Year" column to sort which SACs have and have not been certified for the current 54.314 filing. Note the example below which groups all "No" responses together.



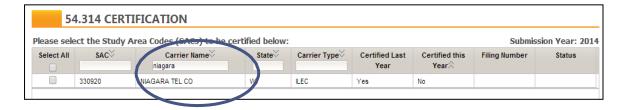


Using the Column Filters

• Enter a number in the "SAC" column to locate a specific SAC.

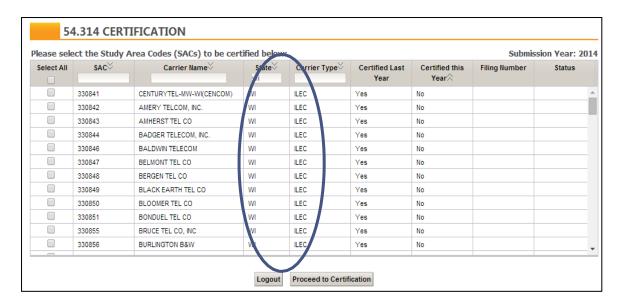


• Enter a name in the "Carrier Name" column to locate a specific carrier.

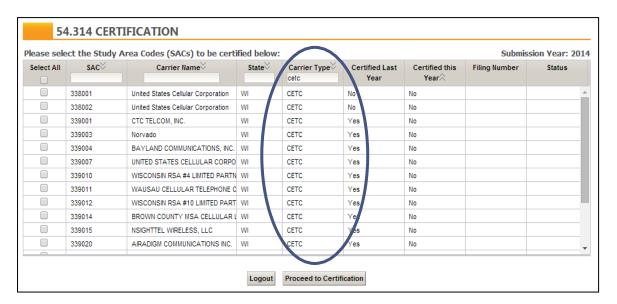


• Enter state initials in the "State" column in order to locate carriers from a particular state. This would be helpful in the event your list includes carriers in neighboring states.





• Enter a carrier type in the "Carrier Type" column in order to locate carriers by type.

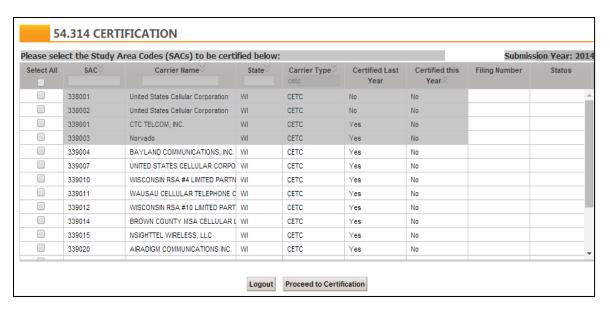


Working With Excel

The 54.314 certification system allows users to copy the SACs included in their list and paste these SACs to Excel. To do so, users should follow the below procedures.

• Using your browser, highlight the screen beginning with "Please select the Study Area Codes..." all the way through the final column of the last row you would like to highlight. If you highlight the first four rows, it would appear as seen below. After highlighting, right click and hit "copy."





Right click into an Excel spreadsheet. Users should have the option to "paste" and to select "match
destination formatting." You should not "paste" and "keep source formatting" as that would make
the results difficult to read. After some spacing of the columns, the Excel file should appear as seen
below. Note that Chrome was used for placing this in Excel below, but your experience may vary
based on browser.

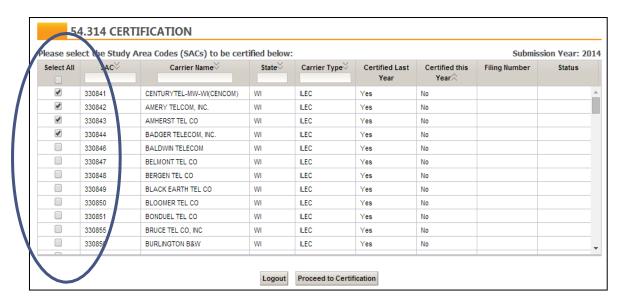
Submission Year: 2014							
SAC	Carrier Name	State	Carrier Type	Certified Last Year	Certified this Year	Filing Number	Status
338001	United States Cellular Corporation	WI	CETC	No	No		
338002	United States Cellular Corporation	WI	CETC	No	No		
339001	CTC TELCOM, INC.	WI	CETC	Yes	No		
339003	Norvado	WI	CETC	Yes	No		

Please repeat the above copy and paste procedures until all desired SACs have been placed in Excel.
 Due to the scroll bar in the 54.314 certification system, longer SAC lists will require more than one paste.

