



| | | | |
|------------------------------|------------------------------------|-------------|--|
| Title: | Children Television Certifications | | |
| Division: | Comcast Cable | | |
| Owner: | Operations Compliance | | |
| Effective: 10/27/2020 | Last Update: 10/27/2020 | Page 1 of 1 | |

Children Television Certifications

1.0 Purpose

This document is laying out the procedure for actively checking for Children’s Television Certifications on channel providers’ websites, tracking, and uploading the certifications to the FCC, and ensuring everything has uploaded correctly.

2.0 Business Objective

- Annual Children’s Television Certifications due January of each year
- Ensure that the certifications are uploaded in a timely manner
- Due Date: January 31st.

3.0 Stakeholders

- Operations Compliance – Taunya Ransom, Mike Perlstein, Joanne Horstmann
- Audit Compliance- Mike Perlstein

4.0 Proposed Process

1. Within the first week of January, Taunya and team will utilize the tracker ([Link](#)) and search for Children’s certifications for the prior year on each of the channel providers websites. At this same time, Taunya and team may also receive these certifications via email from some channel providers.
2. As certifications are found/collected, Taunya and team will check off the necessary cells within the tracker to indicate that the certification was collected for the current filing.
3. When certifications are found, they should be uploaded directly to all PSIDs to the correct Children’s Certs folder utilizing the FCC Upload Tool ([Link](#)). All uploads should be completed by January 31st.
4. When all certifications are uploaded, the team will reach out to Conrad’s team in order to get confirmation of the uploads via the upload tool.