



**CITY OF DANIA BEACH
FINANCE DEPARTMENT
MEMORANDUM**

TO: Honorable Mayor Marco A. Salvino, Sr.
Honorable Vice-Mayor Bobbie Grace
Honorable Commissioner Chickie Brandimarte
Honorable Commissioner Water B. Duke, III
Honorable Commissioner Albert C. Jones

FROM: Robert Baldwin, City Manager

BY: Nicki Satterfield, Finance Director

DATE: February 18, 2015

SUBJECT: Florida Assoc. of Business Tax Professionals Conference

This memo is to request approval for Megan Jelaso, Revenue Coordinator, to attend the annual Florida Association of Business Tax Professionals education conference in Orlando which takes place from May 26th - May 29th, 2015. Megan intakes and processes business tax receipts for the City for nearly three years.

The conference will provide valuable educational and networking opportunities for the City of Dania Beach as well as Ms. Jelaso. We estimate the total cost to the City for Megan's attendance to be \$998.90.

The City's FY 2014 - 2015 budget planned for and has sufficient funding for attending this conference.

The following is a summary of the cost of the conference:

Lodging (3 Nights)	\$ 363.00
Conference Fee	\$ 245.00
Per Diem/Transportation	\$ 418.80
Estimated cost of the conference:	\$ 1,026.80

The Finance Department recommends Commission approval to allow Ms. Jelaso, Revenue Coordinator, to attend this annual educational conference as this opportunity will be a great benefit to enhance Ms. Jelaso knowledge in processing business tax receipts.



**CITY OF DANIA BEACH
PRE-APPROVED CONFERENCE OR TRAINING AUTHORIZATION/RECONCILIATION**

EMPLOYEE: Megan Jelso DEPARTMENT: Finance

LOCATION: Orlando, FL TRIP/TRAINING DATE: May 26 - May 29, 2015

PURPOSE: To attend the Florida Association of Business Tax Officials educational conference to enhance business tax receipts job skills.

Overnight Out of State Air Travel

TRAVEL EXPENSES ESTIMATED: (Policy #2002-10-1)

REGISTRATION (attach conference brochure)	\$ 245.00
LODGING (# of nights <u>3</u>)	363.00
MEALS (per diem)	98.00
OTHER INCIDENTAL EXPENSES:	
MILEAGE	241.50
TOLLS (round trip)	34.30
OTHER TRANSPORTATION (Shuttle/Taxi/Parking)	45.00
SUPPLIES/MATERIALS	-
TOTAL ESTIMATED EXPENSES:	\$ 1,026.80

This seminar is required for: Certification General Training
 License Other X _____

Note any overnight or out of state travel events attended in the last 12 months:

None

Employee Signature: *Megan Jelso*

[Signature] 2/18/15
Department Director TAS

TRAVEL AUTHORIZATION:
[Signature] 2/18/15
Finance Director

[Signature]
City Manager

If payment is made through City's credit card, please indicate "credit card" under "Date" Column

	Check Payee:	Amount:	Date:	RECONCILIATION	
				Actual	Differences
Registration:		\$ -			
Lodging:					
Transportation:					
Traveler:					
Others:					
Account #:		\$ -			



CITY OF DANIA BEACH Per Diem Calculator

Name: Megan Jelaso, Revenue Coordinator
Location: Lake Buena Vista, FL
Purpose: Florida Assoc. of Business Tax Officials Educational Conference

M&IE

IRS Pub 1542 \$56.00 (obtain from Per diem form on City's Intranet)
 Conference Hours

Day	5/26/2015	5/27/2015	5/28/2015	5/29/2015	Total Est Exps
Meal Provided:	No meals	Lunch/Breakfast	Lunch/Breakfast	Breakfast	
Per Diem	\$ 42.00	\$28.00	\$28.00	\$ 33.60	\$ 98.00
Lodging	121.00	121.00	121.00		363.00
Mileage	241.50				241.50
Tolls	34.30				34.30
Parking	15.00	15.00	15.00	15.00	45.00
Conf Fees	245.00				245.00
					\$ 1,026.80

*** Travel day**

per diem reductions

Breakfast (B) 15%	\$8.40
Lunch (L) 35%	\$19.60
Dinner (D) 50%	\$28.00

Hilton Orlando Lake Buena Vista

1751 Hotel Plaza Boulevard, Lake Buena Vista, Florida, 32830, USA TEL: +1-407-827-4000 FAX: +1-407-827-3890

Hotel Information

Check-in:

4:00 pm

Check-out:

11:00 am

Smoking:

Non-Smoking

This hotel is 100% non-smoking in all guest rooms and public spaces.