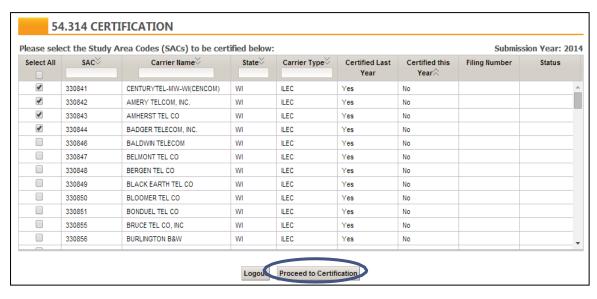
Selecting SACs for Certification

• Select SACs to be certified for the current year by checking the box in the left column. In the example below, the "Select All" button can be used to check every box automatically (note: only a few SACs were selected).





• Click the "Proceed to Certification" button to continue to the certification form screen. Note that you will be unable to proceed unless you select at least one SAC.





Certifying the 54.314

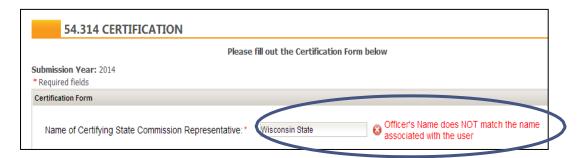
After selecting SACs for certification and proceeding to the next screen, you will be presented with a page that summarizes your selections and allows you to officially complete your 54.314 certification.

		Please fill out the C	ertification Form below	
ubmission Year: 201 Required fields	.4			
Certification Form				
Name of Certifying	n State Commis	sion Denresentative:*		
, ,	ertifying State Commission Representative:*			
Title or Position of Certifying State Commission Representative:*				
Telephone Number	er of Certifying	State Commission Representative: *		
Extension of Certifying State Commission Representative:				
Email Address of	Certifying State	Commission Representative:*		
	, 0			
Re: CC Docket N Pursuant to 47 C			tification of support for Eligible Te	lecommunications Carrier
				h - 5 - d 0
			tate Commission hereby certifies to to (USAC) that the eligible telecommunic	
		ral high-cost support for the progran		
The Wisconsin S	tata Cammiaa	ion cortifies that for the carriers lists		
			d all federal high-cost support provided	
WISCONSIN was	used in the pre-	ceding calendar year (2013) and will	be used in the coming calendar year (
WISCONSIN was	used in the pre-		be used in the coming calendar year (
WISCONSIN was	used in the pre-	ceding calendar year (2013) and will	be used in the coming calendar year (
WISCONSIN was	used in the pre-	ceding calendar year (2013) and will acilities and services for which the su	be used in the coming calendar year (: pport is intended.	
WISCONSIN was	used in the pre I upgrading of fa	ceding calendar year (2013) and will acilities and services for which the su	be used in the coming calendar year (apport is intended.	
WISCONSIN was	used in the pre-	ceding calendar year (2013) and will acilities and services for which the su Selected Eligible Carrier N	be used in the coming calendar year (apport is intended.	
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WISCONSIN was	used in the predupgrading of fa	ceding calendar year (2013) and will callities and services for which the su	be used in the coming calendar year (apport is intended.	
WISCONSIN was	used in the predupped i	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	
WISCONSIN was	SAC 330841 330842 330843	Selected Eligible Carri Carrier N CENTURYTEL-MW-WI(CENCOM) AMERY TELCOM, INC.	be used in the coming calendar year (apport is intended.	



