

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 1

GO TO: <http://www.com.ohio.gov/dico/elicence.aspx>

THE FOLLOWING SCREEN WILL APPEAR.

Commerce [Division of Industrial Compliance](#)



Ohio Construction Industry Licensing Board (OCILB) has a new internet based system which will give users the ability to perform the following:

- Perform a search to see if an individual is licensed. (If they are not, you can click our forms link and file a complaint)
- If you are licensed, you can check your status, expiration date and hours of continuing education. (If you need continuing education courses, you can perform a training agency search that will tell you every current continuing education provider, what courses they teach, the date, time, location, number of hours and which trade(s) the hours will count toward.
- If it is time for you to renew your license and you have your renewal form that includes your userid and password, you will be eligible for online renewal.

- **Public Information**

- [Company Licensee Lookup](#)
- [Continuing Education Information](#)
- [Current Licensee Listing](#)
- [Lookup License Information](#)

- **License Maintenance Area**

- [Maintain Your License Information \(e.g., home address, email\)](#)
- [Renew Your Contractor License\(s\)](#) (If online renewal is unavailable, the licensee is obligated to make certain that the renewal is filed timely.)

For OCILB licensees, your user ID and password are located on your renewal. To obtain your user ID and password otherwise, please [contact](#) our office.

- **Continuing Education Providers**

- [Continuing Education Course Roster Entry Instructions for Training Providers \(PDF\)](#)
- [Continuing Education Course Roster Entry Powerpoint Overview \(PDF\)](#)
- [Continuing Education Course Roster Entry](#)

For more information on the Ohio Construction Industry Licensing Board (OCILB), [click here](#).

CLICK ON “CONTINUING EDUCATION COURSE ROSTER ENTRY” UNDER THE CONTINUING EDUCATION PROVIDERS SECTION.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 2

THE FOLLOWING SCREEN WILL APPEAR.



Welcome

Welcome to the Ohio Department of Commerce Online Licensing web site.

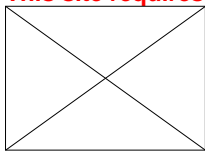
This secure server encrypts all information that you transmit to us while using our site using Secure Sockets Layer - SSL.

This includes your user name, password, billing information, credit card number, expiration date and all renewal information.

In order to use this site, you must have a browser capable of 128 bit encryption. The newest versions of [Microsoft's Internet Explorer](#) or [Netscape](#) can obtain this high level of encryption.

[Click here](#) to see if your browser has 128-bit strong encryption.

This site requires the use of COOKIES and JAVASCRIPT enabled.



Login

CLICK “LOGIN”.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 3

THE FOLLOWING SCREEN WILL APPEAR.



Online Maintenance Login

[\[back\]](#)

Please enter your User ID and Password.

User ID

Password

Login

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NOTE: OCILB WILL PROVIDE YOUR USER ID AND PASSWORD.

ENTER USER ID AND PASSWORD PROVIDED BY OCILB AND CLICK “LOGIN” TO SIGN ONTO THE PROVIDER CE COURSE ENTRY WEB APPLICATION.

THE FOLLOWING SCREEN WILL APPEAR.



Online Maintenance

[Log Off]

SAMUEL W. OAKS

[CE Course Entry](#)

Click this link if you wish to enter Continuing Education Course hours for Licensees.

[License Maintenance](#)

Click this link if you wish to modify an existing license.

[License Renewal](#)

Click this link if you wish to renew an existing license.

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TO ENTER COURSES, CLICK ON “[CE COURSE ENTRY](#)”.

OCILB MUST BE NOTIFIED OF THE EXACT DATE AND STARTING TIME IN ORDER TO BE ABLE TO ENTER THE CE HOURS. IF OCILB DOES NOT HAVE THIS INFORMATION, YOU WILL NOT BE ABLE TO ENTER THE CE HOURS. THE DATE IS ENTERED AS SHOWN BELOW OR YOU CAN USE THE CALENDAR. THE TIME IS MILITARY FORMAT; 7 AM IS 07:00 / 1 PM IS 13:00. ONLY ONE OF THE LICENSE HOLDER’S TRADES MUST BE LISTED IN THE FOLLOWING FORMAT: TRADE PREFIX.LICENSE NUMBER.

