This manual provides instruction to:

- Create and submit a classroom or webinar course offering
- Results of course offering successfully or unsuccessfully processed
- Create and submit revision and/or cancellation course offering
- Helpful hints

Please note course offerings can only be created using the following software:
- Notepad
- Microsoft Excel - saved as CSV (comma delimited)

Create and Submit a Classroom or Webinar Course Offering

Open the software of your choice.

- If using Notepad to create a course offering, enter the following 23 fields in one row, separating each field by **one** tab.

Figure 1 - Example using Notepad
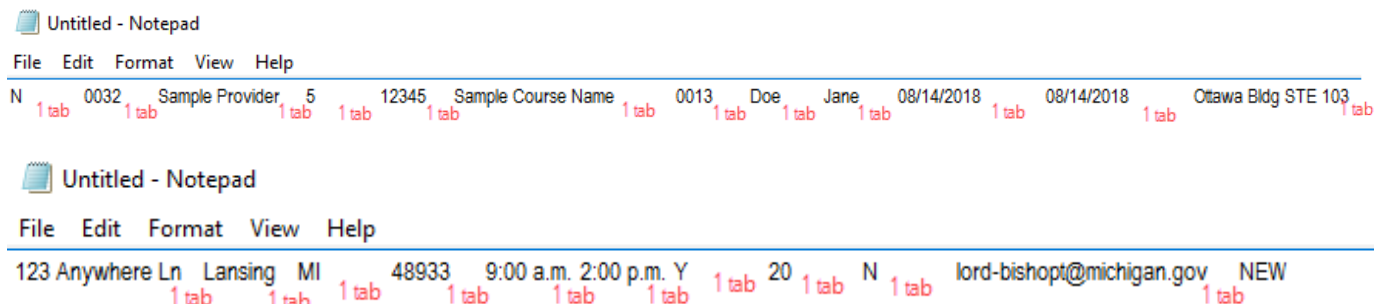
- If using Microsoft Excel to create a course offering, enter each of the following 23 fields in one row, one field in each cell.

Figure 2 - Example using Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1	N	0000	Sample Provider	5	12345	Sample Course Name	0001	Doe	Jane	7/14/2018	7/14/2018	Ottawa Bldg, STE 203
2	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
3	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12

	M	N	O	P	Q	R	S	T	U	V	W
1	123 Anywhere Ln	Lansing	MI	48933	9:00 a.m.	2:00 p.m.	Y		32	N	lord-bishopt@michigan.gov NEW
2	↑	↑	↑	↑	↑	↑	↑	↑	↑		↑	↑
3	Field 13	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20	Field 21	Field 22	Field 23

Field	Field content	Character limit	Content example or requirements
1	Record type	1 letter	N = new course R = revision of course schedule successfully submitted; time, location, instructor, etc. C = cancellation of course schedule successfully submitted
2	Provider ID number	4 digits	0001
3	Provider name	72 maximum	Characters include spaces, letters, numbers, punctuation
4	Approved hours	3 maximum	120
5	Course ID number	5 digits	01234
6	Course name	72 maximum	Characters include spaces, letters, numbers, punctuation
7	Instructor ID number	4 digits	Required – PE and CE instructor must be approved, and the instructor ID must be included
8	Instructor's Last Name	35 maximum	Required – PE and CE instructor must match exactly as approved
9	Instructor's First Name	15 maximum	Required for PE and CE
10	Start Date	10 characters	Format using mm/dd/yyyy, and include slash marks
11	End Date	10 characters	Format using mm/dd/yyyy; include slash marks
12	Location	50 maximum	Provider's office, building name, floor &/or suite number – This can be used for a webinar offering
13	Street Address	50 maximum	123 Main St
14	City	35 maximum	Any Town
15	State	2 maximum	USPS 2-letter abbreviation for State name; MI, OH, IA
16	ZIP Code	5 digits	Do not include 4-digit extension