State representatives should complete this page using the following procedures:

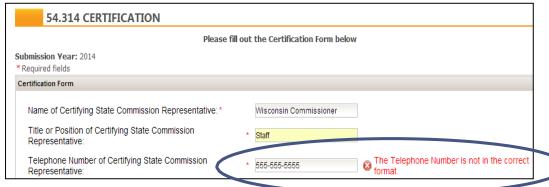
- In the first blank field, enter the name of the state commission representative. This field is required. This name should match the name provided on the On-Line Filing Request Form previously emailed to hccerts@usac.org. On this form, the field marked "First/Last Name" is the relevant field. If your entry in any way deviates from the On-Line Filing Request Form (such as middle initials), the filing will not successfully certify. If you have questions on the exact name to use, please contact hccerts@usac.org.
 - o Unsuccessful name:



Successful name:



- In the second blank field, enter the title of the certifying state commission representative. This field is required.
- In the third blank field, enter the telephone number of the certifying state commission representative. This phone number should be entered in the below format. This field is required.
 - o Unsuccessful telephone number:



Successful telephone number



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- In the fourth blank field, enter the extension of the certifying state commission representative. This field is optional.
- In the fifth blank field, enter the email address of the certifying state commission representative.
 This field is required. The 54.314 confirmation email will not be provided to the email address displayed in this field. Instead, confirmation will be sent to the email address provided on the On-Line Filing Request Form.
- As part of your certification, note the language from 54.314 provided on the certification form screen.

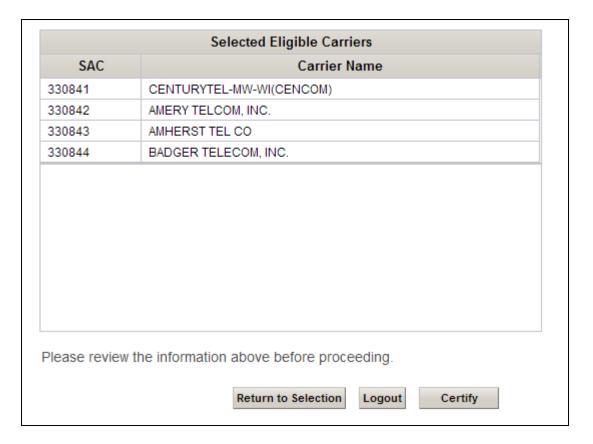
Re: CC Docket No. 96-45/WC Docket No. 14-58, Annual State Certification of support for Eligible Telecommunications Carriers
Pursuant to 47 C.F.R. & 54.314

Pursuant to the requirements of 47 C.F.R § 54.314, the **Wisconsin State Commission** hereby certifies to the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC) that the eligible telecommunications carriers (ETCs) listed below are eligible to receive federal high-cost support for the program years cited.

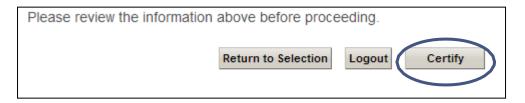
The **Wisconsin State Commission** certifies that for the carriers listed all federal high-cost support provided to such carriers within **WISCONSIN** was used in the preceding calendar year (**2013**) and will be used in the coming calendar year (**2015**) only for the provision, maintenance, and upgrading of facilities and services for which the support is intended.

• As part of your certification, note the carriers you selected in the prior screen will now appear in the bottom of the certification form screen.

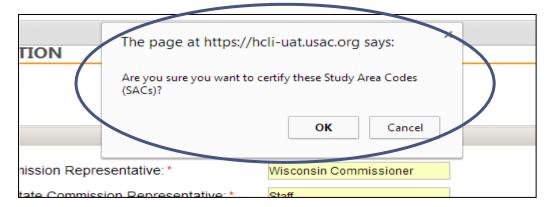




Once ready to certify the SACs, click the "Certify" button on the bottom right side of the screen.



