



Education Provider Reporting Portal User Guide

Effective January 23, 2019

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ABOUT THIS USER GUIDE

This guide is for use by Department of Business and Professional Regulation approved Education Providers. Here education providers have a quick step method to report required education credits.

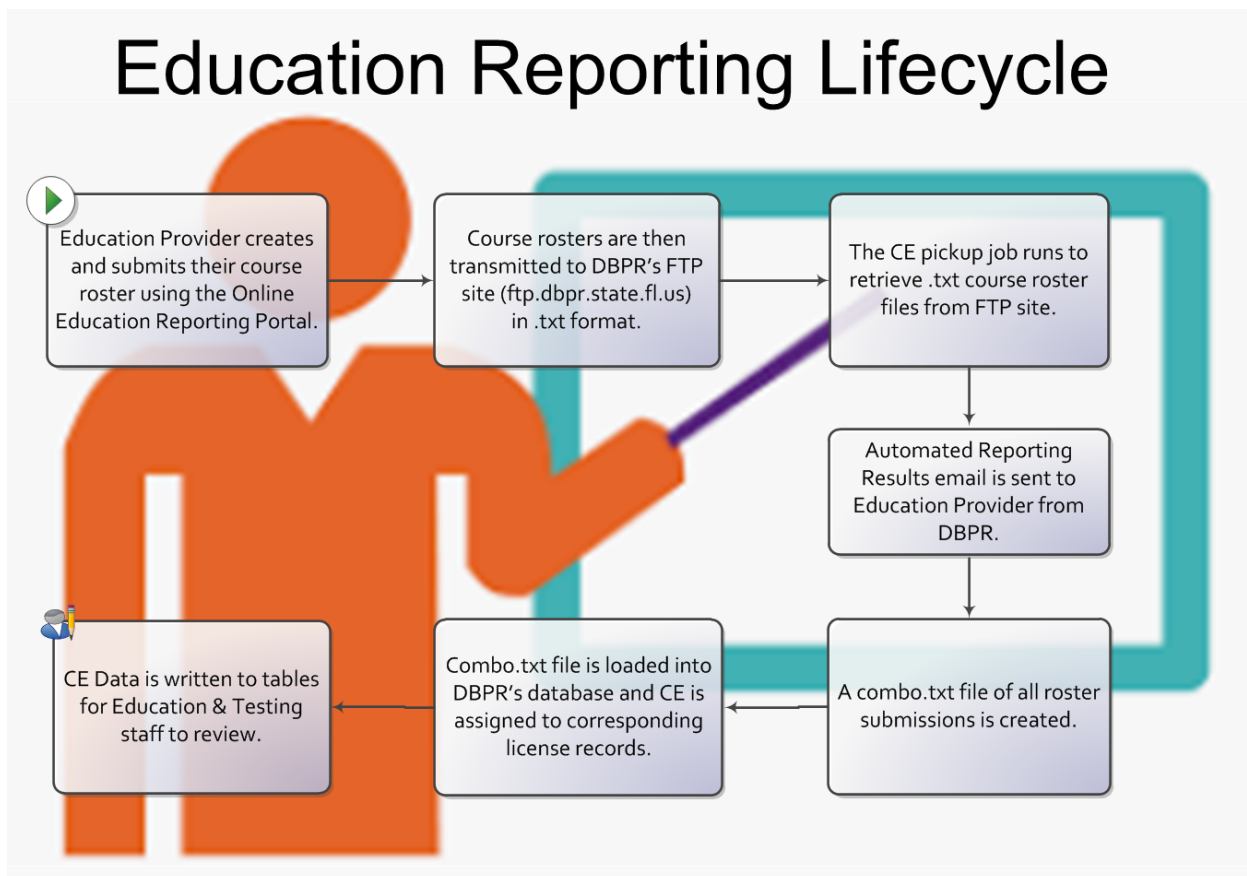
BACKGROUND AND PURPOSE OF EDUCATION REPORTING PORTAL

The Education Provider Portal is designed to provide a simple education credit reporting solution to DBPR approved Education Providers. Approved Education Providers will be able to log into the online portal utilizing the same credentials that were created online log into the DBPR Online Services Menu at myfloridalicense.com. Before using the online portal, education providers will have to first create a DBPR Online services account and link their provider licenses to that account.

WHAT THIS PROCESS SHOULD ACCOMPLISH

- More intuitive interface for Education Providers.
- Decreased reporting errors on Education Attendance File submissions.
- Increased reliability in Education Attendance File submissions.

EDUCAION CREDIT REPORTING LIFECYCLE



Linking a Provider License to the User's Online Account

Before accessing the Education Provider Reporting Portal, the user must first need to create a DBPR Online Services account and link your provider license to that account. Most approved Education Providers have already linked their provider license to an Online Services account that they have already created. If this applies to you, please advance to [PAGE 11](#) of this User Guide.

The user may begin this process by visiting DBPR's Online Services Main Menu by clicking the DBPR ONLINE SERVICES link below.

[DBPR ONLINE SERVICES](#)

Procedures:

DBPR Online Services Login Screen

Once the user reaches the Main Menu page; the user must click the 'Create My Account' link under the 'Create a New Online Profile' menu.

Florida
dbpr Department of Business
& Professional Regulation

DBPR ONLINE SERVICES

[Contact Us](#)

DBPR Online Services Main Menu
Welcome to the Department of Business and Professional Regulation's Online Application Services.

For returning users, please login below.

If you are a new user select **"Create My Account"** link below under **"Create a New Online Profile"** to complete your initial registration.

Cookies must be enabled when using this site. Please read the [setup document](#) for assistance.

| Public Services | Log in to Online Profile |
|---|--|
| Apply for a New License | *E-Mail/User ID: <input type="text"/> |
| Public License Search | *Password: <input type="text"/> |
| File a Complaint | <input type="button" value="Log On"/> |
| | Forgot your password? |
| | Forgot User ID? Click here . |



Create a New Online Profile

[Create My Account](#)

[Need Help Creating An Account?](#)

User Registration Screen

This screen will prompt the user to add their Account Owner Contact Information, Account Login Information, Password Recovery Information and Security Measures. (The user account login user name/email must not include an underscore “_”)



[Logon](#) | [Contact Us](#)

User Registration

After entering all of the information requested below, you will receive an e-mail from myfloridalicense@myfloridalicense.com with a temporary password. You will need this temporary password to complete your registration. If you do not receive an e-mail in a short period of time please check your Spam folder.

Enter your details and press "Next".
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

*First Name:
Middle Name:
*Last Name:

Account Login


*Email: (e.g. name@domain.com)
*Confirm Email:
*User ID:
Use email address as user id:
Or enter your own user id:


Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

*Secret Question:
Select a predefined question:
Or write your own question:
*Secret Answer:

Security Measures (This helps to prevent automated registrations.)

