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1916

Circular of Information

**Examination  
and Certification of  
Teachers**



ISSUED BY  
THE IDAHO STATE BOARD  
"OF EDUCATION  
1915-16

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## GENERAL INFORMATION

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If you desire **certification** privileges in Idaho by indorsement, read **carefully** the certification pamphlet, and if you are able to meet its requirements, send for the formal blank.

Since vacancies are rarely reported to this office, direct correspondence with the County and City Superintendents will result in much better information as to vacancies, summer terms of rural schools, salaries and other particulars.

For information concerning summer normals address the Lewiston Normal School (Lewiston, Idaho), the Albion Normal School (Albion, Idaho), the University of Idaho (Moscow, Idaho), the Idaho Technical Institute (Pocatello, Idaho), or the State Board of Education.

Salaries in the rural schools of the State range from fifty dollars to ninety-five dollars per month; in the grades from sixty dollars to one hundred dollars per month; principals' salaries range from nine hundred dollars to twenty-five hundred dollars per annum; city or town superintendents receive salaries ranging from twelve hundred dollars to four thousand dollars per year.

Copies of the School Law may be procured from the Secretary of State, Boise, for thirty-five cents each; copies of the State Constitution for twenty-five cents; copies of the Course of Study and Manual of Methods from the Department of Education for twenty-five cents (silver).

Applicants will find Rose's Civics of Idaho, published and sold by Syms-York Company, Boise or Talkington's Political History and State Constitution of Idaho, sold by Thatcher

& Kling, Lewiston, very helpful in their study of State Civics. Full information concerning the State schools of this State may be secured by writing to the heads of these schools whose addresses are as follows: Melvin A. Brannon, President of the State University, Moscow; George H. Black, President of the Lewiston State Normal, Lewiston; George A. Axline, President Albion State Normal, Albion; Miles F. Reed, President of the Idaho Technical Institute, Pocatello.

## **RULES AND REGULATIONS OF THE STATE BOARD OF EDUCATION GOVERNING CERTIFICATION OF TEACHERS IN THE STATE OF IDAHO.**

1. A fee of twenty-five cents must accompany all applications. This may be sent in stamps.

2. All papers, credentials and examinations required for certificates by indorsement must be completed within three months from the date of making application, otherwise application will be cancelled.

3. A certified statement of graduation or of work done by applicant must be sent from the head or registrar of institution in which work was done. **Applicant is expected to make the request** that such certified statement be sent to the State Department of Education. **Do not send diplomas.**

4. Applicant must give as reference the names and addresses of three or more persons who are familiar with his work. If without teaching experience, applicant must give names and addresses of persons who are able to testify concerning his character and conduct, and probable success as a teacher.

5. Fees for certificates (see Section 96) must be sent direct to the State Treasurer, John W. Eagleson, Boise, Idaho. **Do not send fees to the Department of Education.**

6. (a) Credit is given for work done in approved professional schools for teachers in other States.

(b) Experienced teachers from other States are not required to take the six weeks' professional course for entrance to county examinations.

7. Credits in professional subjects covering a year or more of work will be accepted even though such work is not done during the life

of the certificate, provided application is made for such privilege within two years after receiving such credits.

8. Applicants, who previous to applying for recognition by indorsement, have passed an examination in the Civics of Idaho and School Law and the Manual of the Course of Study are not required to pass another examination in these subjects; provided grades were secured within two (2) years of the date of application.

9. Holders of valid county certificates from other States will be excused from examination in this State in those subjects in which they have made a grade of ninety per cent or more (local subjects excepted). Certificates bearing such grades must be filed with county superintendent before applicant enters examination.

10. Graduates from the advanced course of approved State Normal Schools of other States who have had no experience may, with the approval of the State Board of Education, be granted a Second Grade County Certificate without examination except in State Civics of Idaho and School Law, and the Manual of the Course of Study. This privilege is not extended to graduates of Universities or Colleges.

11. For specialists certificates in music, drawing public speaking (elocution), and physical education, training under competent private instruction will be accepted in lieu of attendance at a school when evidence is submitted to show that as a result of such training applicant has been able to instruct successfully.

