Real Property Transfer Qualification Code

Training via Gauge

Instructions for Registering, Taking the Course, and Downloading Certificate

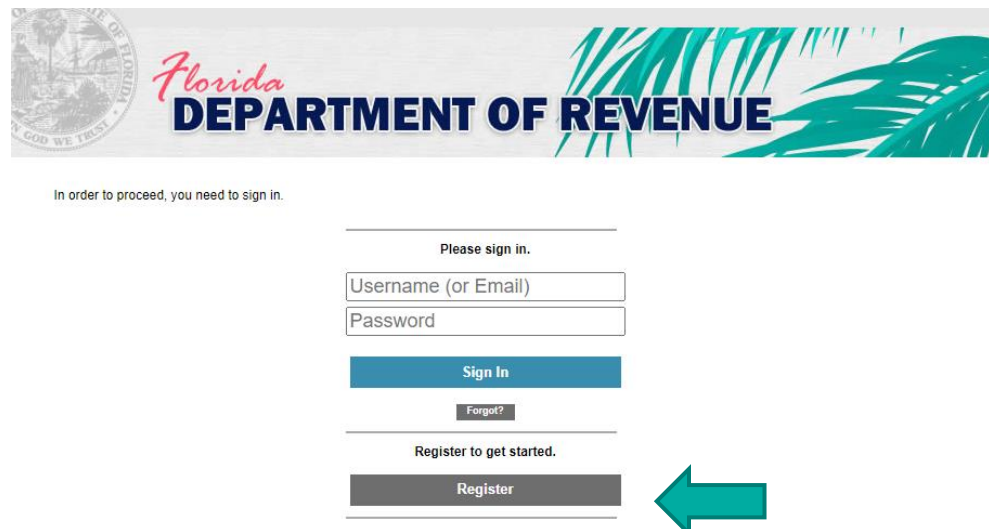FLORIDA DEPARTMENT OF REVENUE

Revised 03-2023

Overview

You may click on the step title to go directly to that step or scroll through the job aid.
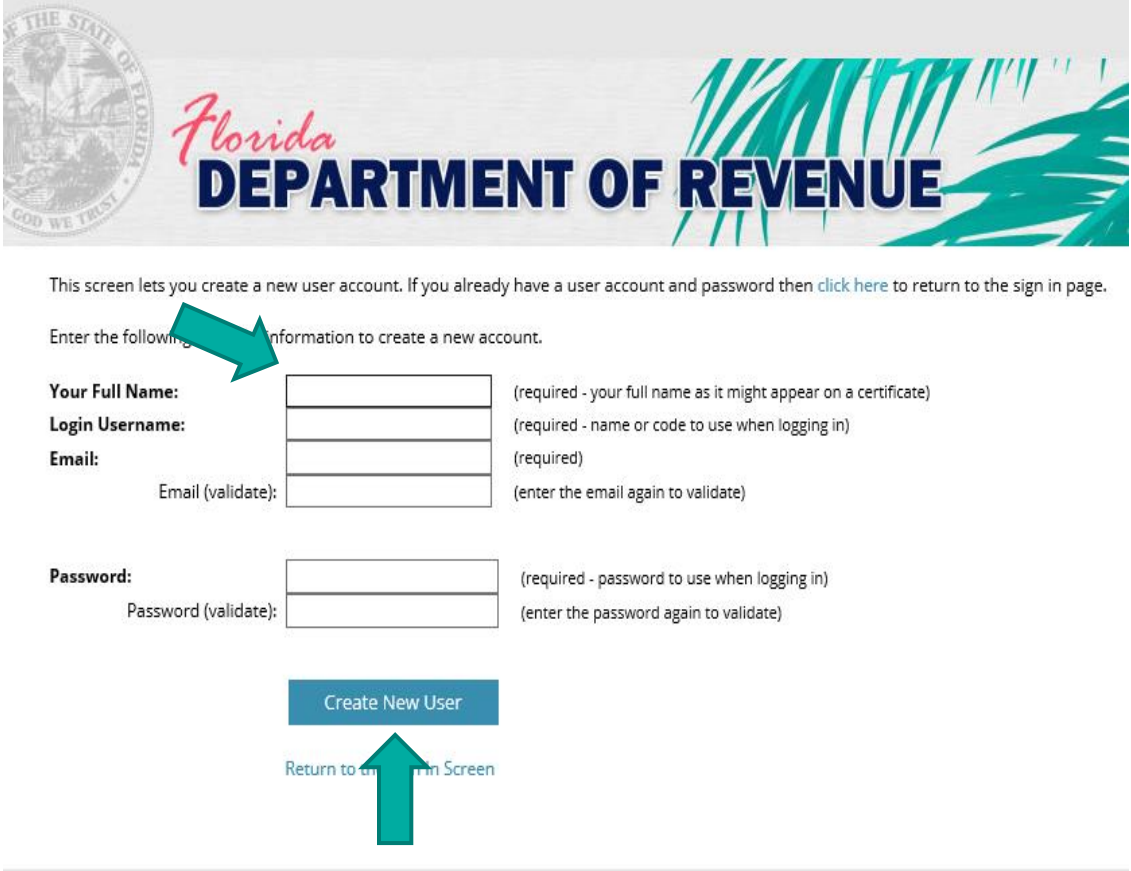
Register, Step 1