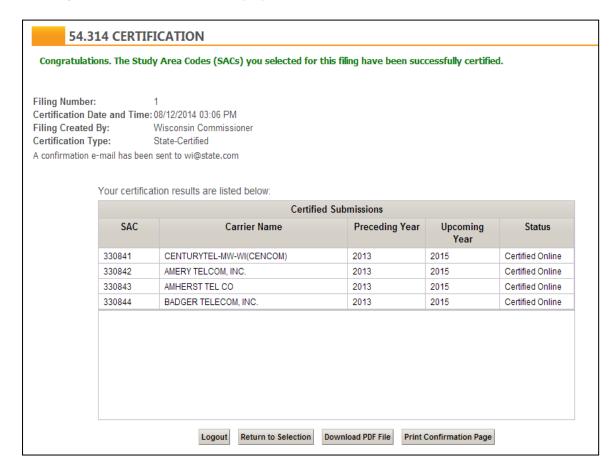
• Once you click the "Certify" button, you will see a pop-up box which asks, "Are you sure you want to certify those Study Area Codes (SACs)?" Click the "OK" button to proceed.





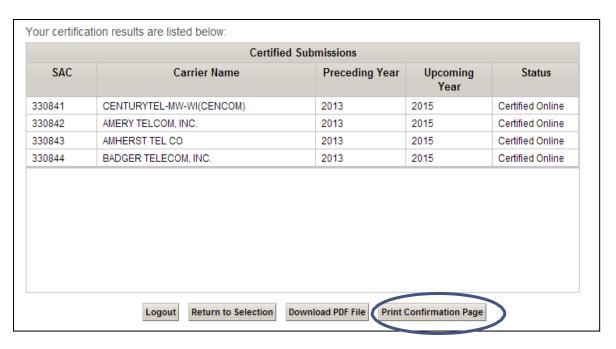
54.314 Certification Confirmation

- The congratulations screen identifies the filing number, certification date, who created the filing, whether it was state certified or self-certified, and where the confirmation email was sent. As stated earlier in the guide, the email address located on the On-Line Filing Request Form is the email address which will receive the email confirmation.
- The congratulations screen will also display which SACs were certified.

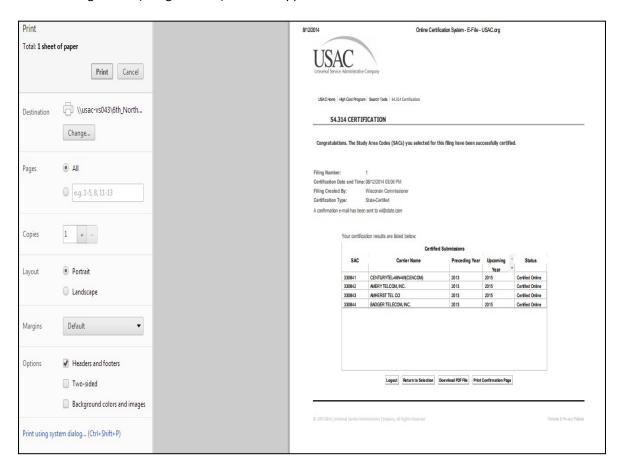


We recommend you use the "Print Confirmation Page" button to print a hard copy of this
confirmation screen for your own records. Screens may vary with browser selection. Also please note
that once you leave this page, you will not be able to print or reproduce the confirmation page again
at a later time, however you will be able to download the PDF version of your certification as
described in the next section.



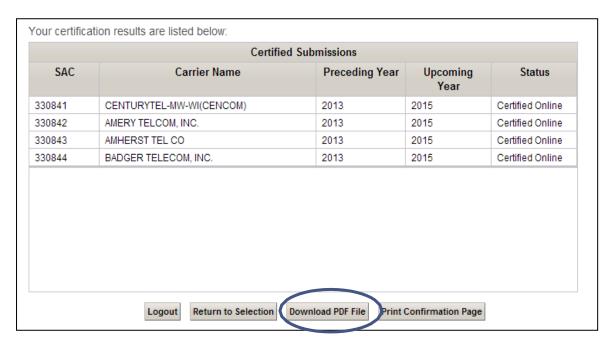


• The following screen (using Chrome) will then appear.





 The "Download PDF File" button allows you to save and reproduce your completed certification containing the applicable language from Section 54.314 of the FCC rules (Example PDF shown below).



