CE and PE Classroom Course Offering Instruction Manual   03/11/14

This manual provides instructions for:
- Creating and submitting a classroom course offering, and
- Confirming that a course offering has been successfully processed.

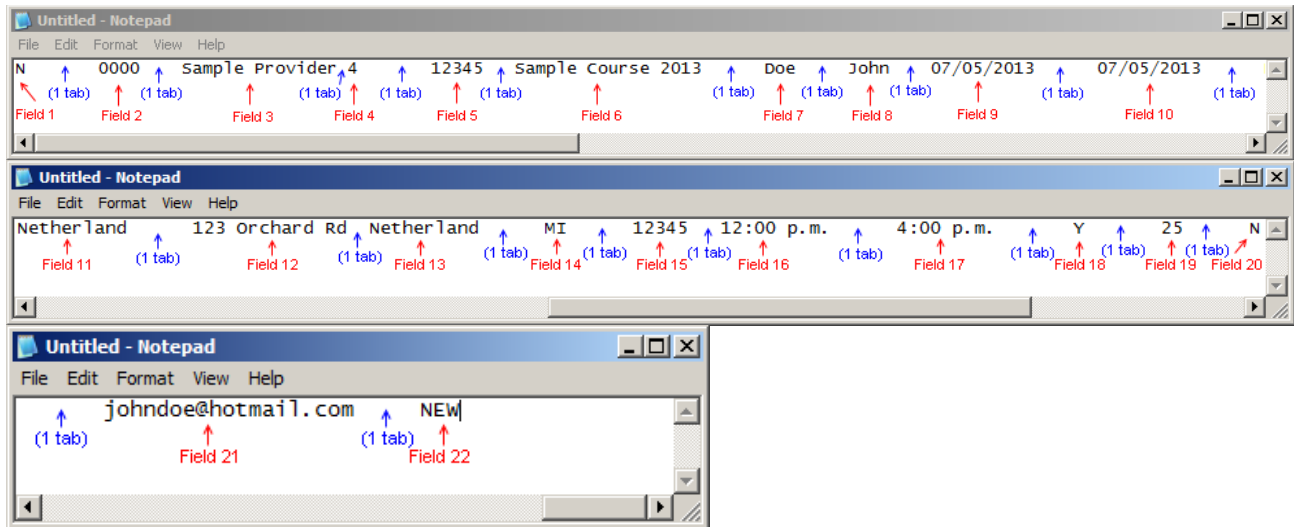Please note that you can only create a course offering using the following software:
- Notepad
- Microsoft Excel

Creating and Submitting a Classroom Course Offering

Open the software of your choice.
- If you are using Notepad to create a course offering, enter the following 22 fields in one row, separating each field by **one** tab.

Figure 1 - Example using Notepad

- If you are using Microsoft Excel to create a course offering, enter each of the following 22 fields in one row, one field in each cell.

Figure 2 - Example using Microsoft Excel

Field	Field content	Character limit	Content example or requirements
1	Record type	1 letter	N = new course R = revision of course schedule already submitted; time, location, instructor's name, etc. C = cancellation of course schedule already 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 as approved	72 maximum	Characters include spaces, letters, numbers, punctuation
7	*Instructor's Last Name	35 maximum	*NEW Requirement
8	*Instructor's First Name	15 maximum	*NEW Requirement
9	Start Date	10 characters	Format using mm/dd/yyyy, and include slash marks
10	End Date	10 characters	Format using mm/dd/yyyy; include slash marks
11	Location	50 maximum	Provider's office, building name, floor &/or suite number
12	Street Address	50 maximum	123 Main St
13	City	35 maximum	Any Town
14	State	2 maximum	USPS 2-letter abbreviation for State name; MI, OH, IA
15	ZIP Code	5 digits	Do not include 4-digit extension

| Field	Field content	Character limit	Content example or requirements
16	Start Time	10 maximum	Enter as shown in examples above: 8:00 a.m., 3:00 p.m.
17	End Time	10 maximum	Enter as shown in examples above: 9:00 a.m., 4:15 p.m.
18	Enter Y or N	1 character	Indicates Michigan producers are registered for course
19	Expected number of attendees	1 – 3 digits maximum	0 is acceptable, 999 is the highest acceptable number
20	Enter Y or N	1 character	Indicates the course is part of another program
21	E-mail address of contact person	65 maximum	Characters include spaces, letters, numbers, punctuation
22	MI Assigned Course Schedule ID	7 characters or NEW*	If submitting a new course offering, enter NEW in all caps in field 22 or column V. 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.