▸ Click here to create your Gauge account. Then click **Register**. Internet Explorer is <u>not</u> recommended for use with Gauge.

▸ If you've logged into Gauge before, use the credentials you set up previously to sign in.

▸ The website should look like the image below.

Register, Step 2

- Enter your full name, username, email address, and desired password.

- Click **Create New User**.

Select the Course, Step 1

▸ Your user dashboard will appear.

▸ Click on the **Content** tab or **Choose Your Course** icon to get started.

Select the Course, Step 2

Content — My Account

Content - View Courses and Exams

Real Property Transfer Qualification Code Training
Program

▶ This is the **Content** page.

▶ Click on the course you want to take from the menu.

Take the Course, Step 1

▸ Click **Choose Program**.

Take a Program - Choose to Begin Taking a Program

Take a Program

You have selected the following program.

Name   Real Property Transfer Qualification Code Training

Content List

All of the following must be successfully completed to complete this program

Once this program has been selected you will then have the opportunity to access this content

Content	Type
Real Property Transfer Qualification Code Training	Course

Choose this Program

You can choose this program by pressing the Choose Program button.

[Choose Program]   [Cancel]

Take the Course, Step 2

▸ Click the icon under **Open**.

▸ Then click **Start this Course.**

Program - Launch and Choose to Take Content

Program
You have selected the following program.

Name   Real Property Transfer Qualification Code Training

Started Date: 2/23/22

Content List
The following lists all the content that needs to be successfully completed to successfully complete this program. Click on the content name to choose and start taking uncompleted items.

Completed	Open	Program Content	Type	Note
	📄	Real Property Transfer Qualification Code Training	Course	Not taken

[Cancel]

Start - Course

Course
You have chosen to take the following course.

Name   Real Property Transfer Qualification Code Training
Pages   1 (number of content pages)
Time Frame   100 (minutes)

Start Course
You can start taking this course by pressing the Start this Course button.

TIME FRAME - This course has a 100 minute minimum time frame. You cannot finish and complete this course until the elapsed time is greater than the minimum time frame.

BACK BUTTON - When taking this course you are permitted to move backwards to review/change prior answers.

RESTART/RESUME - When taking this course you can stop and restart/resume taking this course.

[Start this Course]   [Cancel]

Take the Course, Step 3

Course - Real Property Transfer Qualification Code Training

▼ Course -

You are taking the following course:

Name   Real Property Transfer Qualification Code Training

Timer   Elapsed Time (minutes:seconds) : 0:17   (cannot finish and complete until timer reaches 100 minutes)

Lesson Page
This is the only page for this lesson to display.

Complete this course using the buttons in the course player. Do not click the "Complete Lesson" button until you've completed this course. If you need to exit before completing the module, click the "Stop and Restart/Resume Later" button below the course player.

LINK TO CODES NOTES	☰	RESOURCES
Disclaimer 🔒		
Objectives 🔒		**Florida Department of Revenue's Real Property Transfer Qualification Code Training**
Foundation of the Verifi... 🔒		
Why We Have Transfer... 🔒		
Reference Library 🔒		
Codes 01 and 02 🔒		
Code 01 🔒		
Code 02 🔒		
Codes 03 through 06 🔒		
Code 03 🔒		
Code 04 🔒		
Code 05 🔒		
Code 06 🔒		
Codes 11 through 21 🔒	▶ ⟳ 🔊 ‹ PREV NEXT ›	

Complete Lesson

Stop and Restart/Resume Later

▸ The course will launch inside the **Lesson** page.