12. A State Certificate secured upon examination taken before the Board of Education of another State is given the same recognition as a diploma from an accredited institution; provided such State certificate ranks next to the Life Certificate by examination in the State

in which issued, and is the equivalent of an Idaho State Certificate.

13. Idaho teachers who are the holders of First Grade County Certificates and who can furnish satisfactory evidence of at least five years' successful experience may have their certificates renewed without attendance at a professional school for teachers, provided that such applicants furnish satisfactory proof of having read not less than three standard books dealing with educational subjects and further evidence that they are subscribers and readers of at least one educational magazine of merit.

14. Subjects required (a) for State Certificate by examination: I. Educational Psychology, II. Civic and School Hygiene, III. English Composition; (b) for Life Diploma by examination: I. Sociology, II. School administration, III. History of Education.

15. **Advance credit for certification by summer school work:** Students in approved summer schools in the State may receive credit toward certification in the following subjects; provided that not more than six such credits may be granted to any student for any one session:

(a) 1 reading, 2 grammar and elementary composition, 3 arithmetic, 4 history, 5 geography. Candidate must pass an examination at the beginning of the summer term with a grade of not less than 85 per cent and complete satisfactorily the corresponding course in methods in the summer school.

(b) Final credit will be given to students completing the corresponding course in the summer schools with a grade of not less than 85 per cent in the following subjects: Idaho Civil Government and School Law, State Manual of the Course of Study, cataloging and use of school libraries, principles of teaching, edu-

cational psychology, school administration, and history of education.

16. **Third Grade Certificate (combination of subjects).** Combinations will be made in third grade subjects, reducing the total of examination subjects to twelve as follows:

(1) Orthoepy and spelling, (2) reading, (3) penmanship, (4) arithmetic, (5) grammar and elementary composition, (6) geography, (7) United States history, (8) Civil Government of the United States, (9) Idaho Civil Government and School Law, (10) Physiology and hygiene, (11) State Manual of the Elementary Course of Study, (12) elements of agriculture.

17. **Accredited Schools of other States:** State Certificates by indorsement are issued to graduates from the advanced course (two years' normal work above a four years' high school course) of State normal schools and State teachers' colleges, and to graduates of an A. B. or B. S. course, of or the department of education of the State University of each State, also to graduates of similar courses or departments of other approved colleges or institutions in these States, provided that applicants in each case meet the other requirements of the certification laws as given in this pamphlet.



# EXTRACTS FROM STATE SCHOOL LAWS

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## CERTIFICATION OF TEACHERS

### Certificates Not Granted to Aliens

Section 88. No person shall be granted a certificate or employed as teacher in any public school who is not a citizen of the United States, or who has not declared his intention to become such.

Section 89. Examinations for all classes of certificates, both state and county, shall be held beginning the fourth Thursday in July and the third Thursday in November of each year. The examinations for each county shall be held in a suitable room at the county seat, and such examinations shall be under the charge of the county superintendent, and shall be conducted in accordance with the rules and regulations of the State Board of Education. The questions used in these examinations shall be such only as are sent out under seal by the State Board of Education, and the questions shall be opened on the day of examination in the presence of those to be examined. The County Superintendent shall send all examination papers of teachers to the office of the State Superintendent for grading in accordance with Section XI, Article I of this Act.

## STATE AND LIFE CERTIFICATES.

### Class of Certificates

Section 90. (a) The certificates issued by the State Board of Education shall be State Certificates and Specialists' State Certificates, each of which shall be valid for eight (8) years, and State Life Certificates valid for life, unless revoked for cause, and State High School Certificates, as hereinafter provided.

Section 90. (b) State Life Certificates and State Certificates shall be valid in all schools and grades. State Specialists' Certificates shall be valid in all schools and grades, but only in the special subjects for which they are issued. State High School Certificates shall be valid in grades from the 7th to the 12th inclusive. County Certificates as hereinafter provided, shall be valid in all elementary schools.

Section 90. (c) The State Board of Education shall have power to make rules for the giving of credit for successful experience in school work and in other ways recognizing equivalents for the specific requirements for the various certificates. Such rules shall be general and shall be published in a pamphlet issued by the said State Board of Education containing the statutes concerning certification and the regulations of the State Board.

