**Instructions for Preparing and Submitting Rosters for Electronic Upload**

To Prepare Completed Course Roster

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

<table>
<thead>
<tr>
<th>Timeshare Sales Agent License Number</th>
<th>Student's Last Name Only</th>
<th>Course Number</th>
<th>Date Course Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>No leading zeros, no spaces. (TS.123)</td>
<td>As it appears on the timeshare sales agent license. No spaces (McDonald vs. Mc Donald or Jones-Smith vs. Jones Smith). No suffix (Jr., Sr., II)</td>
<td>Enter full course number, for each student on roster. No spaces (CE.0120000-TS)</td>
<td>Enter date course completed for each student on roster (MM/DD/YYYY) Example: (02/05/2014)</td>
</tr>
</tbody>
</table>

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.
   - **License Number:** Licensee’s timeshare sales agent license number without leading zeros or spaces. *Example: (TS.123).*
   - **Last Name:** Last name of the licensee as it appears on the timeshare sales agent license with no spaces. *Example: (McDonald vs. Mc Donald or Jones-Smith vs. Jones Smith). No suffix, such as (Jr., Sr., II).*
   - **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.0120000-TS).*
   - **Course Date:** The date licensee completed the live or distance education course: (Month/Day/Year). *Example (02/05/2014). 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-TS](#) (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 [education@red.nv.gov](mailto:education@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 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.