



New Roster Submission Guidelines

TREC is updating the format for rosters submissions. We will continue to use Notepad as the application. We are hoping this will make submittals easier for you the providers since there will no longer be spaces to count and multiple small rosters can be submitted on one larger roster. **Please send all rosters to trec.education@tn.gov to be processed.**

The new format for Rosters will be

LicenseType | License# | First Name | Last Name | Course Code | Course Description | Course Completion Date

Please see example below

```
2501 | 245553 | bert | troxler | 3545 | | 05/05/2016
2501 | 245553 | bert | troxler | 3549 | | 05/05/2016
2501 | 245553 | bert | troxler | 3550 | | 05/05/2016
2501 | 245553 | bert | troxler | 7627 | | 05/05/2016
2501 | 317780 | matthew | meredith | 3546 | | 05/05/2016
```

Tips

The course numbers and dates do not have to be the same.

License type - will typically be **2501** (Affiliates, Broker, TS) for Designated Agents use **2510**

Course Description – this can be left blank it is not necessary.

Please leave the zeros off of the agents license number.