Agenda

• Background
• How to Pay Fees
  • FI$Cal Account
  • Invoicing overview
  • Payment process/application submittal
• After Payment Processes
  • Refunds
  • Underpayment
Mobile Source Certification Fee Regulation

- Legislative Authority: Senate Bill 854 (2018) and Senate Bill 85 (2019)
- Regulation Adopted April 2021, approved by OAL on 1/18/2022.
  - Fees at the time of application
  - 35 regulatory categories organized into six groups
  - [ww2.arb.ca.gov/rulemaking/2021/mobilesourcefee2021](http://ww2.arb.ca.gov/rulemaking/2021/mobilesourcefee2021)
- Effective Date April 1, 2022
Timeline for Implementation

- March 8\(^{th}\): Overview workshop
- Week of March 14\(^{th}\): Focused Tutorials by Certification Group
- Week of March 21\(^{st}\): Focused Q/A Sessions
- March 21\(^{st}\): Begin Accepting Manufacturer Draft Invoices
- April 1\(^{st}\): Payment required to process applications received/completed April 1 or later
How do I pay my fee?
MS Fee Invoicing and Payment Process

Step 1: Set up FI$Cal Account
Step 2: Generate Invoice
Step 3: Complete Payment Process
Step 4: Submit Payment Documents with Application
Mobile Source Certification and Compliance Fees

Step 1: FI$Cal Accounts
Who has Existing FI$Cal Accounts?

• If you have paid a fee since July 2018 or have received an EO in the past 2 years, an account is established for you.

• Coordinate with your accounting department to obtain your FI$Cal account number

• Contact your assigned CARB certification representative for existing account
How to Get a FI$Cal Account?

New Fee Payers

• E-mail Fees@arb.ca.gov Subject line state: “MS Fee New FI$Cal Account Request”

• Include in body of e-mail:
  ✓ Manufacturer’s complete name (the name of the company paying the fee)
  ✓ Mailing address, including country
  ✓ Contact name, title, phone number and e-mail
    (This contact is for payment issues only)
  ✓ Certification Group
  ✓ Letter of Authorization (consultant)

• Check internally with the FI$Cal contact (POC for payment) before sending e-mail
Questions?
Mobile Source Certification and Compliance Fees

Step 2: Invoicing Process
Invoicing Process

• Go to Website: https://ww2.arb.ca.gov\mobile-source-certification-and-compliance-fee-regulation-meetings-workshops
• Choose the correct “Certification Group” draft invoice
• Complete the draft invoice (review tutorials for more details)
• Send completed draft invoice attached to e-mail to MSCertFees@arb.ca.gov
• E-mail Title: “MSF New Invoice Request (OFF or EVAP)”
• In 1-2 business days, CARB staff will return your e-mail with a pdf of the “Final” invoice that will have an invoice number, date, and payment instructions.
Choose the Correct Certification Group Form
Select the Off-Road Draft Invoice Form

Mobile Source Certification and Compliance Fee Regulation: Meetings & Workshops

CONTACT
Email  helpline@arb.ca.gov
Phone  (800) 242-4450


Step 4 - Submitting Your Application
Submit a copy of your Final invoice with your applicable application(s) according to your current certification procedure. This document will be used to verify your payment for each of your submitted applications. Once payment confirmation is complete, staff will start the review of your product application submittal.

Focused Grouped Category Tutorials:
On-Road LD  On-Road HD/GHG  Off-road  Evaporative  Aftermarket  DECS-Locomotive  DECS-Non-Locomotive  At-Berth

Draft Invoice Forms:
On-Road  Off-Air  Evaporative  Aftermarket  DECS  At-Berth

DOCUMENTS

ECDD/NVPEB-009 Mobile Source Certification and Compliance Fee Payment Form for Off-Road Model Year 2023 Application Only
ECDD_NVPEB_009_MOBILE_SOURCE_CERTIFICATION_AND_COMPLIANCE_FEE_PAYMENT_FORM_FOR_OFF_ROAD_MODEL_YEAR_2023_APPLICATION_ONLY_0.XLSX · 73 KB
Select the Evaporative Draft Invoice Form

Mobile Source Certification and Compliance Fee Regulation: Meetings & Workshops

CONTACT
Email: helpline@arb.ca.gov
Phone: (800) 242-4450

The Mobile Source Certification and Compliance Fee Regulation (2018-2019) is intended to provide a summary of the Mobile Source Certification and Compliance Fee Regulation. This document is intended for the Mobile Source Certification and Compliance Fee Regulation.