### **State Certificate by Indorsement**

Section 91. (a) The State Board of Education may issue State Certificates to persons of good moral character who are graduates from the advanced course (two (2) years' normal work above a four-year high school course) of State Normal Schools of other States, and to graduates of an A. B. or B. S. course, or of the department of education, in any college or university in other States, said State normal school, college or university to be approved by the Idaho State Board of Education, and to persons who hold State Life Certificates issued upon examination in other States; Provided, That all applicants for certificates under this Act shall have been actually engaged in teaching within two (2) years of the date of making such application and shall present with such application satisfactory proof of having been successfully engaged in teaching for a period of not less than eighteen (18) months, together with certificate of

graduation from such approved State normal, college, or university, and in addition shall have credit in an examination in Idaho Civil Government including School Law, and Idaho Manual of the Course of Study. Such certificates may be renewed by the State Board of Education so long as the holder thereof is worthy, in their judgment, of continuing to teach in the State.

Section 91. (b) The State Board of Education may issue Specialists' State Certificates, good only for special teachers of music, drawing, manual training, domestic science, physical education, kindergarten, primary, commercial work, agriculture, and oral expression to persons of good moral character who present satisfactory evidence that they have completed at least a two (2) years' course in such specialty in an approved college or school whose course of study in each specialty has been approved by the State Board of Education; Provided, That all candidates for such Specialists' State Certificates as above provided shall first present satisfactory evidence of having completed an academic course of a grade not lower than graduation from an approved high school before having entered upon such special course of two (2) years' work; Provided, further, That all candidates for such Specialists' State certificates as above provided, shall have credit in an examination on Idaho Civil Government, including School Law, and Idaho Manual of the Course of Study; Provided, further, That such Specialists' State Certificates shall authorize the holders to teach only in the special department or departments mentioned in said certificates.

### **University of Idaho Graduates Entitled to Certificates.**

Section 92. Every graduate of any approved College or University of Idaho receiving either the degree of Bachelor of Arts or

Bachelor of Science, and the certificate of the head of the Department of Education of said College or University that he has completed the required work in said department, or in lieu of said certificate, has taught successfully in the public schools of the State for a period of two (2) years, shall receive a State certificate from the State Board of Education, if in the judgment of said Board the candidate is not otherwise disqualified.

### **Life Certificate by Indorsement**

Section 93. The State Board of Education may issue a life certificate to any person of good moral character who holds a life certificate from another State of approved educational standing when such applicant shall present proof that he has been successfully engaged in teaching for at least five (5) years, two (2) of which shall have been in the State of Idaho, and shall furnish satisfactory evidence of his or her ability to instruct and to manage any school in the State by showing that he is either professionally trained or qualified by experience to do such work; Provided, That the candidate has credit in examination in Idaho Civil Government including School Law, and Idaho Manual of Course of Study.

### **State Certificate by Examination**

Section 94. The State Board of Education shall issue a State certificate to any person of good moral character who shall pass a thorough examination in such branches as the State Board of Education may direct; Provided, That such applicant shall present proof that he has been successfully engaged in teaching for at least three (3) years, and shall furnish the Board with satisfactory evidence of his ability to instruct and to manage any school within the State, and shall hold at the time a valid first grade county certificate.

## **Life Certificate by Examination**

Section 95. The State Board of Education shall issue a State life certificate to any person of good moral character who shall pass a thorough examination in such branches as the Board may direct; Provided, That the applicant has been successfully engaged in teaching for at least five (5) years, two (2) of which shall have been in the State of Idaho, and shall furnish the Board with satisfactory evidence of his ability to instruct and to manage any school within the State, and shall hold at the time a valid State certificate.

## **High School Certificates.**

Section 95. (a) Candidates for all classes of high school certificates shall be required to have credit in examination in Idaho Civil Government including School Law, and in High School Curriculum, Methods and Organization, including special high school conditions in Idaho. The latter examination shall be based upon such texts and reports as may be determined by the State Board of Education.

## **State High School One Year Certificates**

Section 95. (b) Teachers' State High School One Year Certificates shall be issued to any person otherwise qualified, upon completion of at least two (2) years' normal school or college work above high school grade of satisfactory character and quality; the course entitling an applicant to such certificate must include at least two (2) full semesters of professional work for teachers. Certificates granted under this section may be renewed for a term of two (2) years by filing with the State Board of Education satisfactory evidence of not less than eight (8) months' successful teaching.