Parking:

Self parking: \$15.00 (Parking Lot) *daily **

Valet: \$20.00 (Valet Parking)

Pets:

Service animals allowed: Yes

Pets allowed: No

Other Pet Services: Service pets are allowed

Hotel Policies



WHERE WE ARE

Find where we are located

[View the Maps & Directions Page](#)



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\$99





U.S. General Services Administration

[Home](#) > [Policy & Regulations](#) > [Travel and Relocation Policy](#) > [Per Diem](#) > [Per Diem Rates](#) >

FY 2015 Per Diem Rates for Florida

(October 2014 - September 2015)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your City OR Enter your ZIP Code

ADDITIONAL PER DIEM TOPICS

- [Meals & Incidental Expenses Breakdown \(M&IE\)](#)
- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
- [FY 2014 Per Diem Highlights](#)
- [Fire Safe Hotels](#)
- [Have a Per diem Question?](#)
- [Downloadable Per Diem Files](#)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

You searched for: Florida

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**		
		2014			2015											
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
Standard Rate	Applies for all locations without specified rates	83	83	83	83	83	83	83	83	83	83	83	83	83	83	46
Boca Raton / Delray Beach / Jupiter	Palm Beach / Hendry	97	97	97	157	157	157	157	97	97	97	97	97	97	97	71
Bradenton	Manatee	83	83	83	83	119	119	83	83	83	83	83	83	83	83	56
Cocoa Beach	Brevard	105	105	105	105	105	105	105	105	105	105	105	105	105	105	51
Daytona Beach	Volusia	83	83	83	83	110	110	90	90	90	90	83	83	83	83	51
Fort Lauderdale	Broward	134	134	134	188	188	188	140	140	109	109	109	109	109	109	71
Fort Myers	Lee	93	93	93	142	142	142	142	93	93	93	93	93	93	93	56
Fort Walton Beach / Die Funiak Springs	Okaloosa / Walton	129	86	86	86	86	145	145	145	196	196	129	129	129	129	51
Gainesville	Alachua	94	94	94	94	94	94	94	94	94	94	94	94	94	94	51
Gulf Breeze	Santa Rosa	83	83	83	83	83	83	83	83	108	108	83	83	83	83	51
Key West	Monroe	183	183	230	230	279	279	183	183	183	183	183	183	183	183	71
Miami	Miami-Dade	152	152	152	203	203	203	146	146	119	119	119	119	119	119	66
Naples	Collier	136	136	136	203	203	203	203	116	116	116	116	116	116	116	61
Orlando	Orange	115	115	115	115	115	115	115	115	115	115	115	115	115	115	56
Panama City	Bay	83	83	83	83	83	119	119	119	119	119	83	83	83	83	51
Pensacola	Escambia	94	94	94	94	94	121	121	121	121	121	121	121	121	94	46
Punta Gorda	Charlotte	83	83	83	83	123	123	83	83	83	83	83	83	83	83	51
Sarasota	Sarasota	92	92	92	126	126	126	126	92	92	92	92	92	92	92	56
Sebring	Highlands	99	99	99	99	99	99	99	99	99	99	99	99	99	99	46
St. Augustine	St. Johns	107	107	107	107	107	107	107	107	107	107	107	107	107	107	56
Stuart	Martin	91	91	91	91	91	91	91	91	91	91	91	91	91	91	51
Tallahassee	Leon	88	88	88	104	104	104	104	88	88	88	88	88	88	88	46
Tampa / St. Petersburg	Pinellas / Hillsborough	104	104	104	115	115	104	104	104	104	104	104	104	104	104	51



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Per Diem

Overview

FY 2015 Per Diem Highlights

Per Diem Mobile App

FAQ

Per Diem Contacts

M&IE Breakdown

Factors Influencing Lodging Rates

Fire Safe Hotels

Per Diem Rates

Per Diem Files (Archived)

Per Diem Mobile Blackberry File Download

Meals and Incidental Expenses (M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.118 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at www.gsa.gov/perdiem. The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

The shortcut to this page is www.gsa.gov/mie.

Last Reviewed: 2014-10-15



QUESTIONS:
For all travel policy questions, email travelpolicy@gsa.gov.