Step 4 - Submitting Your Application
Submit a copy of your final invoice with your applicable application/s according to your current certification procedure. This document will be used to verify your payment for each of your submitted applications. Once payment confirmation is complete, staff will start the review of your product application submission.

Focused Grouped Category Tutorials:
- On-Road LD
- On-Road HD
- Off-road
- Evaporative
- Aftermarket
- DECS-Locomotive
- DECS-Non-Locomotive
- At-Berth

Draft Invoice Forms:
- On-Road
- Off-Road
- Evaporative
- Aftermarket
- DECS
- At-Berth

DOCUMENTS

Download the following document:
- ECCD/NVEPB-014 Mobile Source Certification and Compliance Fee Payment Form for Evaporative Components Calendar Year 2022 Applications Only

ECCD_NVEPB_014_MOBILE_SOURCE_CERTIFICATION_AND_COMPLIANCE_FEE_PAYMENT_FORM_FOR_EVAPORATIVE_COMPONENTSCALENDAR_YEAR_2022_APP_0.XLSX - 30 KB
Creating Draft Invoice Form
## Off-Road Draft Invoice

**CARB USE ONLY**

1. Invoice Number: 
2. Invoice Date: 

**COMPANY INFORMATION** (input by manufacturer): 

- Company Name: 
- Address: 
- City, State, Zip: 
- Country: 
- Contact Name: 
- Contact Telephone Number: 
- Contact E-mail: 
- FICal Account Number: 

**PRODUCT INFORMATION**

<table>
<thead>
<tr>
<th>Payment Flow Number</th>
<th>Product Description or File name</th>
<th>Model Year</th>
<th>Unique Application Identifier: Engine Family name, Evaporative Family name, if applicable (ID listed in payment row must match the unique identifier given in the certification application)</th>
<th>Category Type [drop down]</th>
<th>Fee Type [drop down]</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>

**Total Due:** $10

I, [signature], authorize the issuance of a check in the amount of $10.00 to CARB for the Off-Road (2023) model year. I certify that any information provided is true, accurate, and complete.
Evaporative Draft Invoice

<table>
<thead>
<tr>
<th>Property Name</th>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
</table>

**Total Due:** $0
Company Information

<table>
<thead>
<tr>
<th>Invoice Number: For CARB’s Use Only</th>
<th>Invoice Date: For CARB’s Use Only</th>
</tr>
</thead>
</table>

Use the company name, company address, and contact name and information associated with the application/s.
Use the FI$Cal account number supplied to you by CARB. The parent company name, address, and payment contact may be different in the FI$Cal account than in the application contact.
Each row represents ONE “Off-Road” or “Evaporative” Certification group application.

- Each row represents an application on which a payment is required within your certification category.
Application Information
Off-Road Product Description/Model Year

Product Description or File name:
For all except SIMW: Use the file name in the Document Management System (DMS) that is associated with the application that you will be submitting to CARB.
For SIMW: Use a brief description that is associated with the application that you will be submitting to CARB.

Model Year:
Provide the model year for which the application is submitted, such as 2023.
Application Information

Evaporative/PFC Product Description/Model Year

For Evaporative Component and PFCs please use the model name...

Examples:

<table>
<thead>
<tr>
<th>Payment Row Number</th>
<th>Product Description or file name</th>
<th>Calendar Year</th>
<th>Unique Application Identifier: Family name, model, if applicable (ID listed in payment row must match the unique identifier given to the certification application)</th>
<th>Category Type (drop down)</th>
<th>Fee Type (drop down)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1 Fuel Hose, model LOWperm3</td>
<td>2022</td>
<td></td>
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<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Payment Row Number</th>
<th>Product Description or file name</th>
<th>Calendar Year</th>
<th>Unique Application Identifier: Family name, model, if applicable (ID listed in payment row must match the unique identifier given to the certification application)</th>
<th>Category Type (drop down)</th>
<th>Fee Type (drop down)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>1 Tank, Model no. CA4424</td>
<td>2022</td>
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</tr>
</tbody>
</table>
### Application Information

