

Course Attendee Notification Instructions

Workshop, Seminar, Demo

2017-2019

- A listing of all licensees completing a CE course must be received by the Board **within ten (10) days** of the course completion.
- List must be sent via email to Continuing.education@cos.ohio.gov in an Excel spreadsheet attachment. All information must be entered in the order shown below. Please do not delete any columns from spreadsheet.

NOTE: The Board license number for each attendee must be listed on attendance record. License number must include the Pre-Fix and six (6) numbers. Example: COS111256

Sample Attendee Spreadsheet:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Course #	Course Name	Hr	Date	Begin Time	End Time	Provider Name	City	St	Instr. Name	Attendee First Name	Attendee Last Name	License #	Leave Blank	Memo
150001	Color 101	2	6/1/13	8:00 am	10:00 am	Board	Grove city	OH	John Doe	Jane	Doe	COS951110		
160002	Make-up	4	7/15/13	10:00 am	2:00 pm	Board	Grove city	OH	John Doe	Pat	Doe	COSA871221		
160002	Make-up	4	7/15/13	10:00 am	2:00 pm	Board	Grove city	OH	John Doe	Linda	Doe	ESTA100110		

- 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 License# of person taking course (Must consist of Pre-Fix and six (6) numbers)**
- N Leave Blank – **Do Not Delete Column**
- O Memos