## **State High School Five-Year Certificates**

Section 95. (c) Teacher's State High School Five-year Certificates shall be issued to any

person otherwise qualified and applying therefor upon graduation from any approved college or university, who submits satisfactory evidence of not less than fourteen (14) months' successful experience, or upon completion of not less than two (2) years' normal school or college work above high school grade and not less than thirty (30) months' successful experience; Provided, That the above mentioned college, University or Normal School work shall include at least three (3) full semesters of professional work for teachers.

### **State High School Life Certificates**

Section 95. (d) Teacher's State High School Life Certificates may be issued to any person otherwise qualified applying therefor, upon graduation from an approved college or university, including at least four (4) full semesters' work in professional courses for teachers, and upon satisfactory evidence being given of at least twenty-one (21) months' successful experience; or to the holder of a State High School Five-year Certificate, with at least five (5) years' successful experience, aggregating not less than forty (40) months.

### **Fees for Certificates**

Section 96. The following fees are to be paid by persons receiving certificates in accordance with this Act, and said fees shall be paid to the State Treasurer whose receipt therefor must be filed in the office of the State Board of Education before the certificate is issued.

For State Life Certificate, or State High School Life Certificate, \$10.00.

For State Certificate, Specialist's Certificate or State Five-year High School Certificate, or for renewal of any of the above, \$5.00.

For State One-year High School Certificate or renewal of same, \$2.00.

All fees paid as provided above shall be deposited in the State Treasury and credited to the Teachers' Certification Fund and all money now placed to the credit of the State Board of Education Fund is hereby transferred to the Teachers' Certification Fund. The Teachers' Certification Fund and all moneys existing therein at any time is hereby appropriated for use by the State Board of Education in defraying any and all expenses incurred by said board in carrying out the provisions of this Act relating to the certification of teachers.

### **Revocation of State and of State Life Certificates**

Section 97. The State Board of Education shall have power to revoke any State or State Life Certificate for any cause of disqualification which would have been sufficient ground for refusing to issue the same had the cause existed or been known at the time of its issue; Provided, That before revoking any such certificate, the holder thereof shall have at least thirty (30) days' notice to appear before the State Board of Education and show cause why such revocation should not be made.

### **Record of Certificates and Grades**

Section 98. (a) That State Board of Education shall keep a record of all State and State Life Certificates granted or revoked, showing to whom issued, age of grantee, date of issue, grade of each certificate, and if revoked, the date and reason therefor.

Section 98. (b) A record shall be kept of all grades ten (10) per cent., above passing grade of all candidates for certificates who fail to obtain such certificates. At any time within twelve (12) months from the date of the examination at which such grades were attained, the candidate may again be examined for a certificate and receive credit for such grades.

After twelve (12) months such grades shall be cancelled and cease to have validity.

Section 98, (c) The State Board of Education shall have power to make rules for the recording upon any certificate of a statement of special training or other experience concerning which the holder has filed evidence in various lines of educational work in which he is specially prepared to instruct or direct.

## **COUNTY CERTIFICATES**

### **Grades of Certificates**

Section 99. The certificates issued by the county superintendents in accordance with Section 12 Article 1 and with Sections 88 and 89 of this Article shall be of three (3) grades, valid in the counties in which they are issued for the term hereinafter specified, unless sooner revoked:

First grade, five (5) years from the date thereof.

Second grade, three (3) years from the date thereof.

Third grade, one (1) year from the date thereof.

Provided: That county certificates of all grades shall be good in any county in the State for the same period by the holder thereof filing a certified copy of the same with the county superintendent in the county in which he desires to teach.

### **General Requirements**

Section 100. The County Superintendents shall grant certificates in such form as the State Board of Education shall prescribe, to those persons only who shall have attained the age of eighteen (18) years, who are of good moral character, and who, if the applicant has taught, shall have proved his ability to govern and to instruct a school.

Each applicant for a county certificate shall pay to the County Superintendent the sum of



One Dollar (\$1.00), the same deposited in the County Treasury to the credit of the Institute Fund to be used in the institute work in addition to the regular appropriation.

