

COURSE SCHEDULE REPORTING

Revised 2/3/09

All providers must report classroom schedules. **The course must be approved and active at the time of submission.** Course schedules must be (1) reported on a monthly basis, (2) due by the first of every month, and (3) at least 30 days in advance of the course offering. In-person, on-site audits will be conducted by our office and/or its designee. All course offerings must be submitted via e-mail to Tracy Lord Bishop at OFIR-CEOfferings@michigan.gov.

The file format is a spreadsheet program in Excel or a program compatible with Excel Office 2000 using no punctuation; select SAVE AS type option to Text (tab delimited). Or type exactly as described in the samples below in Microsoft Word or other word processing programs; select SAVE AS text (.txt) option. If using a word processing program, test prior to sending the data by opening the document in Notepad or another text editor.

Always save in a tab delimited (.txt) text extension format or a comma delimited (.csv) extension format. Using a spreadsheet program makes it easier to see the alignment of the data in columns and to copy repetitive data.

Multiple entries can be submitted on one file. Begin the next course schedule information on a new row or line. Do NOT put any blank lines between each entry. In other words, immediately following the entry for email address of contact person, hit your "enter" key on your keyboard one (1) time and begin typing the next course schedule. See examples below.

Global rules, required data and definitions:

- 1 All data fields must be submitted in the exact order as described below and entered across the page.
- 2 Once the data is prepared, select the SAVE AS type either as (.txt) Text extension (Tab delimited) or (.csv) Comma delimited extension.
- 3 Do not add punctuation within each field. If the location of course is being held at a particular suite or

floor, submit the information in the location field as follows: "OFIR STE 101" or "OFIR 2nd Floor".

Record type must be specified, i.e., N (New); R (Revision) to a course schedule already submitted; or C (Cancellation) of a course schedule already submitted (1 character)

Provider identification number (4 digits)

Provider name (35 characters)

Approved hours (2 characters)

Course identification number (5 characters)

Course name as approved (35 characters)

Start date (use format mm/dd/2000, including slashes)

End date (use format mm/dd/2000, including slashes)

Location (provider's office, building name, floor number, and/or suite number)

Street address

City

State (2 character abbreviation)

Zip code (5 characters)

Start time (8:00 a.m., 3:00 p.m.)

End time (9:00 a.m., 4:15 p.m.)

Enter Y or N if any Michigan producers are registered for the course (1 character)

Estimated number of attendees

Enter Y or N if the approved program is part of any other program offered the same day (1 character)

E-mail address of contact person:

Lord-bishopt@michigan.gov

Bloodj1@michigan.gov

Examples of field entry:

COMMA DELIMITED

"N","0123","ABC Company","2","12345","Annuities","01/05/00","01/05/00","Eagle Towers STE 200","123 Main Street","Lansing","MI","12121","2:30p.m.,"4:30p.m.", "Y","10","N","jtester@abc.net"

EXCEL SPREADSHEET

Open new spreadsheet. Highlight cell B; RT mouse click; select Number from Menu bar; select text; select OK. This will allow you to add "leader zeros", e.g., 0023. Begin typing across the page with each required field in each cell. Continue to type all 19 required fields in each cell. No formatting is necessary. Start the next course schedule in row 2, cell A and continue to go across the page; row 3 cell A for the third course schedule, etc.

Once the provider's designated contact person's e-mail address is typed, do not go to the next row. In other words, save immediately upon typing the e-mail address. See example below to convert the spreadsheet into a text document. Select the "Save as type" for either tab delimited or comma delimited from the drop down menu and name the file "Crs, Your Prov #, and the month of course offering, e.g., crs0020Mar.txt before closing the file. Once the document is saved, close it.

Prepare an e-mail message to Tracy Lord Bishop at OFIR-CEOfferings@michigan.gov , attach the saved document to the e-mail; open to test the document to assure that it can be opened; then send.