



Tips from Learningtech: Codes!

Codes! IDs! And, more numbers! Why do we need all these codes, IDs and numbers?!

A successful E-Rate application (i.e., FCC Form 471, *Services Ordered and Certification Form*) requires many codes; following is a recap of what's required.

Application Form Number

Each SLD Form is assigned an internal reference number, for example: 471 Application Number, 470 Application Number, and 486 Application Number.

BEN - Billed Entity Number

Every school or associated school entity (e.g., administrative office of a consortium of schools) needs a Billed Entity Number to apply for E-Rate funding. This number is assigned by the Schools and Libraries Division ("SLD") of the Universal Service Administrative Company ("USAC"), administrator of the E-Rate program for the Federal Communications Commission ("FCC").

The simplest way to obtain a BEN is to call the SLD hotline at 888-203-8100. You will be asked for the following information for the entity for which you need a BEN: Legal Name, County, Address, Telephone, School Type, and Contact Email. SLD will assign the entity the next available BEN. You can look up your BENs here:

http://www.sl.universalservice.org/Utilities/BilledEntitySearch_Public.asp

CDS Code – County-District-School Code

The County-District-School (CDS) code system is an administrative convenience designed to provide the California Department of Education (CDE), California Department of Finance, other state agencies, and postsecondary institutions with a way to track information on school districts and schools. The CDS code distinctly identifies a school and enables automated systems to make payments efficiently. A CDS code is a number assigned to a school by the CDE; CDS codes are not assigned to programs.

The CDS code also allows data to be accurately reported to the state. The CDS code is a unique identifier that allows schools to be easily sorted and tracked in databases. The CDS database provides the CDE with a central repository of information for identifying and classifying county offices, school districts and schools. Virtually all CDE administrative functions rely on this data being accurate, consistent and current. Find Frequently Asked Questions about CDS codes at <http://www.cde.ca.gov/ds/si/ds/faqs.asp>. You can look up your CDS code here: <http://www.cde.ca.gov/re/sd/>.

EIN – Employer Identification Number

An EIN is a nine-digit number that the Internal Revenue Service (IRS) requires of all businesses and other employers to identify their tax accounts with the IRS. It is a required data element for application and receipt of an FCC Registration Number.

FCC Registration Number*

* The acronym "FRN" is more frequently used to mean Funding Request Number, the number assigned to a specific product/service request on a Form 471. As this can be very confusing, Learningtech convention is to refer

An FCC Registration Number is a 10-digit number assigned to a business or individual registering with the FCC. It is used to uniquely identify you in all transactions with the FCC (e.g., E-Rate funding applications). In registering via the FCC Registration site, you provide the FCC with basic information (e.g., EIN, contact info). To register, use FCC's CORES (COmmission REgistration System) at <https://svartifoss2.fcc.gov/coresWeb/publicHome.do>.

NCES ID Code

The National Center for Education Statistics (NCES), located within the U.S. Department of Education and the Institute of Education Sciences, is the primary federal entity for collecting and analyzing data related to education. NCES/CCD ID numbers are assigned to schools when they are reported to NCES each spring and summer by state CCD coordinators. Common Core of Data (CCD) is a program of NCES that annually collects data supplied by state education agency officials about all public schools, public school districts and state education agencies in the United States. You can look up your NCES ID Code here: <http://nces.ed.gov/ccd/schoolsearch/>

E-Rate PIN – E-Rate Personal Identification Number

An E-Rate PIN is assigned by SLD to a authorized signer for a BEN and is used to e-certify program forms. The PIN enables the authorized person to certify program forms online (vs. requiring paper certification) and is the equivalent of a hand-written signature. A PIN is automatically generated, mailed, and ready to be used once an applicant has successfully filed and certified any one of the FCC Forms 470, 471 or 486 on paper. Online e-certification using a PIN is a much simpler and faster than the paper process, since it avoids rushed trips to the post office with paper certification forms.

Form 471 Security Code Number

Several E-Rate Forms (470, 471, 486) may be completed online. Forms started, but not yet completed, can be saved and later completed online. To allow return access to an incomplete form, SLD's "Apply Online" process assigns each Form a Security Code Number. Together with the Form Application number, the BEN, and the Security Code Number, the online application process may be completed via several interactions. When exiting the Apply Online process, SLD displays the unique Security Code Number for the Form in process. An example looks like this:

471 Application Number: 550044
Billed Entity Number: 10040123
Security Code Number: 1234

<p>REMINDER: Whenever you receive ANYTHING from the SLD, please fax it to us <i>immediately</i> at 866 801-8667.</p>

to the FCC Registration Number as the "FCC Registration Number", with "FRN" always meaning "Funding Request Number."