Instructions for Preparing and Submitting Rosters for CAM Electronic Upload

To Prepare Completed Course Roster

1.   Prepare roster exactly as form 785A-CAM template provided by the Division.

CAM Certificate Number *No leading zeros, no spaces. (CAM.08283) No suffix*	Student's Last Name Only *As it appears on their CAM Certificate. No spaces (McDonald vs. Mc Donald)*	Course Number *Enter full course number, for each student on roster. No spaces (CE.0123400-CAM)*	Date Course Completed *Enter date course completed for each student on roster (MM/DD/YYYY) Example: 02/05/2018*
CAM.8283	McDonald	CE.0123400-CAM	02/05/2018

2.   Prepare a separate roster for each course completed.

3.   Complete each row with student's CAM Certificate number and last name, the course number and the date student completed the course, as follows.

   o   **CAM Certificate Number:** CAM Certificate number without leading zeros or spaces. *Example:* (CAM.8283*). No suffix, (such as SUPR, PROV, or TEMP).*

   o   **Last Name:** Last name of the licensee as it appears on the CAM Certificate with **no spaces**. *Example: (McDonald vs. Mc Donald). No suffix*, *such as (Jr., Sr., II).*

   o   **Course Number:** The Division-assigned course number as shown on course approval letter with no spaces. Must enter full course number as approved for each student on roster. *Example: (CE.0123400-CAM).*

   o   **Course Date:** The date licensee completed the live or distance education course: (Month/Day/Year). *Example (02/01/2018).* Must enter full date on each row for each student on the roster.

4.   Save the spreadsheet in Excel format (xlxs), **not PDF.**

Submit Completed Course Roster in Excel Format to the Division by Email

1.   Submit each roster under a separate email.

2.   In the **subject line** of your email, enter **course number and course title**.

3.   Submit the email with the roster attached to **CAMEducation@red.nv.gov** (No reply email). You may request "read receipt" if confirmation of receipt is required. *DO NOT send the roster email to any other Division email.*

Timeline to Submit Completed Course Roster and Sponsor Attestation

1.   The completed course roster for upload into the Division's database must be submitted within, but no later than, **three** (**3**) business days after the course is completed.
NOTE: Licensees cannot depend on education credits being uploaded on the last day of the month.

2.   The electronic submittal of the completed course roster by the Sponsor or Sponsor's designee is an attestation that the roster is true and correct.

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