*Click the white Checkbox next to "I'm not a robot"

I'm not a robot 
reCAPTCHA
Privacy - Terms



Preview Registration Information

Next verify that the information entered on the preview registration page is accurate. If the user needs to make any changes just click the “edit” button, or if they wish to start completely over, they can simply click the “cancel” button. Please review this screen and click “save” when done.



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DBPR ONLINE SERVICES

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Preview Registration

Review the information below.
Press "Save" to save the registration information
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

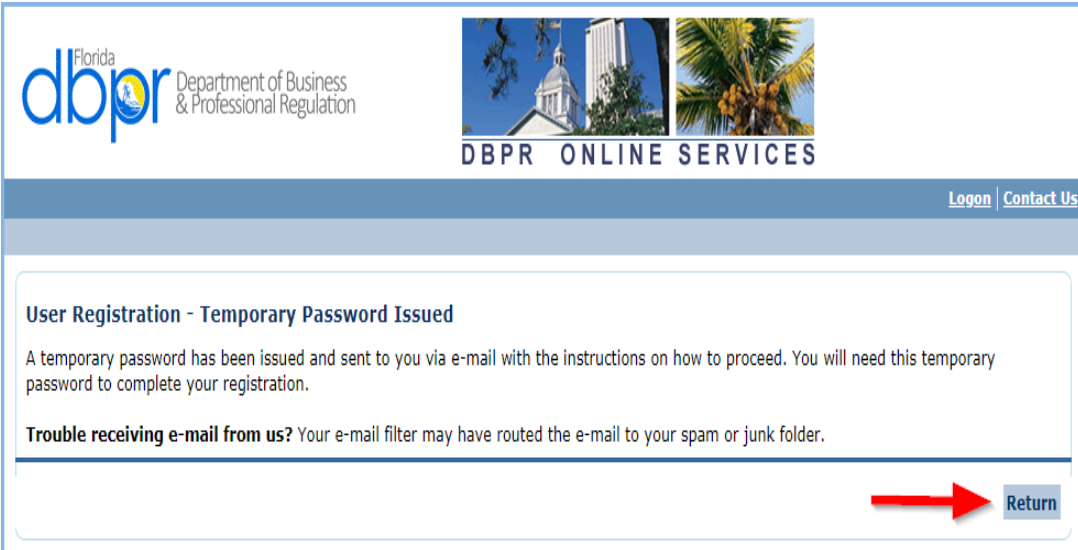
| | |
|------------------|--|
| First Name: | John |
| Middle Name: | |
| Last Name: | Doe |
| E-mail: | educationprovider@gmail.com |
| UserId: | educationprovider@gmail.com |
| Secret Question: | Where were you born? |
| Secret Answer: | Department of Business & Professional Regulation |

[Save](#) [Edit](#) [Cancel](#)

Email Verification

Once information is saved, a Temporary Password is sent to the email provided on the registration page. The user should check their email for this temporary password. Click the “return” button on the User Registration- Temporary Password Issued page to be taken to the login page.

(If the user is having trouble receiving this email or if they do not see this email, they should first check their spam or junk folders within their email account. If they still have not received this email they should contact the Customer Call Center at (850) 487-1395.)



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[Logon](#) | [Contact Us](#)

User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. You will need this temporary password to complete your registration.

Trouble receiving e-mail from us? Your e-mail filter may have routed the e-mail to your spam or junk folder.

[Return](#)

First Time Login

After receiving the verification email from DBPR the user must log into DBPR Online Services using the email chosen in the registration as the User ID temporary password provided in the conformation email sent.

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DBPR ONLINE SERVICES

Contact Us

DBPR Online Services Main Menu

Welcome to the Department of Business and Professional Regulation's Online Application Services.

For returning users, please login below.

If you are a new user select **"Create My Account"** link below under **"Create a New Online Profile"** to complete your initial registration.

Cookies must be enabled when using this site. Please read the [setup document](#) for assistance.

Public Services

- [Apply for a New License](#)
- [Public License Search](#)
- [File a Complaint](#)

Log in to Online Profile

E-Mail/User ID:

Password:

[Log On](#)

[Forgot your password?](#)

Forgot User ID? Click [here](#).

Create a New Online Profile

- [Create My Account](#)
- [Need Help Creating An Account?](#)

Linking Your Provider License to Your Online Account

Once the user has successfully logged in, the user must link their Provider license(s) to the online account created on the DBPR Online Service site. Clicking the 'Link Existing License to My Account' link under the 'Functions' menu to begin this process.

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DBPR ONLINE SERVICES

Update Profile | Logoff | Contact Us

Logged in as [educationprovider@gmail.com](#)

Main Menu

Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions

- [Apply for a New License](#)
- [View User Profile](#)
- [File a Complaint](#)
- [Make an Online Payment](#)
- [Link an Existing License to My Account](#)
- [Application Status Inquiry](#)

Licenses Linked to My Online Services Account

Select a license below to renew/maintain:

Linking License to Account – Select Profession/Business

User must then select the professional board related to the provider license they wish to link to the online account. For this example: to link the Community Association Manager profession select that profession in the drop down box and click next.

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us
Logged in as User Name

Link an Existing License to My Account - Select Profession/Business

The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license.

Select your profession or business area from the drop down menu and press "Next" to continue.
Press "Cancel" to return to the Main Menu.

Profession/Business: **Community Association Managers**

- Accountancy
- Alcoholic Beverages & Tobacco
- Architecture & Interior Design
- Asbestos
- Athlete Agents
- Auctioneers
- Barbers
- Boxing, Kickboxing and Mixed Martial Arts
- Building Code Administrators and Inspectors
- Child Labor
- Community Association Managers**
- Condominium Financial Institution Reporting
- Condominiums, Cooperatives, Timeshares, & Multi-Site Timeshares
- Construction Industry Licensing
- Cosmetology
- Drugs, Devices and Cosmetics Program
- Electrical Contractors Licensing
- Elevator Safety
- Employee Leasing Companies
- Engineers

Next Cancel

Linking License to Account – Select License

Next, user must select their education provider license type listed in the drop down box and input their provider license number. Afterward, click the next button at the bottom of the screen to move to the next screen. If any changes need to be made use the "previous" button to visit the screen before. If user must start completely over use the "cancel" button at the bottom of the screen.

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us
Logged in as User Name

Link an Existing License to My Account - Select License

The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license.

Select the License Type from the drop down menu and then enter the License Number of the license to be linked to this account.
Press "Next" to continue.
Press "Cancel" to return to the Main Menu.

License Type: **Community Association Managers Course Provider**

License Number: 125

Next Previous Cancel

Linking License to Account – Error

If the Provider identifies a license that does not exist for the specified license type, the user will receive an error saying 'License not found'. Please review the information in each box to verify if information has been entered correctly.