Field	Field content	Character limit	Content example or requirements
17	Start Time	10 maximum	Enter as shown in examples above: 8:00 a.m., 3:00 p.m.
18	End Time	10 maximum	Enter as shown in examples above: 9:00 a.m., 4:15 p.m.
19	Enter Y or N	1 character	Indicates Michigan producers are registered for course
20	Expected number of attendees	1–3 digits max	0 is acceptable, 999 is the highest acceptable number
21	Enter Y or N	1 character	Indicates the course is part of another program
22	E-mail address of contact person	65 maximum	Characters include spaces, letters, numbers, punctuation
23	MI Assigned Course Schedule ID	7 characters or NEW	If submitting a new course offering, enter NEW in all caps in field 23 or column W. If revising or cancelling a course offering previously submitted and successfully processed, enter the 7-digit Michigan Assigned Course Schedule ID, found in cell V1 of the import results attachment. See: Confirming your Course Offering has been Successfully Processed on Page 4.

If using Microsoft Excel, save as CSV (Comma delimited) (*.csv).

Figure 3 - Save
as CSV
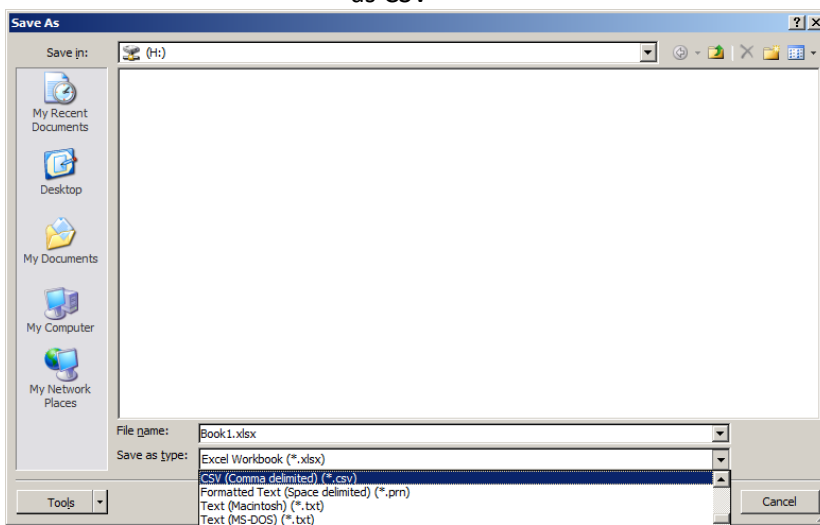
Email the course offering to difs-ceofferings@michigan.gov. This email address is for submission of course offerings only.

Results of Course Offering Successfully or Unsuccessfully Processed

Email the correctly formatted course offering to difs-ceofferings@michigan.gov. An email like the one below will be sent to you if your course offering was successfully processed.
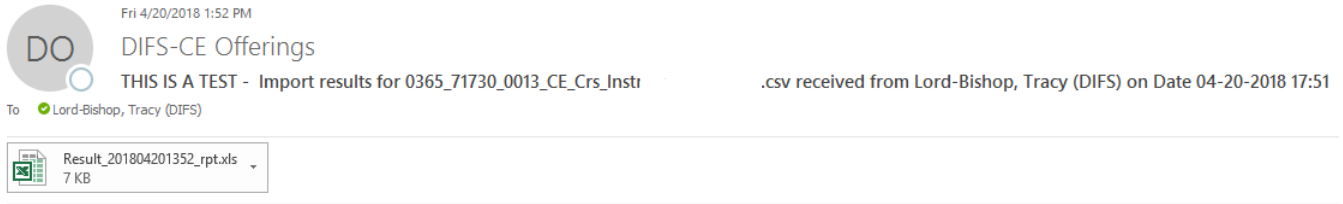

Double click on the result attachment to verify that cell A1 says "Successfully Processed" and in cell W1 there is a 7-digit number. This is the Michigan Assigned Course Schedule ID.

If the course offering was not successfully processed, an email will be sent with a different result attachment depending on what was wrong with the course offering.

