Excel Roster Instructions

Naming the file:
You must use the following naming convention for the file in order for it to be accepted as an upload by BCD's licensing system:

> 2-digit month, 2-digit day, 2-digit year UNDERSCORE ProviderName

> *In character format the file would look like*: mmddyy_providername

> Example: 021506_ronstesting.XLS).

> The date to use in the file name, is the date the class was given. If the file name does not follow this format exactly, the upload will fail.

Entering information:

You must create a entry for each licensee. If your students have multiple licenses, you must create an entry for each of their licenses.

The following information must be entered into the spreadsheet for each license using the following conventions:

License no: As it appears on the individual's license, no spaces.
Last name: Capital letters
First name: Capital letters
Course title: No special format
Course no: From the course number list only
Date taken: Month/day/year in 4 digits (i.e. 6/22/2006)

Example:

License No	Last Name	First Name	Course Title	Course No	Date Taken
1111S	Doe	Joan	The Wonderful World of Wiring	908	12/3/2006
12LEB	Doe	Joan	The Wonderful World of Wiring	908	12/3/2006
1299LEB	Sparky	Rod	The Wonderful World of Wiring	908	12/3/2006
3333E	Butterball	Odell	The Wonderful World of Wiring	908	12/3/2006

Classes with both CR and CC credits:
If a class has been approved for both code-related (CR) and code-change (CC)credit, the licensee information for each credit type must be entered on a separate line.

Example: An electrical course is approved for 24 hrs CR and 8 hrs CC.

License No	Last Name	First Name	Course Title	Course No	Date Taken
1111S	Doe	Joan	Fun with Codes	124	4/5/2006
1111S	Doe	Joan	Fun with Codes	908	4/5/2006
1299LEB	Sparky	Rod	Fun with Codes	124	4/5/2006
1299LEB	Sparky	Rod	Fun with Codes	908	4/5/2006

The licensee would receive credit for both CR and CC hours only if they are listed separately on the spreadsheet.

Once the spreadsheet is complete, e-mail it to ce.providers@oregon.gov