The County Superintendent, upon issuing county certificates in accordance with the report of the State Board of Education as provided in Section 13, Article 1, shall collect and forward to the State Treasurer for deposit in the Teachers' Certification Fund the sum of Three Dollars (\$3.00) for each first grade teacher's certificate; the sum of Two Dollars (\$2.00) for each second grade teacher's certificate, and One Dollar (\$1.00) for each third grade teacher's certificate issued. No certificate shall be issued unless the applicant shall attain a general average of eighty-five (85) per cent., with no subject below seventy-five (75) per cent.

After May 1, 1914, no person shall be granted a certificate who has not completed at least one (1) year of school work in a standard high school or its equivalent, and after May 1, 1915, no person shall be granted a certificate who has not completed at least two (2) years of high school work or its equivalent, and after May 1, 1917, no person shall be granted a certificate who has not completed four (4) years of high school work or its equivalent; Provided: That this requirement shall not apply to anyone who has taught at least eight (8) school months before May 1, 1914, and Provided, further: That the State Board of Education may make such temporary modifications of the requirements of this section as may be necessary to supply the schools with teachers.

### **Third Grade Certificates**

Section 101. (a) Every applicant for a third grade certificate shall be examined in orthoepy, spelling, reading, penmanship, arithmetic, elementary composition, grammar, geog-

raphy, history of the United States, the civil government of the United States, and of the State of Idaho, physiology and hygiene with special reference to the effects of stimulants and narcotics upon the human system, school law, the manual of the elementary course of study for the common schools of Idaho, and the elements of agriculture; and in addition to passing examinations in the aforesaid branches he shall have attended a professional school for teachers for at least six (6) weeks and shall have received in such school standings in the School Laws of Idaho, in school management, and in the methods of teaching reading and language, arithmetic, history and geography; Provided, however: That the provisions of this section relative to attendance at professional schools for teachers shall not apply to persons who have taught successfully for at least eight (8) months prior to July 1, 1911.

Section 101. (b) In this Act "Professional School for Teachers" shall mean a state normal school, a state summer normal school for teachers, the department of education in the State University, or, in counties remote from a state normal school or state summer normal school for teachers, a teachers' normal institute maintained under such conditions and restrictions as may be provided by the State Board of Education; Provided: That such institute shall be taught by at least two (2) teachers and be of not less duration than six (6) weeks and shall receive in connection therewith a model or a practice school.

Section 101. (c) A third grade certificate shall entitle the holder to teach for such period, not more than one (1) year, as may be specified therein, in the county in which the certificate is issued. A third grade certificate may be renewed if the holder shall during the life of the certificate, attend a professional school for teachers for a period of not less

than six (6) weeks and shall receive in such school credits in at least two (2) subjects. The holder of a third grade certificate may also renew the same by passing an examination in all the subjects required for a third grade certificate. Not more than three (3) third grade certificates shall be granted after July 1, 1911, to the same person.

Section 102. (a) An applicant to receive a second grade certificate shall have taught successfully in the public schools for at least seven (7) months and shall pass a satisfactory examination in all the branches required for a third grade certificate, and, in addition, in physical geography, American literature, English composition, and in the cataloging and the use of school libraries. The County Superintendent may transfer the standing of a third grade certificate in force to a second grade certificate if the holder of such third grade certificate has taught a school successfully for at least seven (7) months and has attended, since receiving such third grade certificate, a professional school for teachers for at least six (6) weeks and received credits in at least two (2) subjects of Normal School or University grade.

Section 102. (b) Such second grade certificate may also be renewed without examination provided the holder thereof has taught successfully for not less than fourteen (14) months during the life of such certificate and has attended a professional school for teachers at least six (6) weeks and received credits in at least two (2) subjects. Not more than two (2) second grade certificates shall be granted after July 1, 1911, to the same person.

### **First Grade Certificates**

Section 103. (a) An applicant to receive a first grade certificate shall have taught successfully for at least seven (7) months in the public schools and shall pass a satisfactory ex-

amination in all the branches required for a second grade certificate and in addition in English literature, principles of teaching, algebra, physics or botany, and mediaeval and modern or English history. The county superintendent may transfer the standings of a second grade certificate in force to a first grade certificate if the holder of such second grade certificate has taught a school successfully for at least seven (7) months and has attended, since receiving such second grade certificate, a professional school for teachers for at least six (6) weeks and received credits in at least four (4) subjects.

