

# Course Date Notification Instructions

## Workshop, Seminar, Demo Courses

### 2015-2017

- Electronic course date notification must be received at least fifteen (15) days prior to giving an approved CE course.
- Course dates **must** be received via email in an Excel spreadsheet attachment. All information must be entered in the order shown below. Please do not delete any columns from spreadsheet.
- All course dates should be emailed to [cathy.franklin@cos.state.oh.us](mailto:cathy.franklin@cos.state.oh.us)

#### Sample Date Notification Spreadsheet:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Course #	Crse Name	Hrs	Date	Begin Time	End Time	Prov. Name	Street Address	Leave Blank	City	St	Zip	Contact Name/ phone	Class Type Private or Public
000111	Rules	2	7/1/10	8:00 am	10:00 am	Board	111 E. Street		Grove city	OH	43213	Jane/888-8888	Public

- A Approval number only. **NO Letters**
- B Name of course (**Same as on approval letter**)
- C Hours given for online coursework (**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 Street Address- Where class will be held
- I Leave Blank – Information not required. **Do not delete column**
- J City- Where class is held
- K State – Where class is held
- L Zip – where class is held
- M Name and contact number for course information
- N Class type- Public or Private (Private class indicates invitation only)