▸ Use the controls in the course player to navigate through the course.

Take the Course, Step 4

- The **Previous**, **Next**, **Play**/**Pause**, and **Replay** buttons are located at the bottom of the course player.

- Below the course player are two other buttons – **Complete Lesson** and **Stop and Restart/Resume Later**. DO NOT click **Complete Lesson** until you have completed the course.

- When you've completed the course, click **Complete Lesson.**

- If you need to exit before completing the course, click **Stop and Restart/Resume** Later.
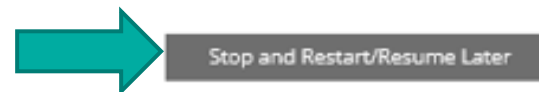
Take the Course, Step 5

▸ After completing the course, click the **Go to My Account Home** button.

Download Certificate, Step 1

▸ From the **My Account** page, click on the **Certificates** icon.

Download Certificate, Step 2

▸ Click the **Cert.** icon, shown below at the lower right.

Download Certificate, Step 3

▸ Your certificate will open in a pop-up window.
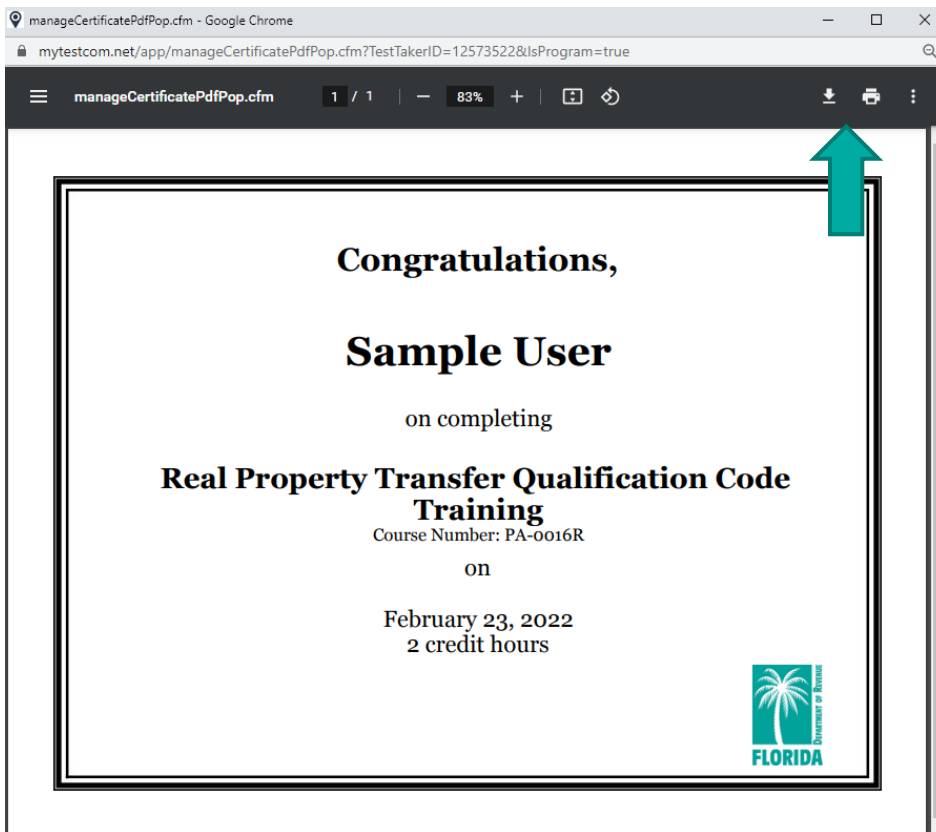
–Click 🖨 to print.

–Click 📥 to save a copy of the PDF certificate for your records.

Help

- Using Internet Explorer is **<u>not</u>** recommended for the training or the exam.

- For issues with logging in to Gauge, please contact [Gauge Customer Support](#).

- For questions about the course or exam content, please contact SaleQualification@floridarevenue.com.