



**Ohio Department of Commerce**  
**Division of Real Estate & Professional Licensing**

77 South High Street • 20<sup>th</sup> Floor  
Columbus, OH 43215-6133  
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Governor

Director

February 21, 2006

Dear Provider:

Effective February 21, 2006 the Division of Real Estate and Professional Licensing will implement a new database system that will enable Continuing Education Providers/Sponsors to submit electronic course rosters. [OAC Sections 1301:5-7-03(B)(3)(c)(ii) and 1301:11-7-02(F)(3)]

For all approved continuing education courses that will be offered on or after March 21, 2006 the Continuing Education Providers/Sponsors are required to submit to the Division a list of licensees that have successfully completed a course (course roster) in one of the two electronic formats listed below:

**Option 1: Continuing Education Course Roster Entry**

This option allows the provider to enter each individual who took a particular course and submit that list to the Division. See Page 2 for more details.

**Option 2: Continuing Education Course Roster File Upload**

This option allows the provider to upload a complete file of all licensees who took a particular course to the Division for import into the system. See Page 7 for additional information.

Continuing education courses completed prior to February 21, 2006 cannot be submitted via the new electronic course roster system. Please continue to forward the information via hard copy to: 77 S. High Street, 20<sup>th</sup> Floor, Columbus, Ohio 43215.

Providers/Sponsors submitting course rosters for courses offered over the internet must use the generic date of 12/31/2006 and time 09:00. Using any other date and time will not populate in the new system and cause a delay in processing.

The Division is excited about these new electronic capabilities and the opportunity they give for better interaction with our education providers. Please contact Jeff Mackey at (614) 728-6701 if you have any questions.

On behalf of the Division I would like to thank you for your cooperation and assistance in helping us bring innovative technology to doing business in the State of Ohio.

Sincerely,

Handwritten signature of Kelly Davids in cursive script.

Kelly Davids  
Superintendent