

Course Approval Verification Instructions

Use these instructions to access the CE Provider Information Web site and review those courses that have been approved by the Division.

- Navigate to the Division of Real Estate & Professional Licensing website:
www.com.state.oh.us/real
- Click on the **Course Provider** Link from the Left side MENU:
- Under the *Continuing Education Providers* section, click on the *Continuing Education Course Approval* link.

CONTINUING EDUCATION COURSE PROVIDERS

Electronic Course Roster Submission

- [Course Roster Submission Instructions](#)
- [Continuing Education Course Roster Entry](#)
- [Continuing Education Course Roster File Upload](#)
- [Continuing Education Course Approval](#)



Enter your company's **User ID and Password** and Click the **Login** button at the bottom of the welcome page. You may contact the division at 614.466.4100 or repld@com.state.oh.us for your User ID and Password.

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WELCOME TO THE
OHIO DEPARTMENT OF COMMERCE
Real Estate & Professional Licensing Division

Consumers Businesses License/Permit Holders & Applicants Other Government Agencies

Continuing Education Provider Information

For more information, please contact:

Division of Real Estate & Professional Licensing
77 S High St, 20th Floor
Columbus OH 43215-6133
(614) 466-4100

PROVIDER AUTHENTICATION

Provider User ID

Password

Login

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Local intranet

- Once you have logged in, select the **CE Course Begin Date** and Change it to 01/01/07 (type in 01012007) and
- Click **Submit** Button (Do NOT Change the End Date)
- **NOTE: TO SEE ANY APPROVED CLASS FOR 2007 YOU MUST ENTER A BEGIN DATE of January 1, 2007.**

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Continuing Education Provider Search Criteria

Please specify the Date Range or select the Course Type(s) that you wish to search for and click the submit button.

Begin Date: 01/01/2007 End Date: 01/05/2007

Submit

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Shortcut to results.aspx# [secure Web site] Local intranet

- A list of all approved class dates, times and locations will appear.

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Begin Date: 01/01/2007 End Date: 01/05/2007

Submit Reset

[Export to Excel](#)

Change page: 1 | 2 | Displaying page 1 of 2, items 1 to 25 of 31.

Provider	Course Name	Certification Number	Class Date	Class Time	Class Location	Hours Instructor
The Ohio Assoc. Of Realtors	Home Construction Defects: What to Know	101723311E 07	01/30/2007	08:30	Ohio Association of REALTORS Classroom 200 E Town St, Columbus, OH 43215	14.00
The Ohio	GRI - 302	101704111E	12/31/2007	09:00	1st Class of 2007 Not YET	2.00

Local intranet

To Export Approved Course Data

- Click the **Export to Excel** option that appears above your course data to export it to a spreadsheet.

Continuing Education Provider Search Criteria

Please specify the Date Range or select the Course Type(s) that you wish to search for and click the submit button.

Begin Date: 01/01/2007 End Date: 01/05/2007

Submit Reset

Export to Excel

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The Ohio Assoc. Of Realtors	GRI - 302	101704111E06	12/31/2007	09:00	1st Class of 2007 Not YET Scheduled - Complete Additional Course Offerings forms and mail 10 day PRIOR to holding class. Be sure to include \$10 registration fee.	2.00	
The Ohio Assoc. Of Realtors	Hot Button Negotiating	101723211E07	01/16/2007	09:30	Hyatt 400 N. High St. Columbus, OH	2.00	
The Ohio Assoc. Of Realtors	GRI-102 Civil Rights	101700811G06	12/31/2007	09:00	1st Class of 2007 Not YET Scheduled - Complete Additional Course Offerings forms and mail 10 day PRIOR to holding class. Be sure to include \$10 registration fee.	3.00	

Shortcut to javascript:doPostBack('lnkbtnEXCEL');

- Accept the offer to Export the File

Continuing Education Provider Search Criteria

Please specify the Date Range or select the Course Type(s) that you wish to search for and click the submit button.

Begin Date: 01/01/2007 End Date: 01/05/2007

Export to Excel

Change page: 1 2 | Displaying page 1 of 2, items 1 to 25 of 31.