Section 103. (b) A first grade certificate may be renewed once by the county superintendent provided the holder has taught successfully for a period of twenty-one (21) months and has done eighteen (18) weeks' professional work in a professional school, and received credits in such work.

Section 105. Whenever the supply of legally qualified teachers in any county has been exhausted the county superintendent, with the approval of the State Superintendent, may endorse the certificates or diplomas of teachers from other counties or other States by writing thereon "Good until the next regular examination to be held on.....191...." The teacher holding such permit shall not teach thereon after the next regular examination, nor shall a second permit be issued to the same person within three (3) years of the issuance of the aforesaid first permit. A record of all permits shall be preserved in the office of the State Superintendent.

### **Revocation of Teachers' Certificates**

Section 106. The County Superintendent shall have power to revoke any county certificate for neglect of duty, for incompetency to instruct and govern a school, for immorality or for any cause which should have been suf-

ficient ground for refusing to issue the same, had the cause existed or been known at the time of its issue; Provided: That no certificate shall be revoked or annulled without a personal hearing, unless the holder thereof shall, after thirty (30) days' notice, neglect or refuse to appear before the Superintendent for that purpose; Provided, further: The said teacher shall have the right to appeal to the State Board of Education, whose decision shall be final; Provided, further: That it shall be the right of any citizen to bring to the attention of the State Board of Education any case in which the County Superintendent shall neglect or refuse to revoke a certificate when cognizant of the facts in the case, and it shall be the duty of the State Board of Education, through its executive officer, to investigate the charges, and if proved true in accordance with the reasons set forth in this section, then the State Board of Education is empowered to revoke the certificate in question.

### **Record of Certificates**

Section 107. The County Superintendent shall keep a record of all certificates granted or revoked, showing to whom issued, age of grantee, date of issue, grade and duration of each certificate, and if revoked, the date and reason therefor.

### **Statement of Certification of Graduates of the Courses Offered by the Albion State Normal School**

The Albion State Normal School offers the following courses:

A rural teachers' training course of one year open to graduates of the eighth grade and leading to a five-year certificate good in rural schools of Idaho.

A secondary course of three years above the

eighth grade, leading to a five-year certificate good in any school in the State.

A life diploma course of six years above the eighth grade, and two years above the four-year accredited high school course, leading to a life diploma good in any school in the State.

A primary specialist certificate course open to graduates of the accredited high school course, leading to a five-year certificate good in primary grades of the schools of Idaho.

A primary specialist course of two years above the four-year accredited high school course, leading to a life diploma good in any primary grade in Idaho.

A kindergarten training course of two years above the accredited high school course, leading to a life diploma good in Idaho.

A domestic science teachers' training course of two years above the high school, leading to a life diploma good for the teaching of domestic science in the schools of Idaho.

A manual training teachers' training course of two years above the four-year accredited high school course, leading to a life diploma good for the teaching of manual training in any school in the State.

In addition to the above courses we have heretofore had an elementary certificate course of one year above the eighth grade leading to a certificate good for one year entitling the holder to teach in any school in the State for that length of time. This will be abandoned after June, 1910.

We also have a six weeks' training course given three times during the school year for the purpose of preparing teachers to take the county examination and to give them professional work which is required by the school laws.

## Statement of Certification of Graduates of the Courses Offered by the Lewiston State Normal School

This institution issues upon graduation a diploma which is a Life Certificate in the State of Idaho, and in addition to the life certificate, we grant first grade certificates as follows:

First. A regular first grade certificate written for five years and renewable to all who have completed a four years' course in an approved high school, and who, in addition thereto, have finished one year of our professional course.

Second. A first grade rural certificate is granted to all who have completed ninth grade work, and who, in addition thereto, have finished a full year's work in this institution in the special course for rural teachers.

In addition to the above certificates, we also grant specialists' certificates. These specialist certificates are equivalent to life certificates in effect, and are granted to all who have completed four years of the regular approved high school course, and who in addition thereto, have spent two years in this institution and have completed our two years' course of training for specialists in domestic science, manual training, music, physical education, drawing, etc.

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