

ATTENTION EDUCATION PROVIDERS: Use only the most recent *Roster Format.xls* (Excel spreadsheet) posted at http://dpor.virginia.gov/Contractors_Education_Reporting/ when reporting pre-license or continuing education class attendance to the Board.

1. Open *Roster Format.xls* (Excel spreadsheet). **Do not change the formatting.**
 - Use this as a template for each submission by creating a new document
 - Use “save as” to assign each roster a new name of your choosing (for your files only).
2. The Board’s database rejects all punctuation. Do not use any periods, commas or other punctuation when entering data into the spreadsheet.
3. "GEN" stands for "Generation" (i.e., JR, SR, III, etc.), not "Gender."
4. Make sure you place the appropriate Course Number and Provider Number in the columns provided in the class roster. Both numbers should be **10 digits** with no spaces or dashes.
5. License numbers are **10 digits** with no spaces or dashes.
 - The first four digits for **tradesman** licenses are **2710**.
 - The first four digits for **elevator mechanic** licenses are **2718**.
 - The first four digits for **water well systems provider** licenses are **2719**.
 - The first four digits for **Contractors** licenses are **2705** and **MUST NOT BE INSERTED**.
6. Do not use dashes (-) or slashes (/) in the "Social Security Number (SSN)," "Birth Date" or "Class Date" columns. Provide nine numbers for the SSN, eight numbers for the Birth Date and Class Date for each student. See example below:
 - *Example:* Enter **March 3, 2013** as **03032013***

* The Roster spreadsheet is formatted to accept leading zeros.
7. Use **ALL CAPITAL LETTERS** for all non-numeric text.

	C	D	E	F
V	FIRST NAME	MIDDLE NAME	LAST NAME	GEN
	JOHN	LINCOLN	SMITH	III

8. Place each student’s Virginia Certificate/License Number issued by the Board for Contractors and/or Social Security Number/DMV control number in the columns provided.
9. Once you are finished entering information into the Roster spreadsheet, you must convert the saved spreadsheet into **Comma Delimited (.csv)** format.
 - When prompted to save the active sheet, click OK.
 - When prompted to keep workbook in .csv format, click Yes.
10. **Upload the .csv file you saved to DPOR’s SFTP Server** using the instructions at http://www.dpor.virginia.gov/SFTP_Guide/.
 - All rosters should be uploaded within seven (7) days of the class date.
 - You will receive a confirmation email at the end of the day if the upload is successful.

Students who do not provide a correct Social Security Number/Virginia DMV Control Number or a Certification/License Number will not receive Pre-License or Continuing Education credit from the Board for Contractors. Students must provide their legal name (on file with the Board). Nicknames are not recognized.