*New field

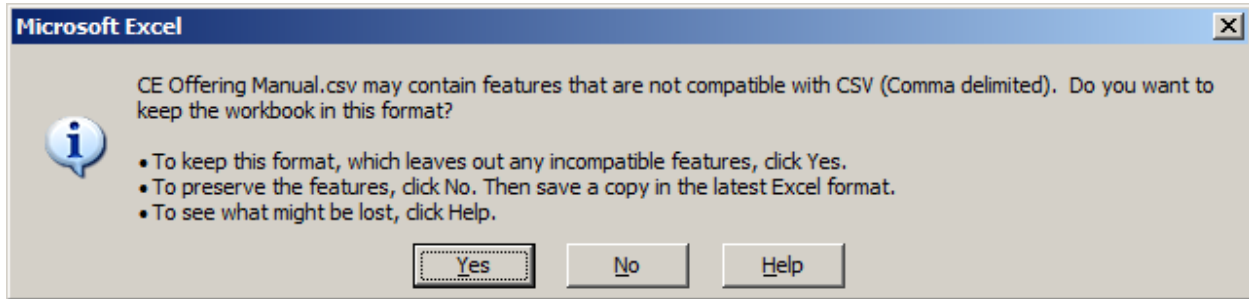If you are using Microsoft Excel, save as CSV (Comma delimited) (*.csv).

Figure 3 - Save as CSV
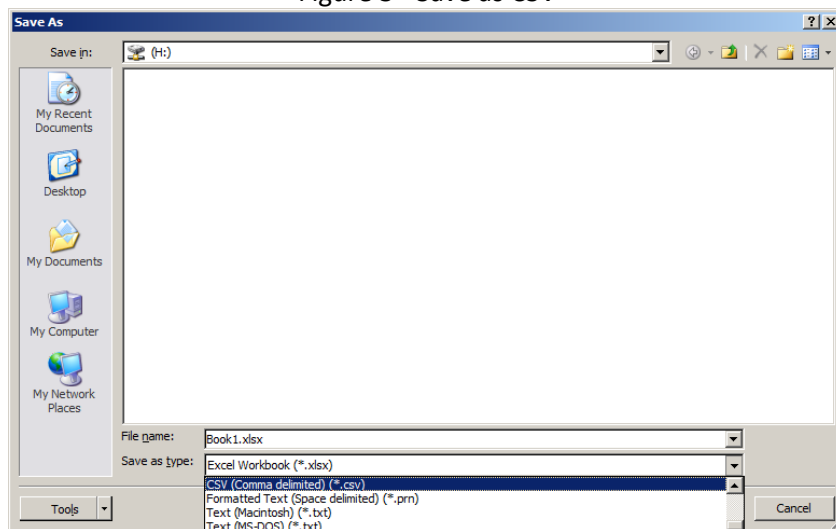
When the following Microsoft Excel box pops up, click "Yes."
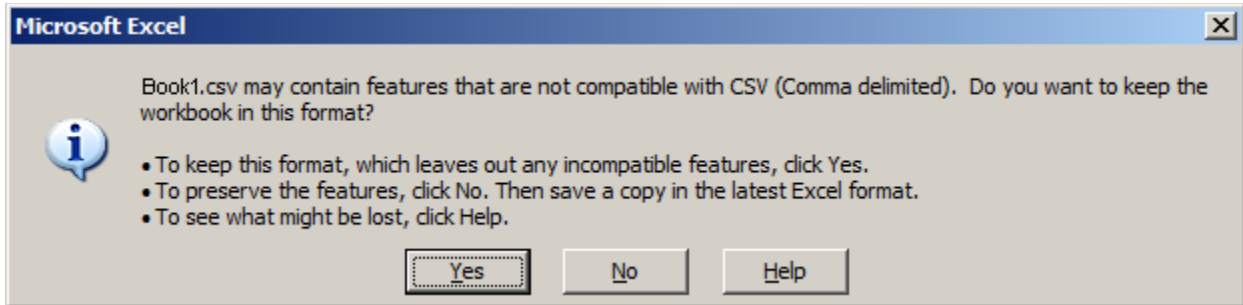
When the next Microsoft Excel box pops up, also click "Yes."