54.314(a) State-Certification Submission Year: 2014

Re: CC Docket No. 96-45/WC Docket No. 14-58, Annual State Certification of support for Eligible Telecommunications Carriers Pursuant to 47 C.F.R. & 54.314

Pursuant to the requirements of 47 C.F.R § 54.314, the **Wisconsin State Commission** hereby certifies to the Federal Communications Commission (FCC) and the Universal Service Administrative Company (USAC) that the eligible telecommunications carriers (ETCs) listed below are eligible to receive federal high-cost support for the program years cited.

The **Wisconsin State Commission** certifies that for the carriers listed all federal high-cost support provided to such carriers within **WISCONSIN** was used in the preceding calendar year (**2013**) and will be used in the coming calendar year (**2015**) only for the provision, maintenance, and upgrading of facilities and services for which the support is intended.¹

ETCs CERTIFIED BY Wisconsin State Commission

CARRIER	SAC
CENTURYTEL-MW-WI(CENCOM)	330841
AMERY TELCOM, INC.	330842
AMHERST TEL CO	330843
BADGER TELECOM, INC.	330844

Signed,

Signature of Certifying State Commission Representative: Certified On-Line
Name of Certifying State Commission Representative: Wisconsin Commissioner

Title or Position of Certifying State Commission Representative: Staff

Telephone Number of Certifying State Commission Representative: 5555555555 Ext Email Address of Certifying State Commission Representative: state@state.org

Date: 08/18/2014



54.314 State Certification

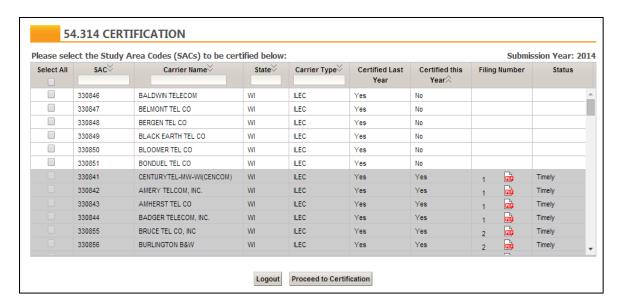
Please note that if you accidently certify a SAC that you should not have certified, you will be unable
to remove your check. Once a SAC is certified, it appears certified permanently. The only additional
action that can be taken is to certify additional SACs that have not yet been certified. If you would
like to remove a certification for a SAC, please contact USAC at https://documents.org.



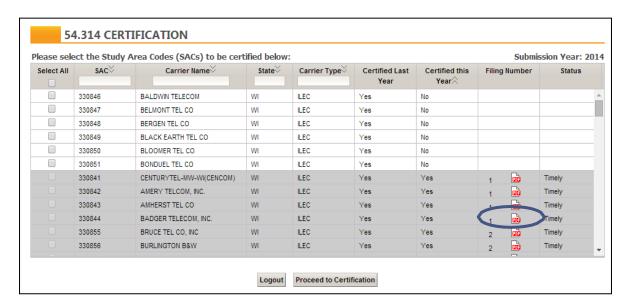
Filing Multiple Certifications

In the event you do not certify all SACs within one session, you have the opportunity to log back into the system and certify those SACs. To certify additional SACs, perform the following procedures.

 Log into E-File just as was done for the original filing. You will see a screen that shows certified and non-certified SACs.

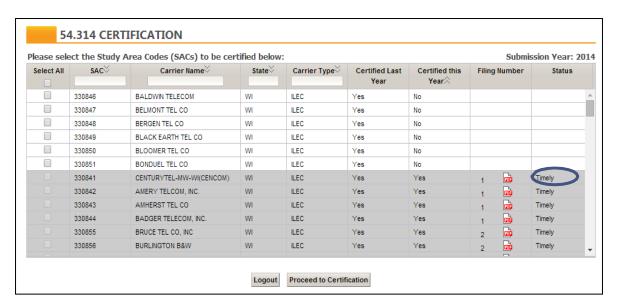


- SACs which were previously certified are now greyed out and can no longer be selected.
- The "Filing Number" column shows all SACs included in previously filed certification sets. Clicking the PDF icon next to the filing number will open the certification that was created when that specific filing was certified.