RELATED GSA TOPICS

- State Tax Exemption Forms
- FedRooms®
- Travel E-mail Notification
- POV Mileage Reimbursement Rates

GOVERNMENT LINKS

- Fire Safety Information



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New Standard Mileage Rates Now Available; Business Rate to Rise in 2015

IR-2014-114, Dec. 10, 2014

WASHINGTON — The Internal Revenue Service today issued the 2015 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2015, the standard mileage rates for the use of a car, van, pickup or panel truck will be:

- 57.5 cents per mile for business miles driven, up from 56 cents in 2014
- 23 cents per mile driven for medical or moving purposes, down half a cent from 2014
- 14 cents per mile driven in service of charitable organizations

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas and oil. The rate for medical and moving purposes is based on the variable costs, such as gas and oil. The charitable rate is set by law.

Taxpayers always have the option of claiming deductions based on the actual costs of using a vehicle rather than the standard mileage rates.

A taxpayer may not use the business standard mileage rate for a vehicle after claiming accelerated depreciation, including the Section 179 expense deduction, on that vehicle. Likewise, the standard rate is not available to fleet owners (more than four vehicles used simultaneously). Details on these and other special rules are in [Revenue Procedure 2010-51](#), the instructions to [Form 1040](#) and various online IRS publications including [Publication 17](#), Your Federal Income Tax.

Besides the standard mileage rates, [Notice 2014-79](#), posted today on IRS.gov, also includes the basis reduction amounts for those choosing the business standard mileage rate, as well as the maximum standard automobile cost that may be used in computing an allowance under a fixed and variable rate plan.

[Follow the IRS on New Media](#)
[Subscribe to IRS Newswire](#)

Page Last Reviewed or Updated: 10-Dec-2014



Directions from 100 W Dania Beach Blvd to 1761 Hotel Plaza Blvd

o 100 W Dania Beach Blvd

Dania Beach, FL 33004

Get on I-95 N from Stirling Rd

1.5 mi / 3 min

1. Head west on W Dania Beach Blvd toward NW 3rd Ave 180 ft
2. Turn left at the 1st cross street onto SW 3rd Ave 0.2 mi
3. Turn right onto Stirling Rd 0.9 mi
4. Turn right to merge onto I-95 N toward W Palm Beach 0.3 mi

Follow Florida's Turnpike to E Osceola Pkwy in Buena Ventura Lakes. Take exit 249 from Florida's Turnpike

198 mi / 2 h 44 min

5. Merge onto I-95 N 1.5 mi
6. Take exit 24 for Interstate 595 toward Port Everglades/Ft Laud-Hlwd/International Airport 0.3 mi
7. Keep left at the fork, follow signs for I-595 W/I-75/Florida's Turnpike and merge onto I-595 W 1.9 mi
8. Take exit 8 for Florida's Turnpike 0.9 mi
 Partial toll road
9. Keep right to continue toward Florida's Turnpike 0.4 mi
 Partial toll road
10. Keep left and merge onto Florida's Turnpike 193 mi
 Partial toll road
11. Take exit 249 for Osceola Pkwy 0.3 mi
 Toll road

Continue on E Osceola Pkwy. Take FL-535 N/State Rd 535 N/Kissimmee Vineland Rd N to Hotel Plaza Blvd in Lake Buena Vista

10.6 mi / 18 min

-  12. Turn left onto E Osceola Pkwy
 Partial toll road
6.2 mi
-  13. Take the exit toward US-192/Resort Area/FL-535
 Toll road
0.4 mi
-  14. Continue onto N Poinciana Blvd (signs for US-192 W/Marker)
 Toll road
0.1 mi
-  15. Turn right onto FL-535 N/State Rd 535 N/Kissimmee Vineland Rd N
3.1 mi
-  16. Turn left onto Hotel Plaza Blvd
0.7 mi
-  17. Make a U-turn
 Destination will be on the right
256 ft

1761 Hotel Plaza Blvd

Orlando, FL 32836


These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

via Florida's Turnpike

3 h 14 min

3 h 1 min without traffic · [Show traffic](#)

210 miles

 This route has tolls.

