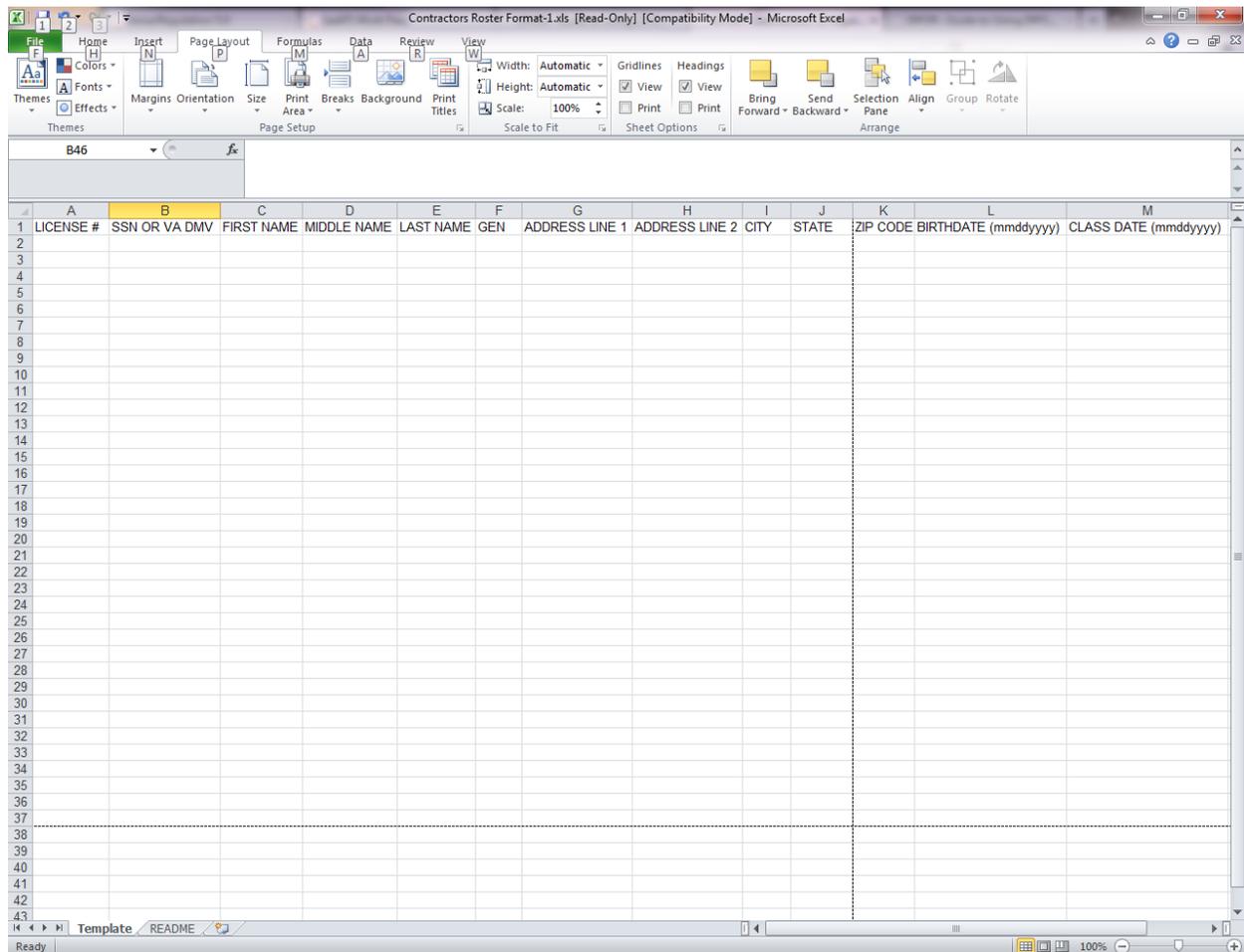


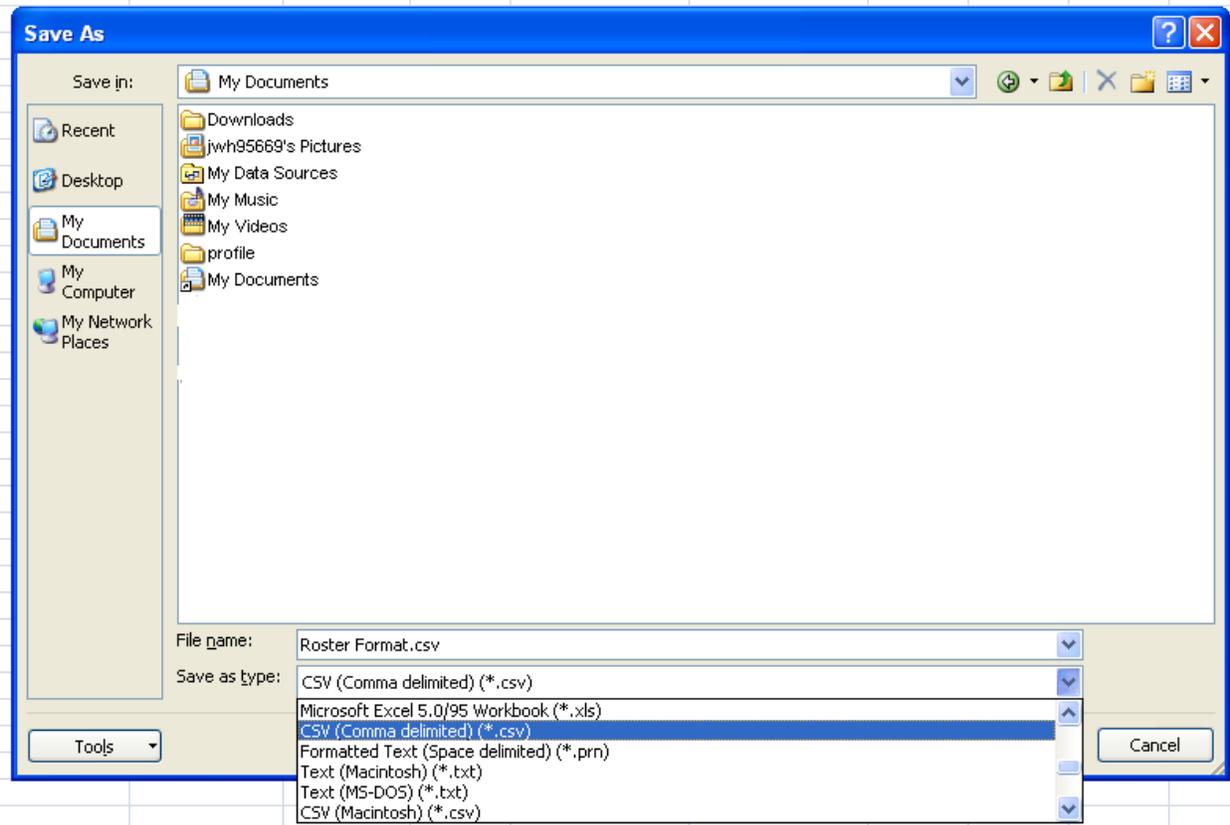
## How to Upload Pre-License and Continuing Education Information to DPOR SFTP Server

1. Open [Contractor Education Provider Reporting Instructions](#) (PDF).
2. Open [Roster Format.xls](#) (Excel spreadsheet).



3. Follow the document instructions to fill in the spreadsheet columns.
4. Once completed, save **Roster Format** using school name and Continuing Education date as a Comma Delimited.csv file. Example: school\_name.2018-09-25.csv

When prompted to save the active sheet, click OK. When prompted to keep workbook in this format, click Yes.



5. Upload the .csv file you just saved to DPOR's SFTP Server using these [instructions](#) (See [Guide to Using DPOR's SFTP Server.](#))
6. You will receive a confirmation email at the end of the day if the upload is successful.