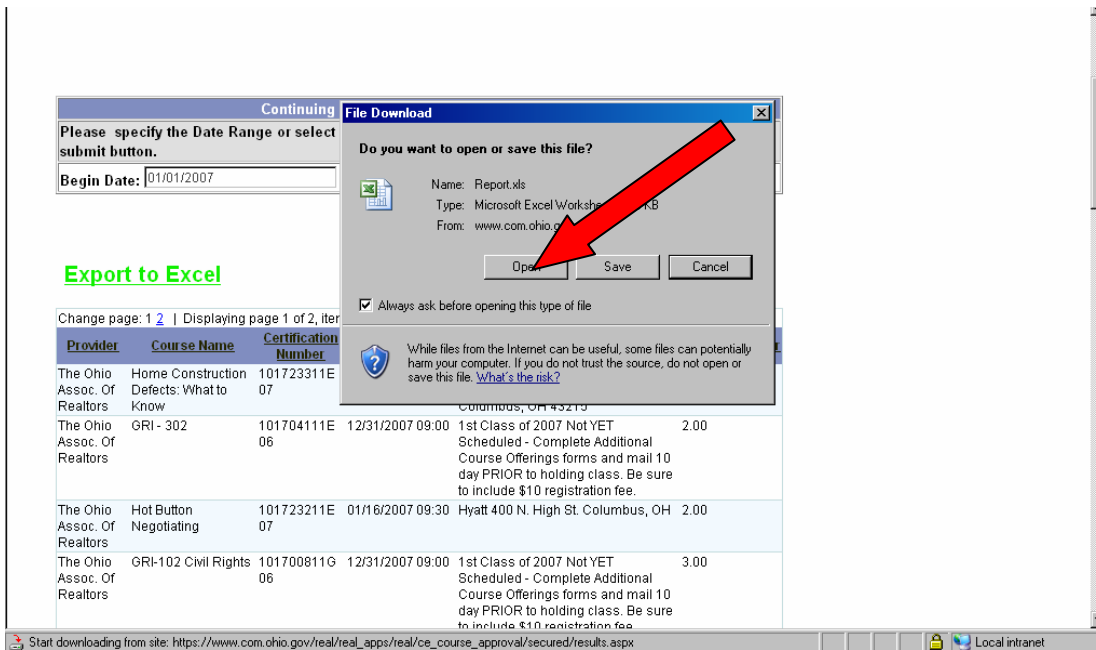
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Microsoft Internet Explorer

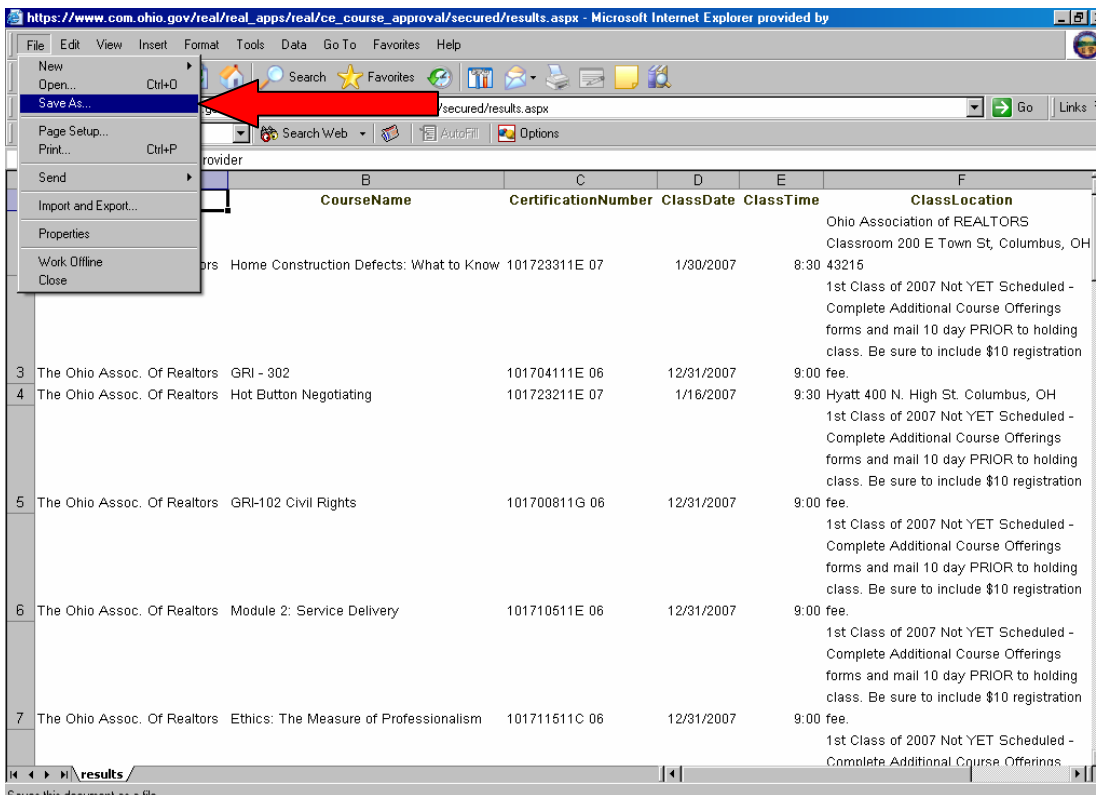
Exporting a large number of rows may take time, please be patient. Are you sure you want to export the results?