The email will inform you to correct the information in the original file and resubmit the course offering(s).
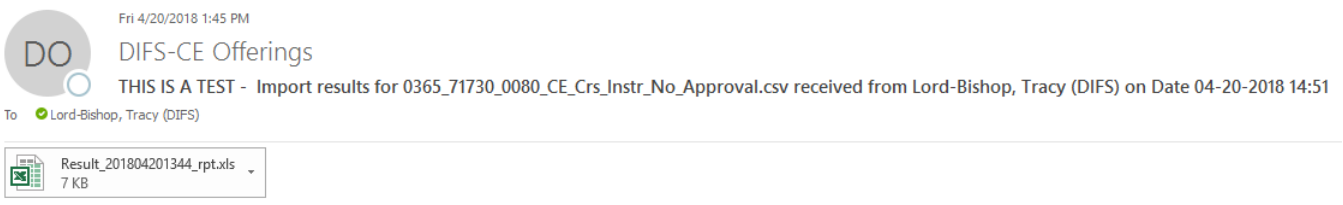
The course schedule information was not accepted.

You need to correct the information and resubmit the course offering(s).
Only resubmit the offerings that had errors. Any offerings that were duplicates do not need to be resubmitted.

Attached is a spreadsheet documenting the results of importing your course schedule information. The first column shows the importing results.

Create and Submit Revision and/or Cancellation Course Offering

For a revision, use **R** and then revise the appropriate field(s) and enter the MI Assigned Course Schedule ID number in column W. (NEW isn't used here as the course offering isn't new; it's revised).

For a cancellation, use **C** and enter the MI Assigned Course Schedule ID number in column W. (NEW isn't used here as the course offering isn't new; it's cancelled).

	A	B	C	D	E	F	G	H	I	J	K	L
1	R	0365	ABC Provider	4	71730	Sample Course	0013	Doe	Jane	4/27/2018	4/27/2018	Ottawa Bldg, STE 203
2	C	0365	ABC Provider	3	99999	Ethics 4 All	0013	Doe	Jane	6/23/2018	6/23/2018	Mason Office, Fl 3
3	R	0365	ABC Provider	1	88888	Flood Coverage	0013	Doe	Jane	5/21/2018	5/21/2018	Crown Plaza Airport

	M	N	O	P	Q	R	S	T	U	V	W
1	123 Anywhere Ln	Lansing	MI	48933	01:00 p.m.	5:00 p.m.	Yes	20	No	lord-bishopt@michigan.gov	0120389
2	773 Somewhere	Lansing	MI	48911	9:00 a.m.	12:00 p.m.	Yes	54	No	lord-bishopt@michigan.gov	0158457
3	900 Some Place	Lansing	MI	48910	3:00 p.m.	4:00 p.m.	Yes	35	No	lord-bishopt@michigan.gov	0127884

HELPFUL HINTS

1. When using Excel, it may prove helpful to format the cells to be symmetrical by Top Align and Align Text Left.
2. When using Excel, cells may be widened to allow you to view all the information you are entering in the cell.
3. Company logos or social media logos in the signature block of your email will result in a failed import. Please remove logos before emailing the file.
4. The zip code field should not include the USPS 4-digit extension. Use only the 5-digit zip code.
5. The Start/End times must be entered exactly as shown in the above examples.
6. Quote marks should not be used in Excel or in Notepad.
7. Spaces at the **END** of any field will result in a failed import.
8. For classes that are more than one day, include each day's start and end time. For example:

	A	B	C	D	E	F	G	H	I	J	K	L
1	N	0042	123 Provider	12	12345	Ethics for Everyone	0001	Doe	Jane	7/14/2018	7/14/2018	Ottawa Bldg, STE 203
2	N	0042	123 Provider	12	12345	Ethics for Everyone	0001	Doe	Jane	7/15/2018	7/15/2018	Ottawa Bldg, STE 203
3												
4	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11	Field 12

	M	N	O	P	Q	R	S	T	U	V	W
1	123 Anywhere Ln	Lansing	MI	48933	9:00 a.m.	4:00 p.m.	Y	32	N	lord-bishopt@michigan.gov	NEW
2	123 Anywhere Ln	Lansing	MI	48933	9:00 a.m.	4:00 p.m.	Y	32	N	lord-bishopt@michigan.gov	NEW
3											
4	Field 13	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20	Field 21	Field 22	Field 23