Email your course offering to difs-ceofferings@michigan.gov. **Please note that only course offerings should be emailed to difs-ceofferings@michigan.gov.**

Confirming the Course Offering has been Successfully Processed

Once you email your course offering to difs-ceofferings@michigan.gov, you should receive an email similar to the one below if your course offering was successfully processed.
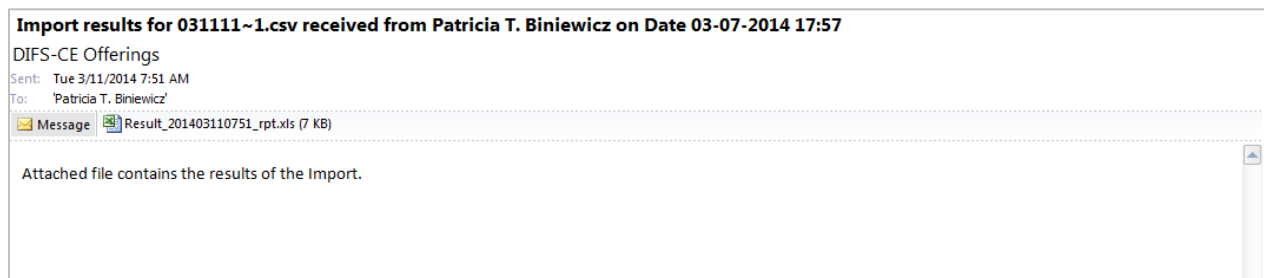
Double click on the result attachment to verify that cell A1 says "Successfully Processed" and that in cell V1 there is a 7-digit number. This is the Michigan Assigned Course Schedule ID.

	A	B	C	D	E	F	G	H	I	J	K
1	Successfully Processed	N	0999	Just CE Inc		6	99999 Ethics for Everyone	Wren	Christopher	11/15/2013	11/15/2013
2											
3											

	L	M	N	O	P	Q	R	S	T	U	V
1	Ottawa Building, Ste 1225	684 Main St	Lansing	MI	9:00 a.m.	4:00 p.m.	Y		45 N	samsmith@justceinc.com	9876543
2											
3										Michigan Assigned Course Schedule ID	

If your course offering was not successfully processed, you will receive a different email and a different result attachment depending on what was wrong with your course offering. The email will ask you to correct the information and resubmit the course offering(s).

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. Do NOT include a company logo or social media logos in the signature block of your email. The system tries to import the logo and you will receive an email that the offering import failed.
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. Do not add spaces at the **END** of any field
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
1	N	0999	Just CE Inc	12	99999	Ethics for Everyone	Wren	Christopher	12/09/2013	12/09/2013	Ottawa Building, Ste 1225
2	N	0999	Just CE Inc	12	99999	Ethics for Everyone	Wren	Christopher	12/10/2013	12/10/2013	Ottawa Building, Ste 1225
3	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑	↑
4	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8	Field 9	Field 10	Field 11

	L	M	N	O	P	Q	R	S	T	U	V
1	684 Main St	Lansing	MI		48999	9:00 a.m.	4:00 p.m.	Y		45 N	samsmith@justceinc.com	NEW
2	684 Main St	Lansing	MI		48999	9:00 a.m.	4:00 p.m.	Y		45 N	samsmith@justceinc.com	NEW
3	↑	↑	↑	↑	↑	↑	↑	↑	↑		↑	↑
4	Field 12	Field 13	Field 14	Field 15	Field 16	Field 17	Field 18	Field 19	Field 20		Field 21	Field 22