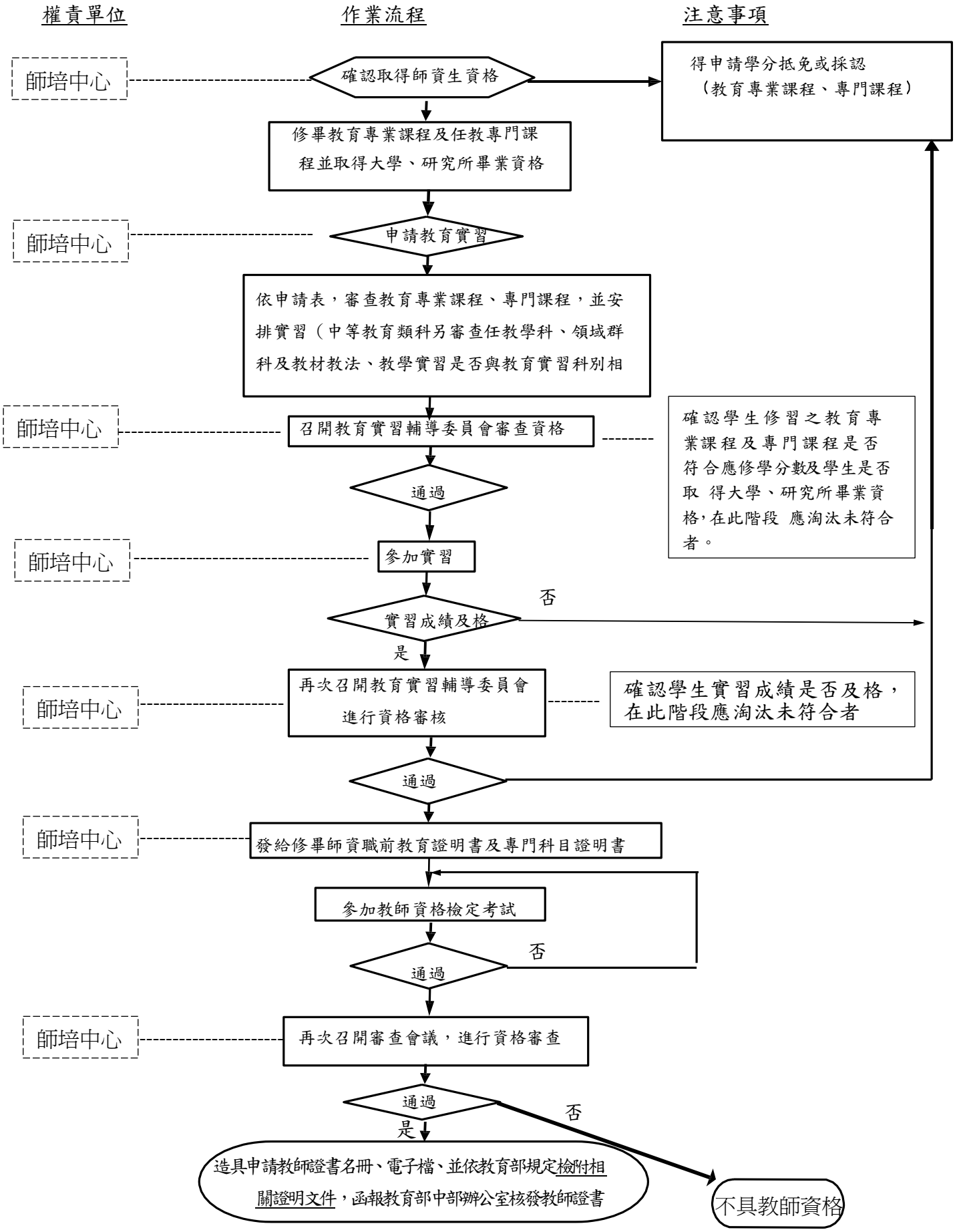申辦教師證書審查作業流程