

Instructions for Preparing and Submitting Rosters for Electronic Upload

To Prepare Completed Course Roster

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

[Roster Upload Template](#)

Real Estate License Number <i>No leading zeros, no spaces. (S.12345 or BS.678910) No suffix (Corp or LLC)</i>	Student's Last Name Only <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>	Course Number <i>Enter full course number, for each student on roster. No spaces (CE.0123456- RE) or (POST.01234-RE)</i>	Date Course Completed <i>Enter date course completed for each student on roster (MM/DD/YYYY) Example: (02/05/2014)</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 Real Estate License number without leading zeros or spaces. *Example (S.1234, BS.678910). No suffix, such as: (Corp or LLC).*
 - 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.0123456-RE or POST.01234-RE).*
 - o **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). **DO NOT** convert to pdf.

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

1. Send each roster in an Excel spreadsheet in a separate email as an attachment.
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 (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.