#### Unique Application Identifier

<table>
<thead>
<tr>
<th>Payment Row Number</th>
<th>Product Description or file name</th>
<th>Model Year</th>
<th>Unique Application Identifier: Engine Family name, Evaporative Family name, if applicable (ID listed in payment row must match the unique identifier given to the certification application)</th>
<th>Category Type (drop down)</th>
<th>Fee Type (drop down)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CBI_PABCL06.7ABC_APP_MARK</td>
<td>2023</td>
<td>PABCL06.7ABC</td>
<td>ORCI engine family</td>
<td>Base</td>
<td>$2,077</td>
</tr>
<tr>
<td>2</td>
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</tr>
</tbody>
</table>
Unique Application Identifier:

- LSI, SORE, OHRV, ORCI, SIME Engine Family Naming Convention
  - Refer to EPA website: https://www.epa.gov/ve-certification/information-about-family-naming-conventions-vehicles-and-engines
- SORE, LSI Evaporative Family Naming Convention
- SIMW Evaporative Family Naming Convention
  - Refer to SIMW California Evaporative Family Naming Convention: https://ww2.arb.ca.gov/sites/default/files/2020-05/Evaporative%20Family%20Naming%20Convention_R.pdf
- Zero-Emission Golf Cart Family Naming Convention
  - "XXXX_EGC_#" where the first "X" is model year per EPA's engine family naming convention, 2nd through 4th "X" is the EPA-assigned manufacturer's code, and "#" is the 1st, 2nd, 3rd, etc. application (distinct individual family, not for any subsequent running changes) submitted for that model year
Unique Application Identifier:

EVAP – X – mmddyy – MFR – model#  

• Replace X with letter O for OHRV, P for portable (PFC and OMT), S for SORE or M for marine watercraft (SIMW)  
• Input the current date, mmddyy  
• Provide MFR is the manufacturer code*  
• Model number or family model number  

*Manufacturers may already have an assigned 3-letter company code from existing certifications or from U.S. EPA. If you do not have a code, please contact the appropriate category staff listed on slide 53.
Questions?
Category Type
Fee Type
Application Information
Off-Road Category Type

Category Type (Drop Down Menu):
The Off-Road category group has multiple category types based on engine or equipment process. The application submission must match one of these fee categories. Definitions of Category and Fee types can be found in Title 13 §2901 and §2905.
<table>
<thead>
<tr>
<th>Category Type</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHRV engine family</td>
<td>SORE family</td>
</tr>
<tr>
<td>Zero-emission golf cart</td>
<td>SORE evaporative family</td>
</tr>
<tr>
<td>ORCI engine family</td>
<td>SIME family</td>
</tr>
<tr>
<td>LSI engine family</td>
<td>SIMW evaporative family</td>
</tr>
<tr>
<td>LSI evaporative family</td>
<td>30</td>
</tr>
</tbody>
</table>
Off-Road Certification Group
Fee Types

• 5 Fee Types
  ✓ Base (all except e-golfcarts)
  ✓ Low California Production Manufacturer
  ✓ Partial Carry-Over
  ✓ Carry-Over
  ✓ Zero-Emission
Fee Type
Partial Carryover

• An application that is identical to the previous model year’s application that resulted in the issuance of a certification except for one or more of the following:
  ✓ model year;
  ✓ Engine family name or Evaporative family name;
  ✓ applicant contact information;
  ✓ projected sales data
Fee Type
Partial Carryover (continued)

• An application that is identical to the previous model year’s application…and in addition, one or more of the following:
  ✓ model names;
  ✓ part numbers (including new parts if they are durable to full useful life and do not impact the certification emission levels); and
  ✓ equipment types.

