

Continuing Education Course Roster Entry Instructions

- Navigate to the Division of Real Estate & Professional Licensing website:
www.com.state.oh.us/real
- Click on the *eLicense Center* button:



- Under the *Continuing Education Providers* section, click on the *Continuing Education Course Roster Entry* link.

PUBLIC INFORMATION

- [Lookup License Information](#)
- [Continuing Education Course Lookup](#)
- [Download Real Estate License Roster](#)
- [Exam \(Passed\) List](#)

LICENSE MAINTENANCE AREA

- [Renew Your Real Estate License \(if online renewal is unavailable, it remains the obligation of the licensee to make certain the renewal is filed timely.\)](#)
- [Maintain Your License Information \(e.g., home address\)](#)

CONTINUING EDUCATION PROVIDERS



- [Continuing Education Course Roster Entry](#)
 - [Continuing Education Course Roster File Upload](#)
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- Click the *Login* button at the bottom of the welcome page and enter your company's **UserID and Password** (located on Page 1 of this letter). You may also contact the division at 614.466.4100 or repld@com.state.oh.us for your UserID and Password.

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

Online Maintenance Login

[\[back\]](#)

Please enter your User ID and Password.

User ID

Password

Login

If you have forgotten your password or want to change it, please [click here](#).

- Once you have logged in, click the *CE Course Entry* link.

Online Maintenance

[Log Off]



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.

- Follow the instructions on the entry page. Information **must be entered** as it was listed on the Sponsor Provider Report that was sent to you by the division once the course was approved.

- Choose the course you are submitting from the drop down menu of all courses you have received approval for from the division.
- Enter the course date and time. **Remember:** If you are entering a distance education course (offered over the internet), you must enter a **Course Date** of 12/31/2006 and **Course Time** of 09:00.
- Enter the full license number of the student. Because of the possibility of duplicate license numbers across different boards, you must also include the Profession Code or prefix for the individual's License Number. A list of profession codes is below.

Examples: SAL.0000123456, BRK.2004123456, ALR.2001987654

All license numbers must be padded with leading zeroes so that the number portion is 10 digits long as shown in the SAL license number above.


CODE	DESCRIPTION
ACG	Certified General Appraiser
ACGR	Certified General Appraiser - Reciprocity
ACR	Certified Residential Appraiser
ACRR	Certified Residential Appraiser - Reciprocity
ALR	Licensed Residential Appraiser
ALRR	Licensed Residential Appraiser - Reciprocity
ARA	Registered Appraiser Assistant
BRK	Broker
SAL	Salesperson

CE Course Entry Page

Instructions:

1. Select the "CE Course".
2. Enter the "CE Course Date".
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: SAL.0000123456 or EL.0000012345 -- 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.
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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- If there were more than 40 attendees in the class, click *Add Entries* and continue entering the attendees. When you have entered all of the attendees, click *Add Entries* one last time and then click *Finalize Entries*.
- A list of all of the attendees you entered will appear. Check all of the entries you wish to submit to the division (there is a *Check All* button if all entries are correct), and then click *Submit Checked*.

If you would like to keep a record of this submission. Please print this page prior to submitting your attendance roster.

Name	License	Hours	CE Course	Course Date
<input checked="" type="checkbox"/> Henry Test	SAL.2005016227	14	Resort and Second Home Markets	02/15/2006

I certify that all of the information I am submitting is true and accurate to the best of my knowledge. I understand that any false statement in this submission or any attached file may subject me and any entity on whose behalf I am submitting information to criminal prosecution, establish a basis for the suspension, revocation or denial of an Ohio real estate or real estate appraiser license, and lead to the loss of the privilege of providing continuing education courses approved by the Ohio Division of Real Estate and Professional Licensing.

- The site will display a confirmation of the number of entries that were submitted. Any entries that were not recognized by the system will be identified for you to correct.

1 Record(s) submitted for processing.

If you would like to keep a record of this submission. Please print this page prior to submitting your attendance roster.

I certify that all of the information I am submitting is true and accurate to the best of my knowledge. I understand that any false statement in this submission or any attached file may subject me and any entity on whose behalf I am submitting information to criminal prosecution, establish a basis for the suspension, revocation or denial of an Ohio real estate or real estate appraiser license, and lead to the loss of the privilege of providing continuing education courses approved by the Ohio Division of Real Estate and Professional Licensing.

