

## Instructions for Preparing and Submitting IOS Rosters for Electronic Upload

### To Prepare Completed Course Roster

1. Prepare roster exactly as form [785A-IOS](#) template (copy and link below) provided by the Division.

[Roster Upload Template](#)

<b>Real Estate License Number</b> <i>No leading zeros, no spaces. (IOS.1234) No suffix ( RES, GEN or MAST)</i>	<b>Student's Last Name Only</b> <i>As it appears on the real estate license. No spaces (McDonald vs. Mc Donald or Jones-Smith vs. Jones Smith) No suffix (Jr., Sr., II)</i>	<b>Course Number</b> <i>Enter full course number for each student on roster. No spaces (CE.0123000-IOS)</i>	<b>Date Course Completed</b> <i>Enter date course completed for each student on roster (MM/DD/YYYY) Example: (04/26/2014)</i>

2. Prepare a **separate roster** for each **course** completed.
3. Complete each row with student’s license number and last name, the course number and the date student completed the course, as follows.
  - o **License Number:** Licensee’s IOS Real Estate License number without leading zeros or spaces. *Example (IOS.1234). No suffix, such as: (RES, GEN, or MAST).*
  - o **Last Name:** Last name of the licensee as it appears on the real estate license with no spaces. *Example: (McDonald vs. Mc Donald or Jones-Smith vs. Jones Smith). 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 for each student on roster. *Example: (CE.0123000-IOS).*
  - o **Course Date:** The date licensee completed the live or distance education course: (Month/Day/Year). *Example (04/26/2014).* Must enter full date on each row for each student on the roster.
4. Save the spreadsheet in Excel format (xlxs).
5. A sample sign-in sheet, [Form 740-IOS](#) (in Excel format), is also provided to assist in this process.

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

1. **Submit** each roster under a **separate email**.
2. Enter **course number and course title** in the subject line of your email.
3. Submit the email with the roster attached to [IOSEducation@red.nv.gov](mailto:IOSEducation@red.nv.gov) (No reply email). You may request “read receipt” if confirmation of receipt is required. *DO NOT send the roster email to [realest@red.nv.gov](mailto:realest@red.nv.gov) or any other Division email address. If you do, the roster will not be uploaded.*

### 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.