The screenshot shows the 'Link an Existing License to My Account - Select License' page. At the top, there is the Florida Department of Business & Professional Regulation logo and 'DBPR ONLINE SERVICES' header. A navigation bar includes 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. The user is logged in as 'User1234567890'. The main content area has a title 'Link an Existing License to My Account - Select License' and a sub-header 'The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license.' Below this, a red-bordered box contains the error message: 'License not found.' The instructions state: 'Select the License Type from the drop down menu and then enter the License Number of the license to be linked to this account. Press "Next" to continue. Press "Cancel" to return to the Main Menu.' The form shows 'License Type' as 'Community Association Managers Course Provider' and 'License Number' as '125'. At the bottom right are 'Next', 'Previous', and 'Cancel' buttons.

Linking License to Account – Security Measures

After the user identifies their provider license, they will be directed to a screen where they will be prompted to key in an Initial Activation Code and verify that they are 'Not a robot'. The user's Initial Activation code will be the last four digits of the Social Security #Federal Tax ID # that is associated with their provider license in DBPR's database. Click "next" at the bottom of the screen to continue.

The screenshot shows the 'Link an Existing License to My Account - Security Measures' page. It features the same header and navigation as the previous page. The main content area has a title 'Link an Existing License to My Account - Security Measures' and instructions: 'Enter the required data and press "Next" to continue. Press "Previous" to return to the previous screen.' Below this, there is a section for 'Initial Activation Code (Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)'. A red arrow points to an empty input field. A 'PLEASE NOTE' section follows, explaining that some individuals may have an activation code instead of the last four digits of their Social Security Number or Federal Employer Identification Number. Below this, another red arrow points to a checkbox labeled 'I'm not a robot' with a reCAPTCHA logo. At the bottom right, a red arrow points to the 'Next' button.

Linking License to Account – License Preview

This next screen will display the licenses that will be linked to the user's account after completion.

After verifying that all of their Provider licenses are listed, the user will then click the 'Add' button to add your licenses to your online account.

(Note: Shown below is a list of all available DBPR approved education provider licenses.)

The screenshot displays the 'Link an Existing License to My Account - Preview' page on the DBPR Online Services portal. The page includes a header with the Florida DBPR logo and navigation links. Below the header, there is a section for user identification, showing the user is logged in as an individual from the Department of Business and Professional Regulation. The main content area features a list of available education provider licenses, each with a license type and a license number. A red box highlights this list, and a red arrow points to the 'Add' button at the bottom right of the page.

| License Type: | License Number: |
|---|-----------------|
| Real Estate School | [Redacted] |
| Landscape Architects Course Provider | [Redacted] |
| Home Inspection CE Provider | [Redacted] |
| Asbestos Course Provider | [Redacted] |
| Electrical Course Provider | [Redacted] |
| Construction Course Provider | [Redacted] |
| Home Inspection CE Provider | [Redacted] |
| Architects and Interior Designers Course Provider | [Redacted] |
| Interior Designers Course Provider | [Redacted] |
| Building Code Course Provider | [Redacted] |
| Cosmetology Course Provider | [Redacted] |
| Construction Course Provider | [Redacted] |
| Building Code Course Provider | [Redacted] |
| Architects and Interior Designers Course Provider | [Redacted] |
| Real Estate School | [Redacted] |
| RE Appraisal Course Provider | [Redacted] |
| Community Association Managers Course Provider | [Redacted] |
| Barbers Owner | [Redacted] |
| Landscape Architects Course Provider | [Redacted] |
| Mold Related Services CE Provider | [Redacted] |

Linking License to Account – Confirmation

This is the last screen that the user will see in the license linking process. Once the user clicks the 'Next' button they will return to the Main Menu. Their provider licenses should now show as linked to their Online Services account.



The screenshot shows the DBPR Online Services interface. At the top left is the Florida DBPR logo (Department of Business & Professional Regulation). To the right is a banner image of the Florida State Capitol and palm trees, with the text "DBPR ONLINE SERVICES" below it. A navigation bar contains links for "Main Menu", "Update Profile", "Logoff", and "Contact Us". Below this, it says "Logged in as [username]". The main content area is titled "Link an Existing License to My Account - Confirmation" and displays a congratulatory message: "Congratulations! You have successfully linked your license(s)." It lists the following functions available to the user: Renew, Make Payments, Update an Address, Apply for Additional License(s), View Continuing Education, Real Estate - Maintain Relationships (Add/Delete Associates), and Slot Machine Business Entity - Maintain Relationships (Add/Delete Officers/Directors/Shareholders). At the bottom of the content area, it says "Press 'Next' to continue." A red arrow points to a "Next" button in the bottom right corner of the content area.

Using the Online Education Reporting Portal

To begin reporting education credits using the Education Reporting Portal, the user must first create a DBPR Online Services account and link your provider license to that account. If the user has not already done so, please return to [PAGE 3](#) for instructions.

Now that the user has created their DBPR Online Services account and has linked their provider license to that account, they are ready to log into the DBPR Education Reporting Portal.

The user may begin the process of reporting Education credits by clicking the DBPR EDUCATION REPORTING PORTAL link below.

[DBPR EDUCATION REPORTING PORTAL](#)

Procedures:

DBPR Online Services Login Screen

When the user reaches the Login screen of the Education Reporting Portal, they will login using the same email login and password created for your DBPR Online Services account. Please make sure that information is a direct match. Then click the “Sign In” button.



Welcome!
Please login to begin submitting education credits for DBPR licensed professionals.

[Create Account](#)

A screenshot of the "Sign In" form. The form has a title "Sign In" at the top. Below the title are two input fields: "Username" with the text "educationprovider@gmail.com" and a user icon, and "Password" with a masked password "*****" and a lock icon. Below the password field is a link "Forgot password?". At the bottom of the form is a checkbox labeled "Stay signed in". A red arrow points from the left towards a blue "Sign in" button located at the bottom right of the form.

Navigating the Home Screen

Once the user logs into the Education Reporting Portal, they will be directed to the portal's Home Screen. This screen offers the user two options for reporting education credits to the department. These options are located on the portal's left sidebar and are titled 'Report Education Credits' and 'Load External Files'.

The Report Education Credits option allows the user to create new Education Attendance files for submission.

