

# OCILB Online Course CE Entry Instructions

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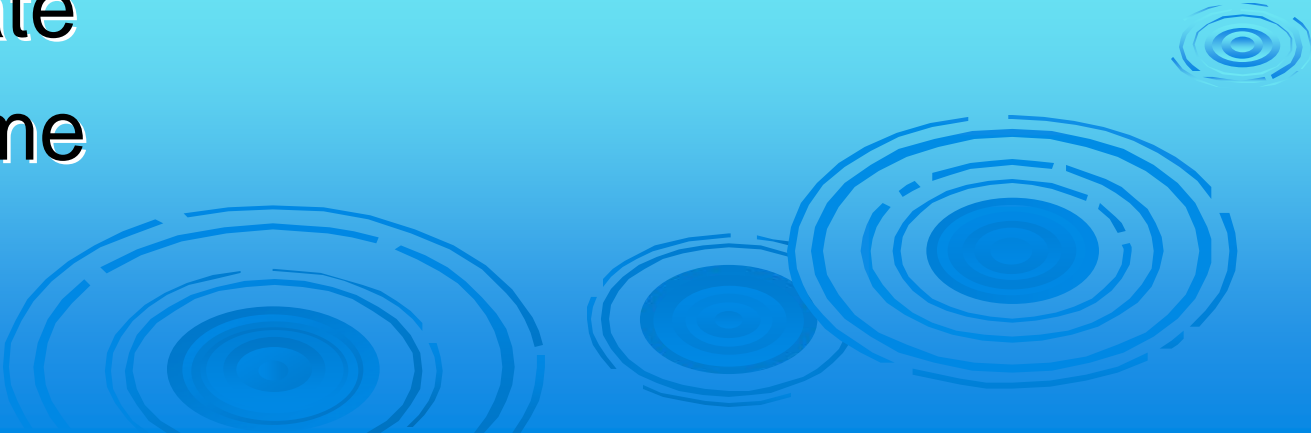
# OCILB Online Course CE Entry

- ❖ Enables the Training Providers to enter continuing education course hours per licensee via the web.
- ❖ Enable the Training Provider to pay the course fee online.



# OCILB Online Course CE Entry

Information **required** to enter Course CE:

- Credential Licensee Prefix
  - Credential Licensee Number
  - Course Number
  - Course Date
  - Course Time
- 

# OCILB Online Course CE Entry

## Mandatory Data Entry Specifications:

- Course Date must be entered in the following format: mm/dd/yyyy
- Course Time must be entered in military time: 09:00 for 9 AM / 13:00 for 1 PM
- Credential Prefix must be concatenated with Credential Number and entered in the following format: PL.21232


# OCILB Online Course CE Entry

## Submission Rules:

- Click “Add Entries” when all license numbers have been entered OR the page is completely filled out
- Correct any errors
- Click “Add Entries”
- Continue entering licensees, if necessary OR Click “Finalize Entries” if data entry is completed

# OCILB Online Course CE Entry

**Critical** items to review prior to submission:

- **Proofread list of license holders entered**
- Proofread course hours
- Proofread course title
- Proofread course date
- **Delete any duplicate licensees appearing on**   
**submission listing**

# OCILB Online Course CE Entry

**Critical** items to review on payment screen prior to clicking “Submit”:

- Proofread Fee Amount
- Proofread Credit Card Type
- Proofread Credit Card Number
- Proofread Credit Card Expiration Month / Year
- **Address MUST be associated w/ Credit Card**
- Proofread Zip Code

# OCILB Online Course CE Entry

## **VERY IMPORTANT REMINDER**


- Click “Print Receipt” to print a copy of the receipt for **YOUR** records.



# OCILB Online Course CE Entry

**CONGRATULATIONS!!!**

**You have SUCCESSFULLY submitted  
course roster information online to  
OCILB!!**

The bottom right corner of the slide features decorative water ripples in various shades of blue, creating a sense of movement and celebration.

# OCILB Online Course CE Entry

## Next Steps:

- Click “Add More Entries” to proceed with additional course CE data entry

**OR**

- Click “Log Off” in the middle right hand side under license center logo, if this completes your license holder data entry

# OCILB Online Course CE Entry

## Signing Off

- Click on “File” in the upper left hand corner of screen and then click “Close” to return to the OCILB website

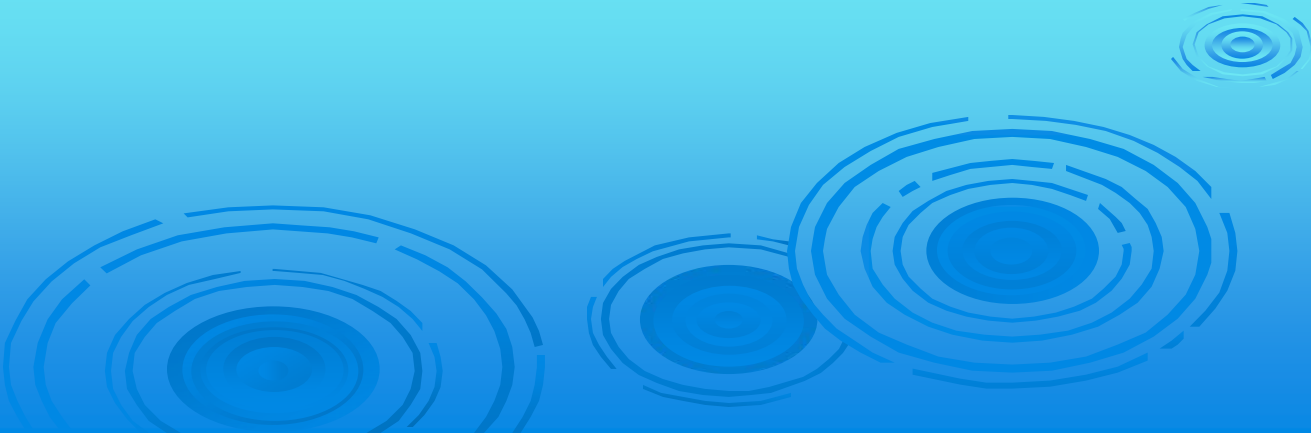
**OR**

- Click on the “X” in the upper right hand corner of screen to exit completely from the OCILB website

# OCILB Online Course CE Entry

## REMINDER

ALL course roster information sent to OCILB via the Online Course CE Entry web application will be reviewed and processed within 48 – 72 hours of receipt of data.



# OCILB Online Course CE Entry

## OCILB Contact Information

- ❖ Carol Ross, Executive Board Secretary
  - [carol.ross@com.state.oh.us](mailto:carol.ross@com.state.oh.us)
  - 614-644-3495
- ❖ Bonnie Anderson, CE Supervisor
  - [bonnie.anderson@com.state.oh.us](mailto:bonnie.anderson@com.state.oh.us)
  - 614-644-1913

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**QUESTIONS ???????**

**COMMENTS.....**

**CONCERNS -----**