• Mail-Out ECARS 15-07: Streamlined Certification Process For Carryover and Partial Carryover Certification Applications
  ✓ https://ww2.arb.ca.gov/resources/documents/ecars-15-07
Fee Type
Carryover

• An application that is identical to the previous model year’s application that resulted in the issuance of a certification except for one or more of the following:
  ✓ Model year;
  ✓ Engine family name or Evaporative family name;
  ✓ Applicant contact information;
  ✓ Projected sales data

• Mail-Out ECARS 15-07: Streamlined Certification Process For Carryover And Partial Carryover Certification Applications
Fee Type
Low California Production Manufacturer

- OHRV: Produces $\leq 300$ OHRV for CA sale annually.
- LSI Engine: Produces $\leq 100$ LSI engines for CA sale annually
- LSI Evap: Produces $\leq 100$ units of equipment that use LSI engines for CA sale annually.
- SIME: Produces $\leq 100$ SIME for CA sale annually.
- SIMW: Produces $\leq 75$ SIMW for CA sale annually.
Fee Type
Low California Production Manufacturer

- Annual production is averaged over 3 previous consecutive model years.
- Subject to year end validation and fee adjustment as applicable.
Questions?
Application Information
Evaporative Category Type

Fee Category (Drop Down menu):

- The definitions of each category type and fee type can be found in Title 13 section 2901 and section 2907.
- Four category types based on component or product family
- Application submission must match one of these category types
<table>
<thead>
<tr>
<th>Category Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHRV evaporative emission control system component</td>
</tr>
<tr>
<td>Portable container product family</td>
</tr>
<tr>
<td>SORE evaporative emission control system component</td>
</tr>
<tr>
<td>Spark ignition marine watercraft evaporative emission control system component</td>
</tr>
</tbody>
</table>
Evaporative Component/PFCs Certification Group Fee Types

• 2 Fee Types
  ✓ Base
  ✓ No change renewal, administrative change, or model change
Questions?
Invoice Information

Total Due: If you have one or multiple applications on the form, your total to be paid is located in the lower right-hand corner of the form on the same line as “Total Due”. This is the amount to be paid at the time of payment associated with this invoice.

Attestation: Each invoice must be signed by the responsible party that all information provided is true, accurate, and complete. Double click at “X” and sign with mouse or add official signature block.
Submit Draft Invoice to CARB

• Save draft Invoice for your records
• E-mail each draft invoice separately to: MSCertFees@arb.ca.gov
• E-mail Title: “MSF New Invoice Request (OFF or EVAP)”
• In 1-2 business days, CARB staff will return your e-mail with a pdf of the Final invoice with the invoice number and date applied.
• DO NOT pay your fees until 5 days after receipt of your Final invoice
Do not make payment (Step 3) until 5 business days after receipt of Final Invoice to allow for processing.
Questions?
Mobile Source Certification and Compliance Fees

Step 3: Payment Process
Go to: ww2.arb.ca.gov/payments to make a payment
Required for Payment

• Final Invoice Number
• Total Payment on Final Invoice
• Payment method: Credit card, Check, Wire Transfer
CARB Payment Options

Website: https://ww2.arb.ca.gov/payments

• Credit Card: First Data, the processing vendor, charges a convenience fee of 2.99% of the transaction amount. CARB does not receive revenue from this service fee. (3-4 days for payment to clear)

• Check, Money Order or Cashier Check (3-7 business days for payment to clear)

• Wire Transfer or Electronic Funds Transfer (EFT/ACH) (3-5 business days for payment to clear)

Include your invoice number on all payments and payment portal communications
After Payment

• When your payment is made, e-mail your certification staff with payment date and invoice number
Mobile Source Certification and Compliance Fees

Step 4: Submittal of Final Invoice with Application/s
Submission of Off-Road Final Invoice with Application/s

• For “Off-Road” Certification Group Fee Categories, please include the “Final invoice” on the first page of the application

• All Category Type except SIMW applications
  ✓ Submit the application to DMS (https://ww2.arb.ca.gov/certification-document-management-system)

• SIMW Evaporative Family applications
  ✓ Email the application to SIMW.evapcert@arb.ca.gov
Submission of EVAP
Final Invoice with Application/s

Final EVAP Invoice with Application/s shall be submitted to the following assigned staff:

- Michele Dunlop (michele.dunlop@arb.ca.gov) for PFC, OMT, and SORE
- Scott Monday (scott.monday@arb.ca.gov) for OHRV and SIMW

✓ Include in the email header, the appropriate group and category information. Use the first 5 characters of the Unique Application Identifier as described on slide 26.
Fees to be submitted at the time of application submittal

• Fee received = Application review begins
  ✓ You will receive an email from staff stating that your application is “Accepted for Filing”
• Delays in processing your application will occur if your application does not qualify for the Fee Type.
  ✓ Correct payment will be due before application reviews begin.
  ✓ Base type fee is standard for most applications.
Questions?
Mobile Source Certification and Compliance Fees

Underpayment and Refunds Process
What happens if I select the wrong fee type?