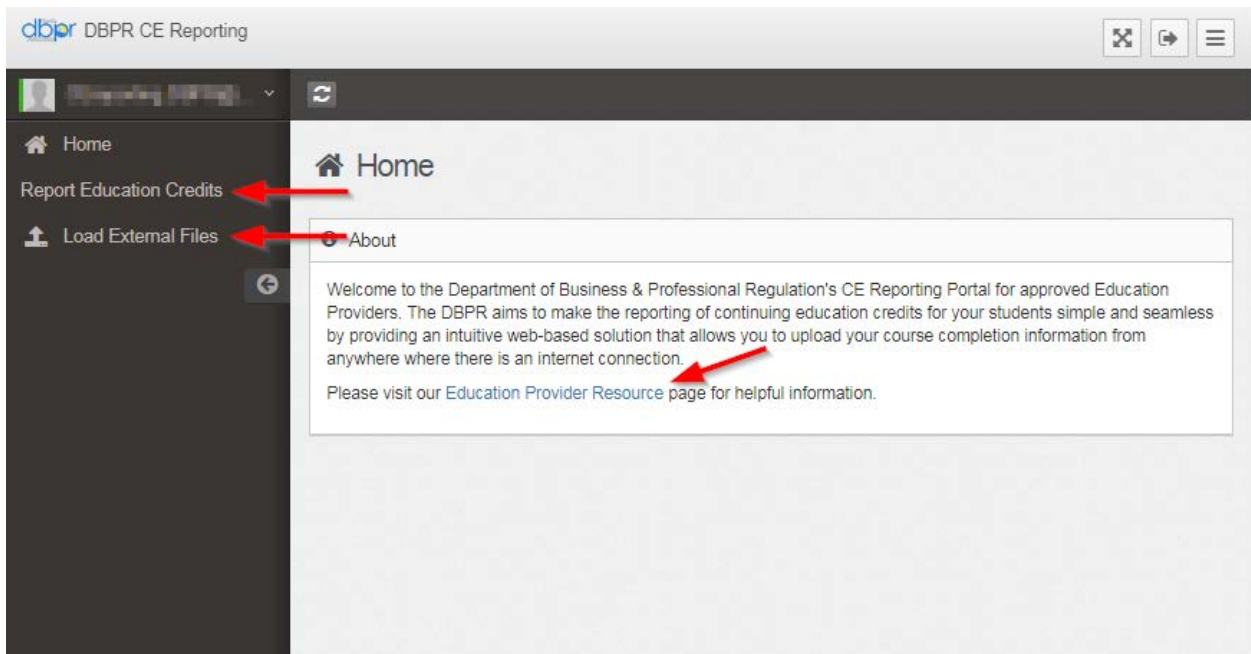
The Load External Files option allows the user to load files that they have created using their own methods. Please click the link below for directions on how to use Load External Files feature to load your already prepared Course Attendance File.

LOAD EXTERNAL FILE DIRECTIONS

There is also a link underneath the introductory paragraph that takes the user to an Education Provider Resources page that contains helpful information and alerts for education providers.

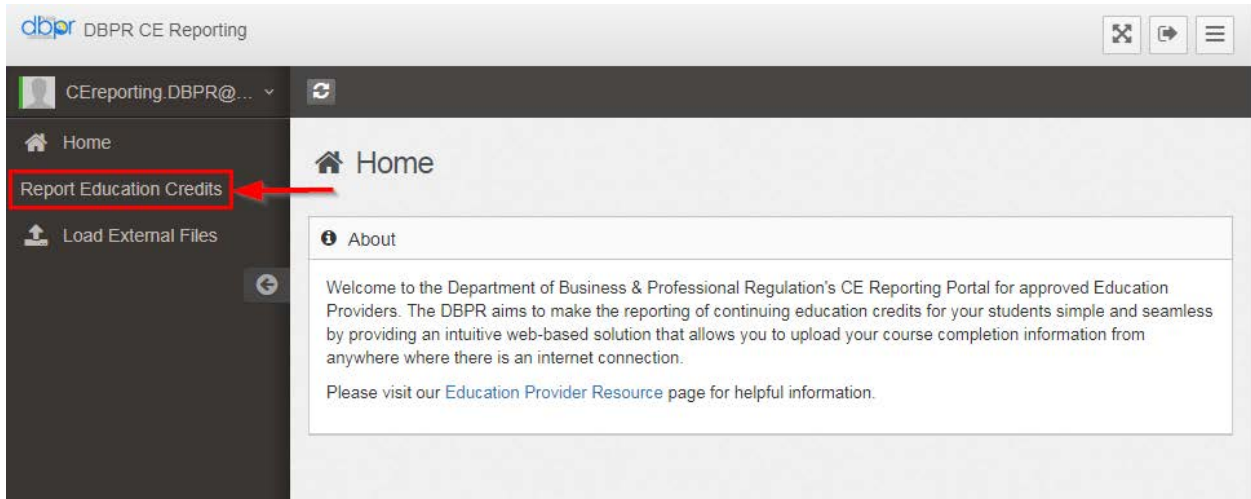
Users may visit that page by following the link below.

[EDUCATION PROVIDER RESOURCES](#)



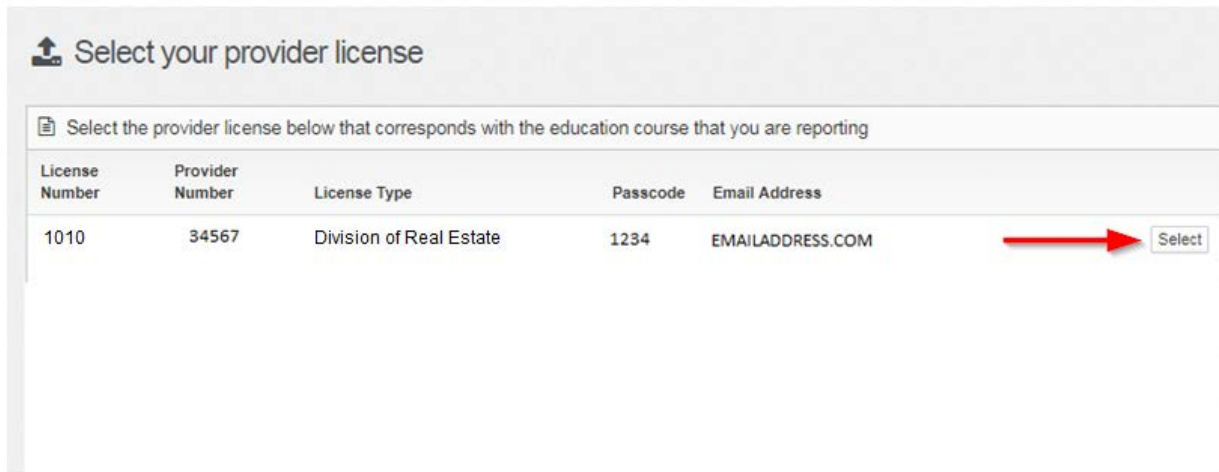
Report Education Credits

The Report Education Credits feature allows the user to build their Education Attendance files within the Education Reporting Portal. To begin this process, the user must click the “Report Education Credit” link on the application’s left sidebar.



Select your Provider License


Once the user selects the Report Education Credits link they will be directed to a screen where they will choose their provider license. The user must click the “Select” button on the right-hand side of the screen to move on to the Course Information screen.





