New Roster Submission Guidelines effective 06/01/2017

TREC is updating the format for rosters submissions in order to streamline the roster uploading process and to help ensure that the licensees get their CE credits entered correctly and in a timely fashion.

Please send all rosters to trec.education@tn.gov to be processed.

You will need to open a blank workbook in Excel and only fill in the following lines:

- Line A -2501 (Affiliates, Broker, TS) for Designated Agents use 2510
- Line B- license number with <u>no 00 in front</u>
- Line C – First name (as it appears on their license)
- Line D – Last name
- Line E - course code
- **Line F – MUST BE LEFT BLANK**
- Line G – date (*year must be 4 digits- 2017*)

It should look like this:

When saving the roster please name as follows:

Provider#_date_# of licenses

(Example of roster name: 1446_12-14-2016_5 this is 360training.com roster submitted today and 5 agents on the roster)

PLEASE NOTE:
***Rosters will be sent to be processed once a day. Any rosters received after 11am will not be processed until the following business day, once processed and sent to IT they have 24-48 hrs to run the roster into the system. Once the roster is run it will take an additional 24 hrs for it to show up on the verify website. ***