EXAMPLE: [EL.12345](#) OR [PL.44444](#). THERE IS NO SPACE BETWEEN THE PERIOD; THE PERIOD MUST BE PLACED BETWEEN THE TRADE PREFIX AND THE LICENSE NUMBER.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 5

THE FOLLOWING PAGE WILL APPEAR.

Instructions:

1. Select the "CE Course".
2. Enter the "CE Course Date". (dd/mm/yyyy).
3. Enter the "CE Course Time" (e.g, 09:00 for 9 AM or 13:00 for 1 PM -- (military format hh:mm)).
4. Enter the Full License Number of the student.
Example: EL.12345 or SAL.0000123456 -- The License Number includes the profession code (e.g., SAL for a Salesperson, BRK for a Broker, EL for Electrical, PL for Plumbing, etc.), a period, followed by the **10-digit** license/file number.
List of professional codes ([Real Estate](#) OR OCILB)
5. Click the "Add Entries" button after completing your entries. **NOTE: If you have more than 40 entries, click the "Add Entries" button to clear the boxes for additional entries.** If any entries are in error, they will be re-displayed. Correct the entries or delete entries that require additional research. Once the erroneous entries are corrected or deleted, click the "Add Entries" button. You may then make additional entries or finalize your entries.
6. Click on the "Finalize Entries" button to view all records to be processed. **NOTE: You must click on the "Add Entries" button for each page prior to clicking the "Finalized Entries" button to include the page of entries in the final processing.**

CE Course:

CE Course Date: 

CE Course Time:

CE Course Hours:

License Number	License Number	License Number	License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 6

FOLLOW THE INSTRUCTIONS LISTED ON THE PAGE.

Instructions:

1. Select the "CE Course".
2. Enter the "CE Course Date". (dd/mm/yyyy).
3. Enter the "CE Course Time" (e.g, 09:00 for 9 AM or 13:00 for 1 PM -- (military format hh:mm)).
4. Enter the Full License Number of the student.
Example: EL.12345 or SAL.0000123456 -- The License Number includes the profession code (e.g., SAL for a Salesperson, BRK for a Broker, EL for Electrical, PL for Plumbing, etc.), a period, followed by the **10-digit** license/file number.
List of professional codes ([Real Estate](#) OR OCILB)
5. Click the "Add Entries" button after completing your entries. **NOTE: If you have more than 40 entries, click the "Add Entries" button to clear the boxes for additional entries.** If any entries are in error, they will be re-displayed. Correct the entries or delete entries that require additional research. Once the erroneous entries are corrected or deleted, click the "Add Entries" button. You may then make additional entries or finalize your entries.
6. Click on the "Finalize Entries" button to view all records to be processed. **NOTE: You must click on the "Add Entries" button for each page prior to clicking the "Finalized Entries" button to include the page of entries in the final processing.**

CE Course:

CE Course Date: 

CE Course Time:

CE Course Hours: 10.00

License Number	License Number	License Number	License Number
EL.27101	EL.29036	EL.45316	EL.32749
EL.37625			

CLICK “ADD ENTRIES” WHEN YOU HAVE ENTERED ALL THE LICENSE NUMBERS or THE PAGE IS COMPLETELY FILLED OUT.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 7

THE FOLLOWING SCREEN WILL APPEAR:



Continuing Education Course Hours Entry

[\[back\]](#)


SAMUEL W. OAKS

Instructions:

1. Select the "CE Course".
2. Enter the "CE Course Date". **(dd/mm/yyyy)**.
3. Enter the "CE Course Time" (e.g, 09:00 for 9 AM or 13:00 for 1 PM -- **(military format hh:mm)**).
4. Enter the Full License Number of the student.
Example: EL.12345 or SAL.0000123456 -- The License Number includes the profession code (e.g., SAL for a Salesperson, BRK for a Broker, EL for Electrical, PL for Plumbing, etc.), a period, followed by the **10-digit** license/file number.
List of professional codes ([Real Estate](#) OR OCILB)
5. Click the "Add Entries" button after completing your entries. **NOTE: If you have more than 40 entries, click the "Add Entries" button to clear the boxes for additional entries.** If any entries are in error, they will be re-displayed. Correct the entries or delete entries that require additional research. Once the erroneous entries are corrected or deleted, click the "Add Entries" button. You may then make additional entries or finalize your entries.
6. Click on the "Finalize Entries" button to view all records to be processed. **NOTE: You must click on the "Add Entries" button for each page prior to clicking the "Finalized Entries" button to include the page of entries in the final processing.**

Entry successful!

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 8

CE Course: 

CE Course Date: 

CE Course Time:

CE Course Hours: 10.00

License Number	License Number	License Number	License Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VERIFY RECEIPT OF “ENTRY SUCCESSFUL!” MESSAGE IN THE MIDDLE OF THE SCREEN HIGHLIGHTED IN RED.

PROCEED WITH ADDING ADDITIONAL ENTRIES BY REPEATING STEPS STARTING WITH PAGE 6, IF NEEDED.

NOTE: AFTER CLICKING “ADD ENTRIES”, YOU MAY HAVE TO RE-ENTER THE COURSE NUMBER or COURSE DATE or COURSE TIME BEFORE CONTINUING WITH THE LICENSEE HOLDER DATA ENTRY.

IF LICENSEE HOLDER DATA ENTRY IS COMPLETED, CLICK “FINALIZE ENTRIES”. UPON CLICKING “FINALIZE ENTRIES”, PROCEED TO THE NEXT PAGE.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 9

THE FOLLOWING SCREEN WILL APPEAR. MAKE SURE THAT THE NAMES AND LICENSE NUMBERS MATCH YOUR ATTENDANCE REPORT. **THIS IS VERY IMPORTANT!!**



Continuing Education Course Hours Entry

[\[Log Off \]](#)

SAMUEL W. OAKS

Name	Tax ID	License	Hours	CE Course	Course Date
<input type="checkbox"/> DAVID BARKER		EL.27101	10	2008 NEC UPDATE	12/13/2008
<input type="checkbox"/> RONALD L BEAR		EL.32749	10	2008 NEC UPDATE	12/13/2008
<input type="checkbox"/> MICHAEL P ELLETT		EL.37625	10	2008 NEC UPDATE	12/13/2008
<input type="checkbox"/> MATTHEW F FEHRING		EL.29036	10	2008 NEC UPDATE	12/13/2008
<input type="checkbox"/> JOHN D MORICONI		EL.45316	10	2008 NEC UPDATE	12/13/2008

Add More Entries

Check All

Submit Checked

Delete Checked

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IF THERE IS AN INCORRECT ENTRY SUCH AS A NAME AND/OR LICENSE NUMBER NOT MATCHING YOUR ROSTER OR A DUPLICATE LICENSEE, CHECK IT AND CLICK “DELETE CHECKED”. OTHERWISE, IF THE INFORMATION IS CORRECT CLICK “CHECK ALL” AND THEN CLICK “SUBMIT CHECKED”.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 10

THE PAYMENT SCREEN SHOWN BELOW WILL APPEAR. NOTE: ONLY MASTER CARD OR VISA IS ACCEPTED. ANSWER ALL QUESTIONS AND PROOF READ YOUR PAYMENT INFORMATION TO ENSURE DATA VALIDITY!!