Details

via I-95 N and Florida's Turnpike

3 h 18 min

via Florida's Turnpike and FL-60 W

3 h 46 min

FABTO ANNUAL CONFERENCE 2015

FABTO CONFERENCE REGISTRATION FEE: **On or Before April 17:** **Member - \$245.00 Non-Member - \$285.00**
After April 17: **Member - \$270.00 Non-Member - \$310.00**

1 DAY RECERTIFICATION FEE: **On or Before April 17: \$200.00 After April 17: \$225.00**

REGISTRATION DEADLINE: **Due to planning considerations, please submit all registrations no later than May 15, 2015.**

CERTIFICATION: FABTO Certified Business Tax Official (CBTO) certification requires obtaining a Certificate of Completion and participation at two complete FABTO conferences within three consecutive conferences. Recertification requires one full-day's attendance at a FABTO conference within a three-year period.

LOCATION: **Hilton Resort at the
Walt Disney World® Resort**
1761 Hotel Plaza Boulevard
Lake Buena Vista, FL 32830
(407) 827-4000 FAX (407) 560-2108



HOTEL RESERVATIONS: Single or Double \$121.00 when reserved by **April 25, 2015.**

Reservations: (407) 827-4000 - local or (800) 782-4414
(When making reservations, you MUST specify you are with FABTO to receive the group rate.)

Check in: 4:00 p.m. **Check out:** 11:00 a.m. or earlier

A one-night deposit, by check or credit card, is requested at the time a reservation is made. Reservations will be accepted on a room- and rate-available basis. Cancellation within three days of arrival will result in forfeiture of first night's room and tax. This room rate is extended three days prior to and following the conference, depending on availability.

All rates are subject to State of Florida sales tax and Orange County tourist tax. To qualify for tax-exempt status, you will need to supply the hotel with a copy of the city/county tax-exempt certificate when you check in and pay with a city or county check or credit card. A personal check or credit card, to be reimbursed by your agency, does not qualify for tax-exempt status.

For area entertainment and dining information visit the conference page at www.fabto.org

Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act of 1990.

Please visit our website: www.fabto.org

The Program

Tuesday, May 26

12:00 noon	Registration/check-in
2:00-5:00 p.m	F.S. Chapter 205 / Business Tax 101 (required for first-year attendees)
7:30-8:30 p.m	Meet and Greet Reception (Luau, pool side, weather permitting)

Wednesday, May 27


8:00 a.m.	Registration/Continental Breakfast (provided)
8:30 a.m	Welcome / General Membership Meeting • Debby Morakis , President Florida Association of Business Tax Officials
9:15 a.m.	Keynote Session: Energize Your Business Community • Laura Gambino , Economic Development Administrator City of Fort Lauderdale
10:45 a.m.	Break
11:00 a.m.	Keynote Session (continued)
12:00 noon	Lunch (provided)
1:15 p.m.	Florida Department of Agriculture and Consumer Services • Sasha Velez , Senior Financial Investigator, Florida Department of Agriculture and Consumer Services
3:15 p.m.	Break
3:30 p.m	City/County Discussions - Governments Helping Governments
4:45 p.m.	Presentation of Certificates (for single day recertifications only)
5:00 p.m.	Adjourn

Thursday, May 28

8:30 a.m.	Registration/Continental Breakfast (provided)
9:00 a.m.	Conference Information and Updates
9:15 a.m.	Session III: Office of Financial Regulation • Alisa Goldberg , Chief of Bureau Registration, Division of Securities, Office of Financial Regulation
10:30 a.m.	Break
10:45 a.m.	Legislative Update: • Ken Small , Financial Technical Assistance Manager, Florida League of Cities
12:00 noon	Lunch (provided)
1:30 p.m.	Session IV: DBPR: Division of Hotels and Restaurants • Valerie Freeman , District 4 Manager
2:45 p.m.	Break
3:00 p.m.	Session V: Division of Corporations • Lyn Shoffstall , Chief, Bureau of Commercial Recording
4:45 p.m.	Presentation of Certificates (for single day recertifications only)
5:00 p.m.	Adjourn

Friday, May 29

8:00 a.m.	Registration/Continental Breakfast (provided)
8:30 a.m	Closing Session Speaker: Managing The Time of Your Life • Bob Harris , Training Consultant
9:30 a.m.	Morning Break (extended for check out)
10:00 a.m.	Closing session (continued)
11:30 a.m.	Presentation of Certificates
12:00 noon	Adjourn



Make plans now to attend the
FLORIDA ASSOCIATION OF BUSINESS
TAX OFFICIALS INC.