(Note: Providers with multiple provider licenses should be able to see all of their licenses on this screen. If the user does not see all of their provider licenses on this screen, they should contact the department by calling 850-487-1395.)


Entering Your Course Information


On this screen the user must start by entering the **completion** date of the course that they are reporting for in the Course Date field. Then the user will select which course they are trying to report. Only courses that are **current** and up to date with the department will show up on the list.

 Enter your course information

 Enter the course completion date and then select the course you wish to report.

Course Date* 

 Valid CE courses for Provider: 1234567 EDUCATION CONSULTANTS ABC

| Course Number | Course Description | |
|---------------|--------------------------|---|
| 9621234 | GENERAL EDUCATION COURSE |  <input type="button" value="Select"/> |

(Note: The Education Reporting Portal will not allow the user to input courses that have a completion date older than two years.)

Entering and Submitting Attendee Information

On this screen the user will build and submit their Education Attendance file. Here each licensee that has completed the course selected must be added to the Course Reporting page. The user must add their course attendee's license information by adding their last name, first name, middle initial (optional), occupation code and license number. Please verify that all information is entered correctly before adding. License number should match the licensee listed in the "Enter Course attendee License Information" section.

After each entry, the user will click the Add icon to move the course attendee down to the Course Attendees Entered list. If the user notices an error in one of the attendee records they've added they can simply click the minus icon to the right of the attendee on the list to remove that attendee from the list.

Once the Course Attendee list has been completed, the user will select the Submit icon to submit the list to the department's FTP site where it will be picked up and loaded into the department's database.

This is what Course Reporting screen will look like prior to the user filling out the attendee information.

The screenshot shows a web interface titled "Course Reporting". At the top left is an upward arrow icon. Below the title is an "Instructions" section with an information icon. The instructions text reads: "Provider: 1234567 EDUCATION CONSULTANTS ABC", "Course Code: 9621234", "Course Description: GENERAL EDUCATION COURSE", "Course Date: 01/01/2019". Below this is a paragraph: "Click the 'Add' button after entering the license information for each course attendee to build your attendee list and then click the 'Submit' button once all course attendees appear on the list. If you notice a mistake on one of the attendee records that you've added, just click the minus icon next to the license number to remove that record from the list." Below the instructions is a section titled "Enter Course Attendee License Information" with a checked checkbox. This section contains four input fields: "Last Name", "First Name", "Middle Initial", and "License Number". Each field has a grid icon on its right side. Below the "License Number" field is a dropdown menu. At the bottom of the form are three buttons: "Add" (blue), "Clear" (grey), and "Submit" (green).

This is what Course Reporting screen will look like after the user fills out and adds the attendee information.

Course Reporting

Instructions

Provider: 1234567 EDUCATION CONSULTANTS ABC
Course Code: 9621234
Course Description: GENERAL EDUCATION COURSE
Course Date: 01/01/2019

Click the 'Add' button after entering the license information for each course attendee to build your attendee list and then click the 'Submit' button once all course attendees appear on the list. If you notice a mistake on one of the attendee records that you've added, just click the minus icon next to the license number to remove that record from the list.

Enter Course Attendee License Information

Parsons Perry
W 102030
ZH - Real Estate Instructor

Add **Clear** **Submit**

Course Attendee(s) Entered

| Course Number | Course Description | Course Date | Student Name | Occupation Code | License Number |
|---------------|-----------------------|-------------|------------------|-----------------|----------------|
| 0011066 | REACTIVATION CREDIT 1 | 01/01/2019 | Smith, John Q | SL | 54321 - |
| 0011066 | REACTIVATION CREDIT 1 | 01/01/2019 | Connor, Clark C | BK | 98765 - |
| 0011066 | REACTIVATION CREDIT 1 | 01/01/2019 | Johnson, Jerry B | BL | 12345 - |

Successful Reporting Message

After the user submits their attendance file, the portal display a Success screen serves as a confirmation of successful reporting. This message will tell the use to please allow 48 hours for your submission to be processed by the department and to call DBPR's Customer Contact Center at 850-487-1395 if their course credit does not appear within 48 hours.

Success

Success

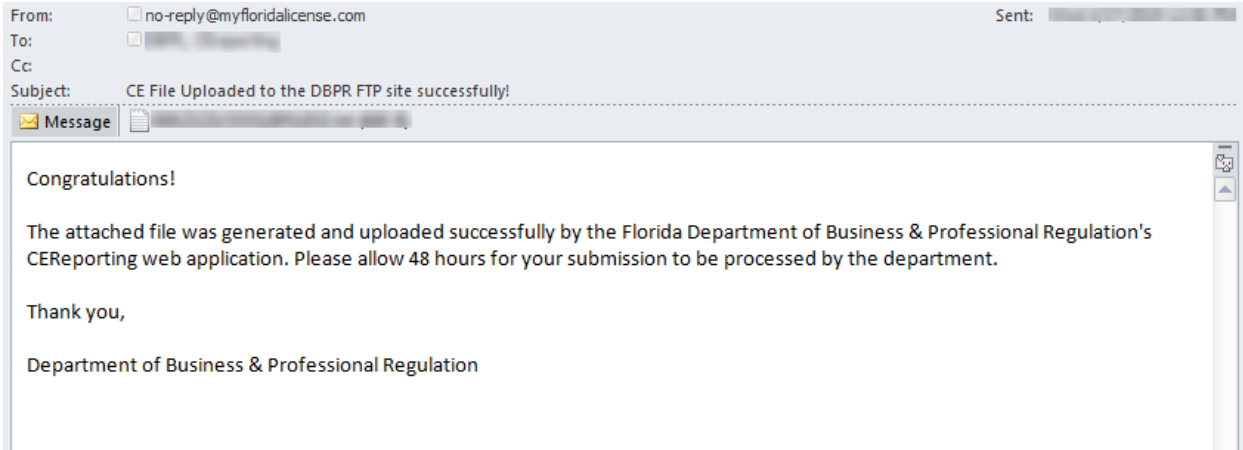
Your education course roster has been submitted.

Please allow 48 hours for your submission to be processed by the department. If any course credits that you have submitted do not appear within 48 hours, please call DBPR's Customer Contact Center at 850-487-1395.

Thank you for using DBPR's Online CE Reporting Portal.

Initial Confirmation Email

Directly after submitting your electronic attendance file the department will send you an automated confirmation email that contains a copy of the Electronic Attendance file that was created by your online submission. The subject line of this email message will read, 'CE File Uploaded to the DBPR FTP site successfully!' This file comes in a .txt format and will display the all of the licenses that were indicated in your electronic submission. A sample of this email is shown below.