Online Continuing Education - Update

[\[back\]](#)

SAMUEL W. OAKS

Total Fee **\$50.00**

Account Owner	<input type="text" value="- SELECT ONE -"/>
Credit Card Type	<input type="text" value="Visa"/>
Card Number:	<input type="text"/>
Expiration Month / Year:	<input type="text" value="- SELECT ONE -"/> / <input type="text" value="- SELECT ONE -"/>
First Name:	<input type="text" value="SAMUEL"/>
Last Name:	<input type="text" value="OAKS"/>
Attention:	<input type="text"/>
Address:	<input type="text" value="3740 Porter Rd"/>
Address:	<input type="text"/>
City:	<input type="text" value="Rootstown"/>
State:	<input type="text" value="Ohio"/>
Zip:	<input type="text" value="44272-9782"/>
Phone:	<input type="text" value="(330)325-1157"/>
E-mail Address:	<input type="text" value="psollers@aol.com"/>

ONCE ALL DATA HAS BEEN VERIFIED, CLICK “SUBMIT”.

THE FOLLOWING SCREEN WILL APPEAR.

Please wait. . .

It may take a few moments for your information to process.

Thank you for your patience.



OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 12

ONCE THE TRANSACTION HAS COMPLETED PROCESSING, THE FOLLOWING SCREEN WILL APPEAR.



Record of Receipt

SAMUEL W. OAKS

Authorization succeeded

You will be charged a fee of **\$50.00**.

Contact Information:

Name: SAMUEL OAKS
Address: 3740 Porter Rd
City, State, Zip: Rootstown, OH, 85284
Phone: (330)325-1157
Email: psollers@aol.com

Order Information:

Name	Tax ID	License	Hours	CE Course	Course Date
DAVID BARKER		EL.27101	10	2008 NEC UPDATE	12/13/2008
RONALD L BEAR		EL.32749	10	2008 NEC UPDATE	12/13/2008
MICHAEL P ELLETT		EL.37625	10	2008 NEC UPDATE	12/13/2008
MATTHEW F FEHRING		EL.29036	10	2008 NEC UPDATE	12/13/2008
JOHN D MORICONI		EL.45316	10	2008 NEC UPDATE	12/13/2008

Payment Information:

Transaction Amount: 50.00
Approval Code: 4110889093632158

[Print Receipt](#)

[Return to Roster Review](#)

CLICK “PRINT RECEIPT” TO PRINT A COPY OF THE RECEIPT. CLICK “RETURN TO ROSTER REVIEW”.

THE FOLLOWING SCREEN WILL APPEAR.



Continuing Education Course Hours Entry

[\[Log Off \]](#)

SAMUEL W. OAKS

No items found.

[Add More Entries](#)

[Check All](#)

[Submit Checked](#)

[Delete Checked](#)

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IF YOU HAVE ANOTHER CLASS TO ADD, CLICK “ADD MORE ENTRIES” AND PROCEED WITH ADDITIONAL ENTRIES BY REPEATING STEPS STARTING WITH PAGE 6.

OTHERWISE, IF THIS COMPLETES YOUR LICENSE HOLDER DATA ENTRY, CLICK “LOG OFF” IN THE LOWER RIGHT HAND CORNER UNDER THE LICENSE CENTER LOGO.

THE FOLLOWING SCREEN WILL APPEAR.



Online Maintenance Login

[\[back\]](#)

Please enter your User ID and Password.

User ID

Password

Login

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CLOSE THE INTERNET BROWSER BY CLICKING ON “FILE” IN THE UPPER LEFT HAND CORNER AND THEN CLICKING “EXIT” OR CLICKING ON THE “X” IN THE UPPER RIGHT HAND CORNER TO RETURN TO THE OCILB WEBSITE.

THE COURSE ROSTER INFORMATION SENT TO OCILB VIA THE ONLINE CE WEB APPLICATION WILL BE REVIEWED AND PROCESSED WITHIN 24 – 48 HOURS OF RECEIPT OF DATA.