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

- 1. Open Contractor Education Provider Reporting Instructions (PDF).
- 2. Open <u>Roster Format.xls</u> (Excel spreadsheet).

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- 3. Follow the document instructions to fill in the spreadsheet columns.
- 4. Once completed, save Roster Format using school name and Continuing Education date <u>as</u> <u>a Comma Delimited.csv file</u>. 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.

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- 5. Upload the .csv file you just saved to DPOR's SFTP Server using these <u>instructions</u> (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.