DBPR Reporting Results Email Message

After submitting your electronic attendance file you will receive an automated 'DBPR Reporting Results' email message from the department. This is a separate email message from the 'CE File Uploaded to the DBPR FTP site successfully!' email that is generated at the time of your electronic attendance file submission.

There are two versions of the 'DBPR Reporting Results' email message; one that contains 'Successful Upload' in the Subject Line and one that contains 'Record Rejection(s)' in the Subject Line.

DBPR Reporting Results - Successful Upload

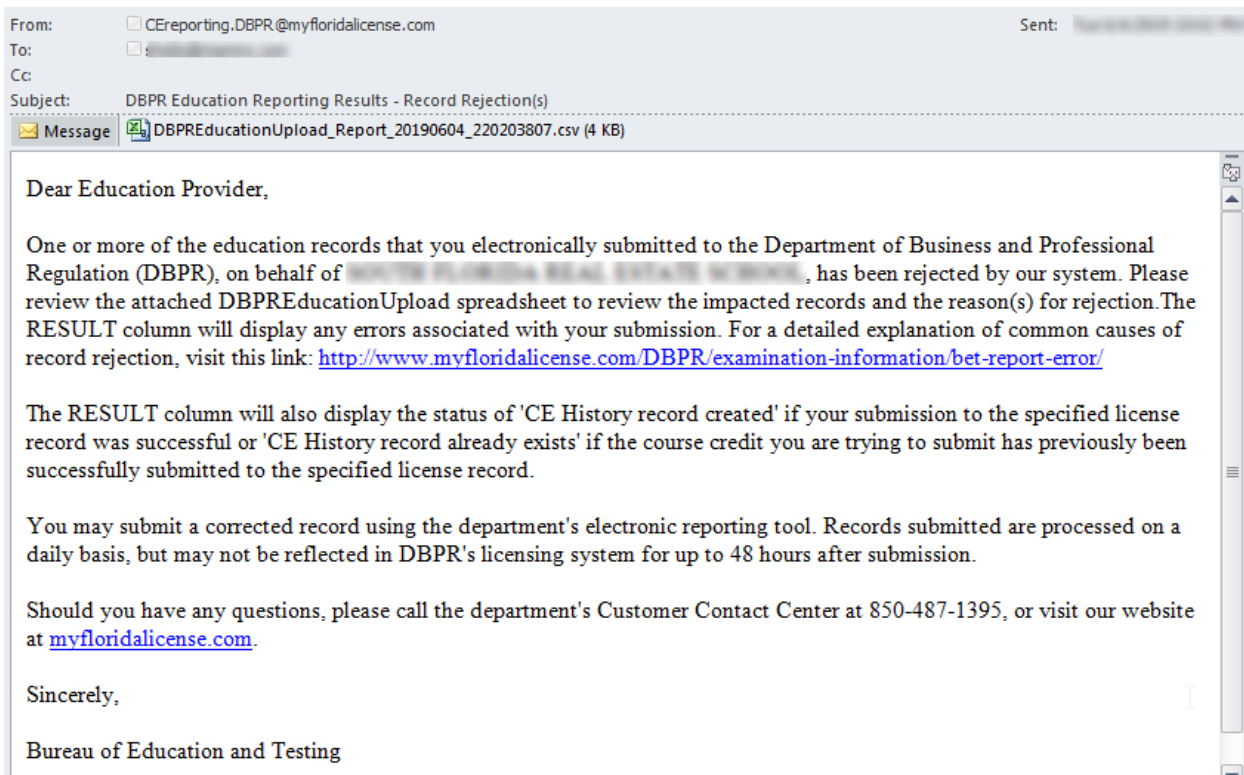
The 'Successful Upload' version of the DBPR Reporting Results email message contains a report that will display a status of 'CE History record created' in its 'Result' column confirming that all license records on your electronic attendance file were successfully updated in DBPR's system. A sample of this email is shown below.



DBPR Reporting Results – Record Rejection(s)

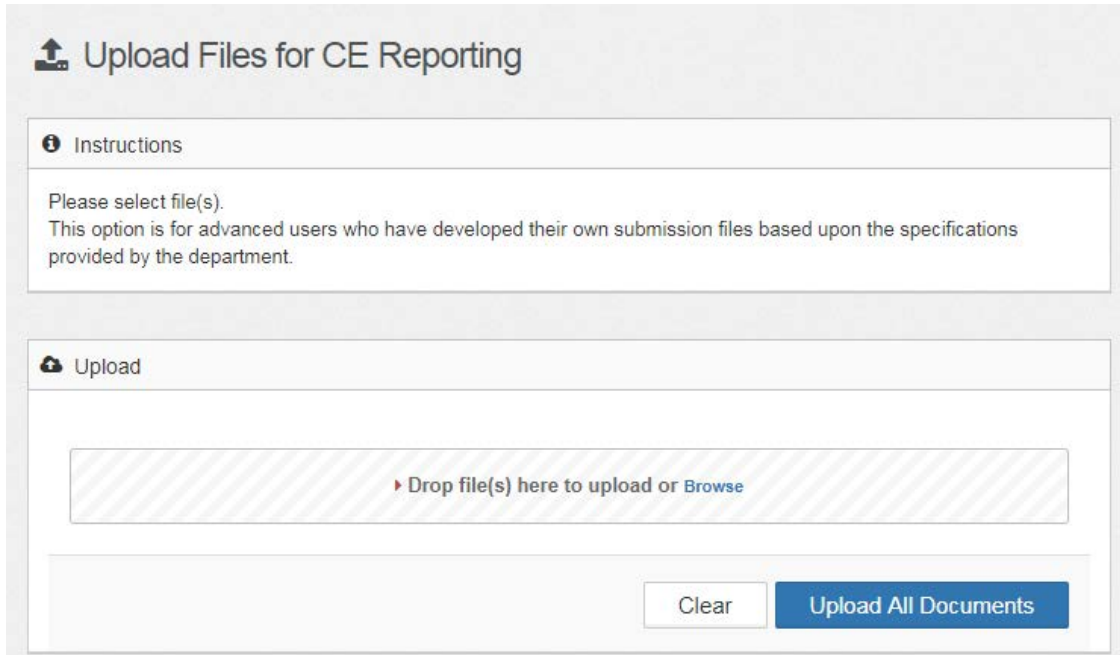
The 'Record Rejection(s)' version of the DBPR Reporting Results email message contains a report that will display a specific error in its 'Result' column if there was problem loading the education record to a licensee's CE file.

Please visit the department's [Education Reporting Error Definitions & Solutions](#) page for steps on how to resolve these errors. A sample of this email is shown below.