27th ANNUAL EDUCATIONAL CONFERENCE

May 26 - 29, 2015
Hilton Resort at the Walt Disney World[®] Resort
Lake Buena Vista, Florida

A MESSAGE FROM YOUR PRESIDENT

Great News and Exciting Opportunities!

The Florida Association of Business Tax Officials is proud to present its 27th Annual Educational Conference. FABTO remains committed to providing quality educational opportunities to business tax professionals throughout the State to help ensure Local Business Taxes are administered properly and efficiently. The 27th FABTO Educational Conference promises to do just that.

FABTO in coordination with the John Scott Dailey Florida Institute of Government at Florida Atlantic University has assembled a very exciting and informative agenda for the 2015 FABTO Educational Conference that will include:

- Florida Department of Agriculture and Consumer Services
- Florida Office of Financial Regulation
- Legislative Update from Ken Small with the Florida League of Cities
- DBPR: Division of Hotels and Restaurants
- Florida Department of State of Florida, Division of Corporations

That's not all. You will find our agenda packed full of informative and educational value! On Tuesday, we offer the FS Chapter 205/Business Tax 101 session - a requirement for first time attendees and a prerequisite to certification but everyone is welcome! This session is sure to fill up fast so get your registration in early. We will also offer our Governments helping Governments session which is a great opportunity to share and learn from each other. Those are just a few of the many educational opportunities we have in store.

FABTO is also excited to launch our brand new website which offers links for online conference registration, renewal or application for membership, payment of fees and so much more. Many useful links can be found there as well as a brand new Members Forum. This is an exciting advancement for our Association. Please visit our website at www.fabto.org.

Are you an expert with Excel? Do you have an interest in photography? Could you volunteer to be our archivist or webmaster? There are many rewarding volunteer opportunities available to you at both the local chapter level and the state level. Serve as an officer for your chapter or as a Member of the Board of Directors. There are many opportunities for personal development and growth. Our diverse knowledge base and varied experiences have developed FABTO into a powerful association. Talk to your local chapter representative or contact me directly if you are interested in volunteering. I encourage you all to get involved; participate in your local chapter meetings; attend the conference; volunteer!

I look forward to seeing you at the conference for another opportunity to learn, interact and exchange ideas.

Sincerely,

Deborah A. Morakis, MBTO

Deborah A. Morakis, MBTO
President - Florida Association of Business Tax Officials, Inc.

Please visit our website: www.fabto.org



For your convenience, you may now register online at www.fabto.org. Fees may also be paid via the website OR complete this form and return it with a check to the address at the bottom of this form. Due to planning considerations, your registration form and payment must be received by the conference registrar no later than May 15, 2015. All participants will receive a confirmation and receipt by email.

This form may be duplicated for additional registrations.
PLEASE PRINT OR TYPE.

Name _____ First Time Attendee? Yes No
 Name for Nametag (if different) _____
 Agency Name _____
 Agency Address _____
 City _____ State _____ ZIP _____
 Phone _____ EXT. _____ FAX _____
 Email (Required) _____

I plan to attend:

- FS 205 Class - Tuesday, May 26, 2015
- Luncheon, Wednesday, May 27, 2015 Luncheon, Thursday, May 28, 2015
- Entire FABTO Conference - Member \$245.00 **on or before** April 17, 2015 \$270.00 **after** April 17, 2015
- 1 Day Re-certification - Wed., May 27, 2015 \$200.00 **on or before** April 17, 2015 \$225.00 **after** April 17, 2015
- 1 Day Re-certification - Thurs., May 28, 2015 \$200.00 **on or before** April 17, 2015 \$225.00 **after** April 17, 2015

Payment Enclosed \$ _____ OR Paid Online

Please make check for FABTO Conference fees payable to FABTO (FEIN #91-2000956) and mail to:

FABTO Educational Conference Registrar
Rebecca Sue Pender
1300 9th St.
St. Cloud, FL 34769
 Telephone: (407) 957-7297 Fax: (407) 957-8412 email: rpender@stcloud.org

This form and corresponding payment is for registration for the 2015 FABTO Educational Conference **Only**. **Please do not include chapter membership fees with this registration. (Membership forms and fees must be submitted directly to the FABTO Membership Director)**. Refunds minus a \$50.00 processing fee will be made if a written request for refund is received by the FABTO Conference Registrar no later than May 4, 2015. Due to planning considerations no refunds will be issued after that date.

Individuals must be a current paid member of FABTO in order to receive certification at any level.

Please visit our website: www.fabto.org