Continuing Education Course Roster File Upload

- Navigate to the Division of Real Estate & Professional Licensing website:
www.com.state.oh.us/real
- Click on the *eLicense Center* button:



- Under the *Continuing Education Providers* section, click on the *Continuing Education Course Roster File Upload* link.

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LICENSE MAINTENANCE AREA

- [Renew Your Real Estate License \(if online renewal is unavailable, it remains the obligation of the licensee to make certain the renewal is filed timely.\)](#)
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CONTINUING EDUCATION PROVIDERS

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- The following page will display. This page includes instructions and a table describing the file requirements and the login area.

- Course Number, Course Name, Course Hours, Course Offered Date and Begin Time **must be entered** as it was listed on the Sponsor Provider Report that was sent to you by the division once the course was approved. A number of the fields are not required by the division and should be left blank as indicated. If you are entering a distance education course (offered over the internet), you must enter a **Course Date** of 12/31/2006 and **Course Time** of 09:00.

1. This web application is for course providers uploading their course attendance roster.
2. All files submitted must be a tab delimited text file with a header row containing the "column name" in the following order:

SEQUENCE	COLUMN NAME	COLUMN DESC	EXAMPLE(S)	FORMAT
1	Course#	Course Number	123456789A 01	
2	CourseName	Course Name	Real Estate Ethics Course	
3	Hours	Course Hours	3	
4	Date	Course Offered Date	01/01/2006	mm/dd/yyyy
5	Beg_Time	Begin Time	08:30 or 17:00	00:00 military time 2-digit hour AND 2-digit minutes
6	End_Time	LEAVE BLANK		
7	Location	Course Location	1 Main St	
8	City	LEAVE BLANK		
9	State	LEAVE BLANK		
10	CourseInstructorName	LEAVE BLANK		
11	CosFirstName	Student's First Name	Jane	
12	CosLastName	Student's Last Name	Doe	
13	AttendeeCosID	LEAVE BLANK		
14	CourseGrade	LEAVE BLANK		
15	Memo	LEAVE BLANK		
16	AttendeeSSN	LEAVE BLANK		
17	AttendeeFormattedCredential	Student's License Number	SAL.0000123456 or BRK.1234567890 click here for a complete listing	The letters are the profession code (e.g., SAL for a Salesperson, BRK for a Broker, etc.) and then a period followed by the license number. [Note: The file number itself must be 10 digits]

3. To download a blank Microsoft Excel file to use as a starting point and later export as a tab delimited text file, please [click here](#).

- Enter the full license number of the student. Because of the possibility of duplicate license numbers across different boards, you must also include the Profession Code or prefix for the individual's License Number. A list of profession codes is below.

Examples: SAL.0000123456, BRK.2004123456, ALR.2001987654

All license numbers must be padded with leading zeroes so that the number portion is 10 digits long as shown in the SAL license number above.

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ALR	Licensed Residential Appraiser
ALRR	Licensed Residential Appraiser - Reciprocity
ARA	Registered Appraiser Assistant
BRK	Broker
SAL	Salesperson

- A blank Microsoft Excel file is available from the website for use as a template.
- If your file is ready for upload, use the login area at the bottom of the page to sign-on to our secure site and submit your roster.

USER AUTHENTICATION	
User ID	<input type="text"/>
Password	<input type="password"/>

Login

- Your UserID and Password are located on Page 1 of this letter. You may also contact the division at 614.466.4100 or repld@com.state.oh.us for your UserID and Password.

- Once you login, you are required to enter a contact name and email address so that the division may contact you if there are any problems with your file. Files that contain invalid records may be returned for correction.
- Browse to the file on your system to upload it, check the Agreement box and click submit.

Continuing Education Course File Upload

For more information, please contact:

Division of Real Estate & Professional Licensing
77 S High St, 20th Floor
Columbus OH 43215-6133
(614) 466-4100
REPLD@com.state.oh.us

CONTACT INFORMATION	
CONTACT NAME	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>

FILE INFORMATION	
FILE TO UPLOAD	<input type="text"/> <input type="button" value="Browse..."/>

Agreement:

I certify that all of the information I am submitting is true and accurate to the best of my knowledge. I understand that any false statement in this submission or any attached file may subject me and any entity on whose behalf I am submitting information to criminal prosecution, establish a basis for the suspension, revocation or denial of an Ohio real estate or real estate appraiser license, and lead to the loss of the privilege of providing continuing education courses approved by the Ohio Division of Real Estate and Professional Licensing.