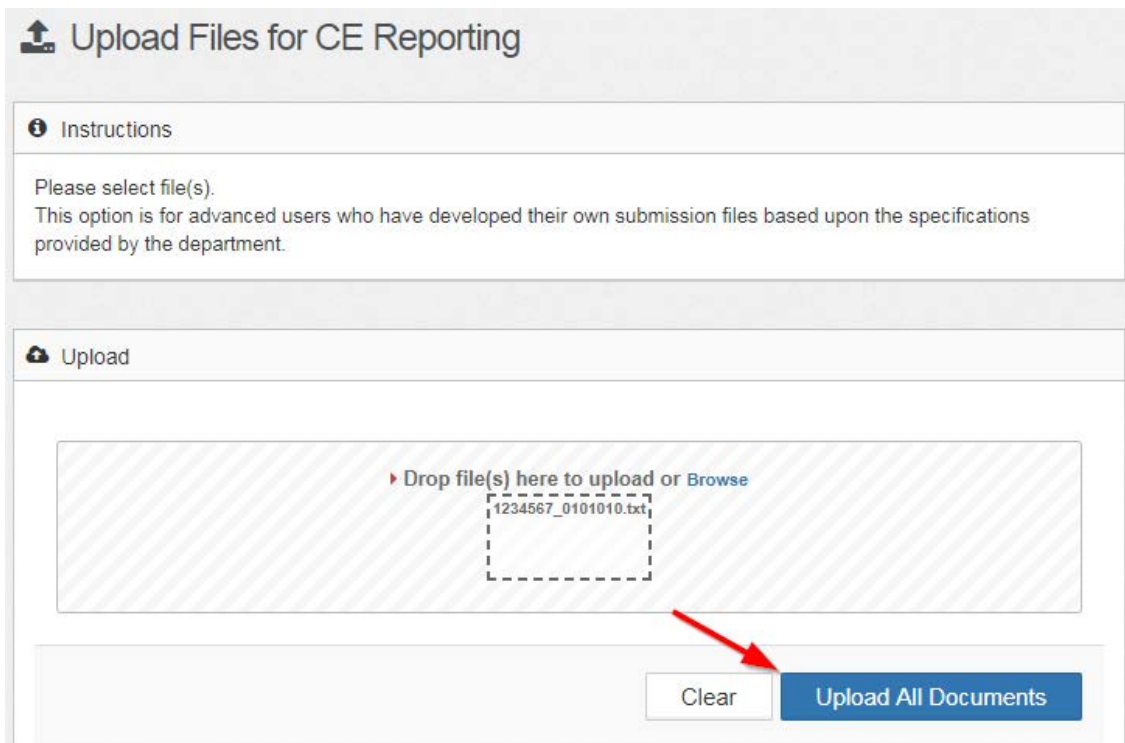
Loading External Files

When the user chooses the Load External Files option they will be directed to a screen where the user can load attendance files that they have developed themselves using the specifications provided by the department.



The screenshot shows a web interface titled "Upload Files for CE Reporting". It features an "Instructions" section with the text: "Please select file(s). This option is for advanced users who have developed their own submission files based upon the specifications provided by the department." Below this is an "Upload" section with a large dashed box containing the text "Drop file(s) here to upload or Browse". At the bottom right of the upload area are two buttons: "Clear" and "Upload All Documents".

The user will be able to drag and drop or browse to their attendance files using the options in the on-screen Upload box. Once the user has confirmed that their attendance file has been added to the Upload box, they will click the Upload All Documents button to submit their attendance files to the department.



This screenshot is identical to the previous one, but with a file named "1234567_0101010.txt" now visible within the dashed upload box. A red arrow points from the bottom right corner of the upload box to the "Upload All Documents" button, indicating the next step in the process.

Specifications for creating Attendance Files

File Format Overview

The file is the information that you will be submitting to the department. It contains information that will identify you as the provider, the courses that were taught and the licensees that attended your course. There are also built in error correction tools to reduce transmission errors and allow the department to respond quicker to any problems that are found. The information you submit to the department will be displayed as lines on your screen. Each line will have a number in front of it indicating what it represents. We refer to these line numbers as the record **Type**.

There are five different record **Types**:

- 1 identifies the provider.
- 2 identifies the course.
- 3 identifies the attendees.
- 4 identifies the number of attendees in the course.
- 5 identifies the number of records on the file. Different courses and their attendees could be on a single file (total number of record **Types** 1-4).

All files sent to the department will contain only one record **Type 1** and one record **Type 5**. Please note that you may submit multiple courses on each file. If you choose to do this you will need to create a separate record **Type 4** for each class you are reporting.

Listed below is an example of a file that could have been sent by a provider. An explanation of the file follows the record example.

[**Type 1**] 11234567ABC Education Consultants 1234
[**Type 2**] 2765432103/31/2000Construction101
[**Type 3**] 3CB 0059036Smith, John
[**Type 3**] 3CS 0004021Smith, John
[**Type 3**] 3CB 0000109Conner, Nancy
[**Type 4**] 40003
[**Type 2**] 2234567804/01/2000Construction510
[**Type 3**] 3CB 0006780Johnson, John
[**Type 3**] 3EC 0000098Johnson, John
[**Type 3**] 3EY 0000187Garrett, Greg
[**Type 4**] 40003
[**Type 2**] 2234567904/02/2000Plumbing and Wiring
[**Type 3**] 3CB 0059036Smith, John
[**Type 3**] 3CB 0006780Johnson, John
[**Type 4**] 40002
[**Type 5**] 50016emailaddress.com

*** Please note the bold faced print will not be on the report itself ***

There is one provider record (**Type 1**) from ABC Education Consultants (provider numbers: 1234567) with the pass code 1234.