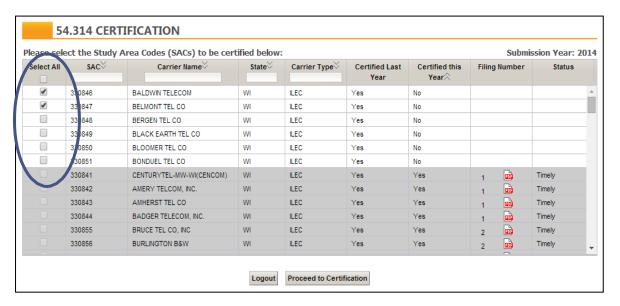


• The "Status" column indicates whether a SAC has been certified "Timely" or not. Certifications are due on October 1 of each year.





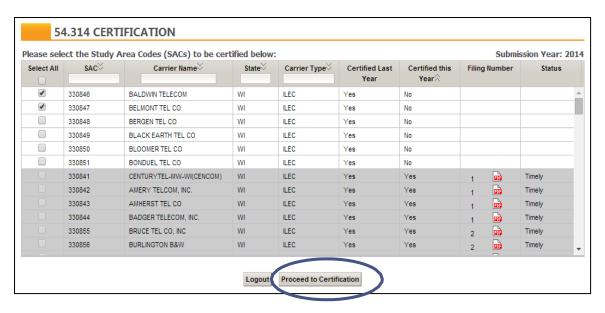
In order to certify additional SACs, click the box in the white rows.



• Then click the "Proceed to Certification" button just as you did for the original filing (#1).



54.314 State Certification



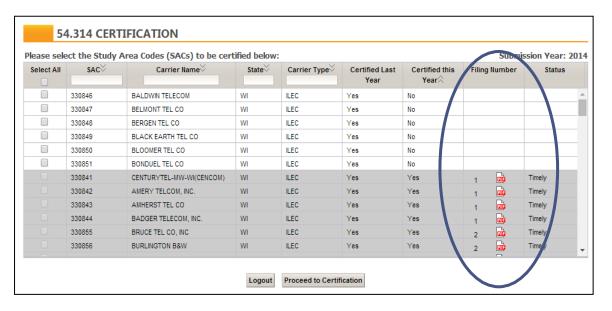
 Please review the "Certifying the 54.314" section located above and proceed in the same manner for certifying subsequent filings.



54.314 Filing with the FCC

State commission representatives filing through E-File can print out copies of the 54.314 letter to be filed with the FCC and other regulatory entities.

- Go to the SAC selection screen (shown below).
- Click on the PDF icon in the "Filing Number" column of this screen. This will appear for rows that are greyed out since these SACs have been certified. When viewing a PDF, note that the certification will display all SACs that were certified during that filing. For example, the PDF next to filing #1 would include all four SACs displayed below with that filing number. You would need to print one PDF of each filing number in order to have a complete submission to the FCC.



- Print the PDF version of the 54.314 certification.
- Please note that submission of the 54.314 certification letter through E-File is a submission to USAC only. State commission representatives must file with the FCC separately either on or before the deadline. State commission representatives may use the 54.314 certification PDF to file with the FCC.
- The below addresses should be used for filing with the FCC. Filing can also be completed online at fcc.gov/ecfs. If you have any further detailed questions about how to file with the FCC, please direct those questions to the FCC.

If by Hand or Messenger (Delivery accepted between 8:00 a.m. to 7:00 p.m. only):

Marlene H. Dortch, Secretary Federal Communications Commission Office of the Secretary 445 12th Street, SW, Room TW-A325 Washington, DC 20554 If by Commercial overnight mail, EXCEPT United States Postal Service:

Marlene H. Dortch, Secretary Federal Communications Commission Office of the Secretary 9050 Junction Drive Annapolis Junction, MD 20701 If by other mail, INCLUDING United States Postal Service Express Mail, Priority Mail, and First Class Mail:

Marlene H. Dortch, Secretary Federal Communications Commission Office of the Secretary 445 12th Street, SW Washington, DC 20554