- 30-day review: application does match fee type selected
  - Application processing ceases until fee invoice/underpayment payment are corrected
- End of year production reporting for low CA production discounts
  - Future application processing ceases until remainder of fee is paid
Underpayment

• Invoice Modification Process
  ✓ Corrected payment – difference of paid and corrected fee type cost
  ✓ Separate invoicing process
  ✓ Work with your certification representative
<table>
<thead>
<tr>
<th>Criteria for Fee Refund</th>
<th>Fee Refund (% of certification fee paid)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withdrawal of application 0-15 calendar days from receipt of payment, or the date the Executive Officer notifies the applicant the submitted payment is not appropriate under subdivision (a)(4)</td>
<td>100%</td>
</tr>
<tr>
<td>Certification fee paid, no application submitted</td>
<td>100%</td>
</tr>
<tr>
<td>Withdrawal of application 16-45 calendar days from receipt of payment, or the date the Executive Officer notifies the applicant the submitted payment is not appropriate under subdivision (a)(4)</td>
<td>50%</td>
</tr>
<tr>
<td>Withdrawal of application 46 or more calendar days from receipt of payment, or the date the Executive Officer notifies the applicant the submitted payment is not appropriate under subdivision (a)(4)</td>
<td>No refund</td>
</tr>
</tbody>
</table>
Questions?
For more information

• For Off-Road, contact your **assigned** certification staff
• For EVAP, contact **assigned** certification staff listed on slide 53
• Go to our website:
• E-mail **MSCertFees@arb.ca.gov**
  ✓ Include in your e-mail header the nature of your inquiry and your category type (OFF or EVAP) in parentheses
Mobile Source Certification and Compliance Fee Regulation: Meetings & Workshops

CONTACT
Email: helpine@arb.ca.gov
Phone: (800) 242-4450

The Mobile Source Certification and Compliance Fee regulatory effort was initiated in response to new regulatory authority. AB 854 (2018) allowed CARB to adopt a schedule of fees to cover all or a portion of the State Board’s reasonable costs. AB 85 (2018) authorized CARB to adopt a schedule of fees to recover reasonable costs from on-road vehicles and engines, removing the fee cap in HSC Code 49039 for existing on-road vehicle and engine fees. The Mobile Source Certification and Compliance Fee Regulation was approved by the Board in April 2021 and will be implemented beginning April 1, 2022. The regulatory support documents for the Mobile Source Certification and Compliance Fee regulation are available on the Rulemaking Activity web page. This page summarizes the regulatory activity, outcomes, and other activities for the implementation of the Mobile Source Certification and Compliance Fees. For past regulatory activity go here.

If you would like to participate in future meetings, or get future workshop announcements, subscribe to the Mobile Source Certification and Compliance Fee Regulation Topic. For general questions on this regulation, interested parties may contact Kathleen Mead.

On April 1, 2022, new and modified mobile source certification and compliance fees (MS Fees) will be due upon submittal of the application for mobile source certification. Complete applications for MS Fees (on-road and off-road engines/vehicles/equipment) received prior to April 1, 2022, are not subject to the MS Fees. Based on current practices, on-road and off-road applications will undergo initial staff review to verify they are complete. For those applications received by CARB before April 1, 2022 and deemed incomplete, MS Fees will be required before further processing occurs. Determination of completeness should be done within 30 days of application submitted.

Mobile Source Fee Implementation Resources

How Do I Pay My Fees?
MS Fee Payment Process for Manufacturers

Step 1: Obtain your FISCal Account Number
Before filling out an invoice request, obtain a Financial Information System for California (FISCal) account number. For manufacturers who have paid certification fees to CARB after July 1, 2018, an account should have been created for you already in the FISCal system. In addition, CARB created accounts for the active on-road aftermarket parts/component manufacturers who are subject to the new MS Fee program. For those manufacturers that do not know their FISCal account number, please check with your organization’s internal points of contact (POC) who are responsible for payment to obtain FISCal account. To get more information about FISCal click here. To obtain your FISCal account, please follow the steps below:

www2.arb.ca.gov/mobile-source-certiﬁcation-and-compliance-fee-regulation-meetings-workshops