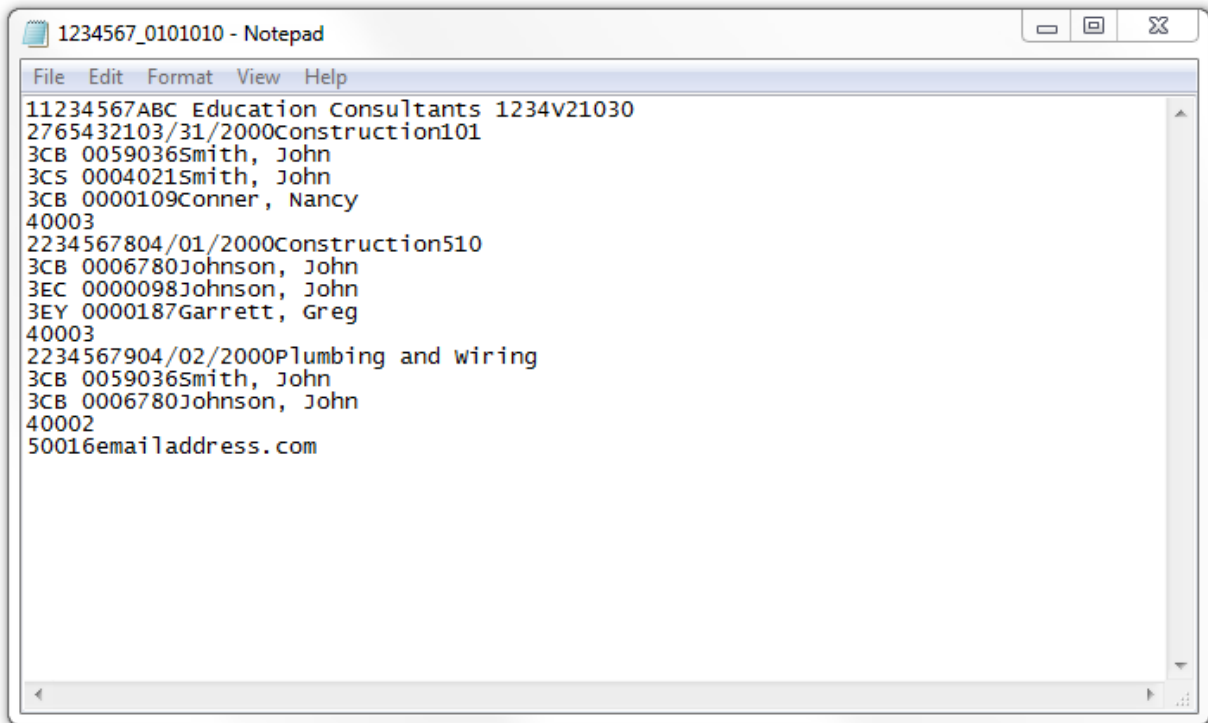
There are three course records (**Type 2**). ABC Education Consultants is submitting three courses entitled: Construction 101 (course number 7654321), Construction 510 (course number 2345678), and Plumbing and Wiring (course number 2345679). These courses were given on 3/31/2000, 04/01/2000, and 4/02/2000, respectively.

There are eight attendee records (**Type 3**). Construction 101 (course number 7654321) had three attendees. Construction 510 (course number 2345678) had three attendees. Plumbing and Wiring (course number 2345679) had two attendees.

There are three course control records (**Type 4**). Construction 101 (course number 7654321) total attendee amount is three. Construction 510 (course number 2345678) total attendee amount is three. Plumbing and Wiring (course number 2345679) total attendee amount is two.

There is one EOF (End OF File) record (**Type 5**). The total amount of records on the entire file including the type 5 (EOF record) is 16 and the confirmation Email address is emailaddress.com. The provider should report all of the attendee's licenses if the course satisfies CE requirements for multiple licenses. For example: John Smith and Nancy Conner attended the first class but John Smith submitted two license numbers. He submitted both numbers because this class satisfied a CE requirement for each of his contractor licenses. The department can now give him attendance credit for each license.

Here is an example of what this .txt file would look like in Notepad.



```
1234567ABC Education Consultants 1234v21030
2765432103/31/2000Construction101
3CB 0059036Smith, John
3CS 0004021Smith, John
3CB 0000109Conner, Nancy
40003
2234567804/01/2000Construction510
3CB 0006780Johnson, John
3EC 0000098Johnson, John
3EY 0000187Garrett, Greg
40003
2234567904/02/2000Plumbing and wiring
3CB 0059036Smith, John
3CB 0006780Johnson, John
40002
50016emailaddress.com
```

If the Provider Continuing Education Attendance File is not formatted correctly, the Bureau of Education & Testing will notify the provider. Education & Testing will work with the provider to correct the problem. After three incorrectly formatted production files, the department will review the provider's file transfer history and possibly make recommendations for action against the provider.

Formatting Instructions

When creating the Provider Continuing Education Attendance File, without using the application provided specific file specifications must be met. Once the file has been created, it can be sent to DBPR's FTP server using the Load External Files feature of the Education Reporting Portal.

The file must be a fixed length 78-character file.
The file must be saved as a TEXT file (extension .txt)

Record Type 1 (Provider Record)

There is only one provider record per file.

| In Space(s): | Name | Data Type | Length | Description |
|--------------|----------------------------|------------------|--------|--|
| 1 | Record Type | Character | 1 | Will always be '1' |
| 2-8 | Provider Number | Numeric | 7 | 7-digit provider number (i.e.: 1234567) |
| 9-53 | Provider Name | Character (CAPS) | 45 | Name of Provider (Remember that blanks count as spaces, too) |
| 54-57 | Provider Pass Code | Numeric | 4 | 4 digit pass code |
| 58-63 | Application Version Number | Character | 6 | Will always be 'V21030' |
| 64-78 | Spaces | Character | 15 | Spaces |

Record Type 2 (Course Record)

There will be a separate course record for each course.

| In Space(s): | Name | Data Type | Length | Description |
|--------------|---------------|------------------|--------|--|
| 1 | Record Type | Character | 1 | Will always be '2' |
| 2-8 | Course Number | Numeric | 7 | 7-digit course number |
| 9-18 | Course Date | Date | 10 | MM/DD/CCYY (ie:12/01/2001) |
| 19-78 | Course Name | Character (CAPS) | 60 | Name of Course (Remember that blanks count as spaces, too) |

Record Type 3 (Attendee Record)

For each course record there must be an attendee record. Attendee records always follow the course record to which they are related.

| In Space(s): | Name | Data Type | Length | Description |
|--------------|----------------|------------------|--------|---|
| 1 | Record Type | Character | 1 | Will always be '3' |
| 2-4 | Occupation | Character (CAPS) | 3 | Type of license (i.e.: CB, VM, CAM, BK, SL, etc.) |
| 5-14 | License Number | Character (CAPS) | 10 | 10-character license number |
| 15-59 | License Name | Character (CAPS) | 45 | Last, First Middle (i.e.: Smith, John Martin) |
| 60-78 | Spaces | Character | 19 | Spaces |

Record Type 4 (Course Control Record)

For each course there must be a course control record. Course control records should always follow the attendee records.

| In Space(s): | Name | Data Type | Length | Description |
|--------------|---------------------|-----------|--------|------------------------------------|
| 1 | Record Type | Character | 1 | Will always be '4' |
| 2-5 | Number of Attendees | Numeric | 4 | Number of Attendees for one course |
| 6-78 | Spaces | Character | 73 | Spaces |

Record Type 5 (EOF (End of File) Record)

There is only one EOF (End of File) record per file. The EOF record is always the last record on the file.

| In Space(s): | Name | Data Type | Length | Description |
|--------------|-------------------------------|-----------|--------|--|
| 1 | Record Type | Character | 1 | Will always be '5' |
| 2-5 | Number of records on the file | Numeric | 4 | Total number of records on the file including the EOF record |
| 6-78 | Email address | Character | 73 | Receipt of file notification Email address |

File Name

The file naming convention is that the file name must begin with the provider number followed by an underscore (_) followed by a seven-digit number followed by .TXT.

(Example 1234567_0101010.TXT)