

Course Attendee Notification Instructions

Correspondence Courses

2015-2017

- A listing of any licensee completing a CE course must be received by the Board within fifteen (15) days of course completion.
- List **must** be received **via email in an Excel spreadsheet format attachment**. All information must be entered in the order shown below. Please do not delete any columns from spreadsheet. Sample spreadsheet provided below.
- All attendance list should be emailed to cathy.franklin@cos.state.oh.us
- **Information not submitted via email in an Excel format will not be accepted.**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Course #	Course Name	Hr.	Date	Leave Blank	Leave Blank	Prov. Name	Type	St	Instructor Name	Attendee First Name	Attendee Last Name	ID #	Grade	Memo
150001	Color 101	2	6/1/13			Board	Corr.	OH	John Doe	Jane	Doe	951110	95	Internet
160002	Make-up	4	7/15/13			Board	Corr.	OH	John Doe	Pat	Doe	871221	85	Internet
160002	Make-up	4	7/15/13			Board	Corr.	OH	John Doe	Linda	Doe	100110	90	Internet

- A Approval number only. **NO Letters**
- B Name of course (**Same as on approval letter**)
- C Hours given for online class (**Same as on approval letter**)
- D Date of completion
- E Leave Blank – Information not required **Do not delete column**
- F Leave Blank – Information not required **Do not delete column**
- G Name of course provider
- H Type - Correspondence
- I State where provider is located
- J Name of course instructor
- K First name of person taking course
- L Last name of person taking course
- M Board ID# of person taking course (**Must consist of six (6) numbers ONLY- DO NOT include license prefix**)
- N Grade received on course completion test
- O Memo

NOTE:

When submitting the attendee record information, please format the attendee board ID number column (M) to ensure all six (6) numbers remain listed. Please do NOT substitute the letter “O” in place of a zero.