OK

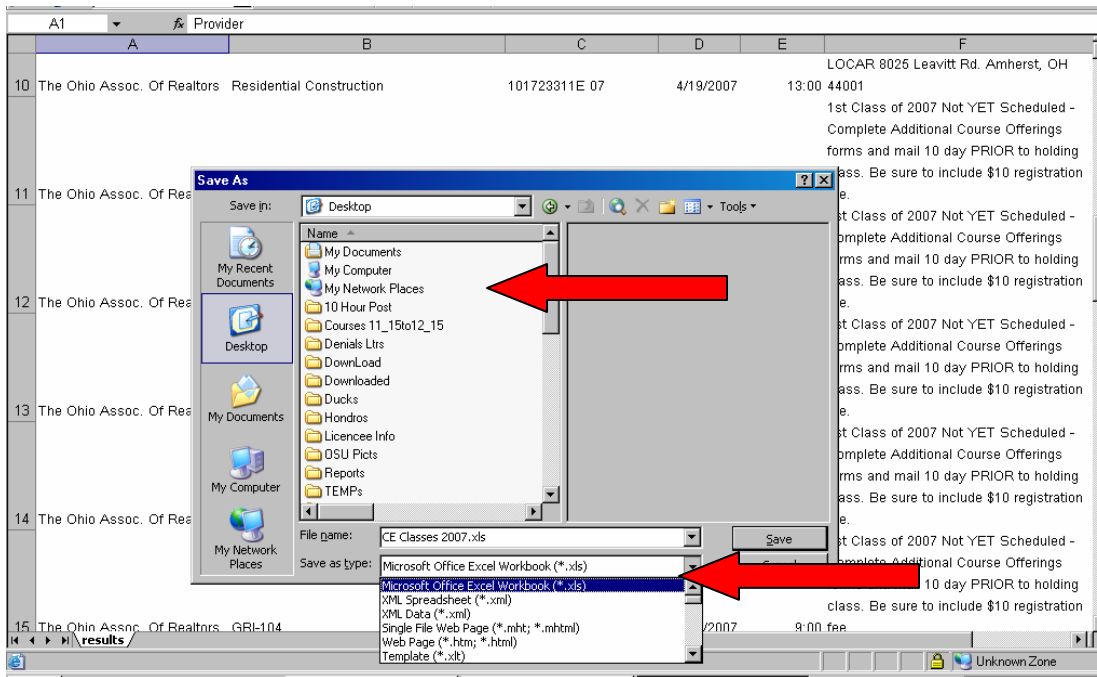
- Accept the offer to Open the File
- This will enable providers to view and Save information in Excel (and other formats)



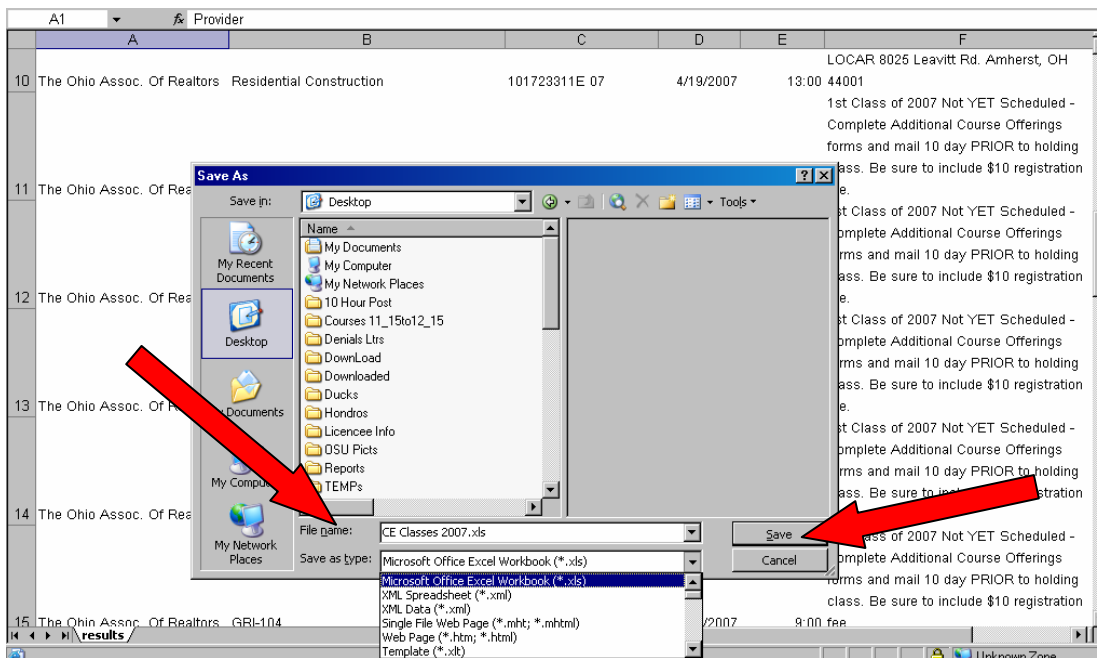
- To Save information in Excel (and other formats) choose **Save as** from the **File** Drop down



- Pick the destination of the File (where you would like it saved) and the type of file (how would like it saved).



- Create a File name for the file a name and Click **Save**



Now the File can be used in several ways including sorted to verify class data or merged with documents to produce Certificates, Sign-in Sheets or Electronic Rosters for Roster Entry.