

# Course Attendee Notification Instructions

## Workshop, Seminar, Demo

### 2015-2017

- A listing of all licensees completing a CE course must be received by the Board within fifteen (15) days of the course completion.
- List must be sent via email to [cathy.franklin@cos.state.oh.us](mailto:cathy.franklin@cos.state.oh.us) in an Excel spreadsheet attachment. All information must be entered in the order shown below. Please do not delete any columns from spreadsheet.

#### Sample Attendee Spreadsheet:

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>
Course #	Course Name	Hr	Date	Begin Time	End Time	Prov. Name	City	St	Instr. Name	Attendee First Name	Attendee Last Name	ID #	Leave Blank	Memo
150001	Color 101	2	6/1/13	8:00 am	10:00 am	Board	Grove city	OH	John Doe	Jane	Doe	951110		
160002	Make-up	4	7/15/13	10:00 am	2:00 pm	Board	Grove city	OH	John Doe	Pat	Doe	871221		
160002	Make-up	4	7/15/13	10:00 am	2:00 pm	Board	Grove city	OH	John Doe	Linda	Doe	100110		

- 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 Beginning time of class
- F Ending time of class
- G Name of course provider
- H City- Where class was held
- 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 Leave Blank – **Do Not Delete Column**
- O Memos

#### 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.**