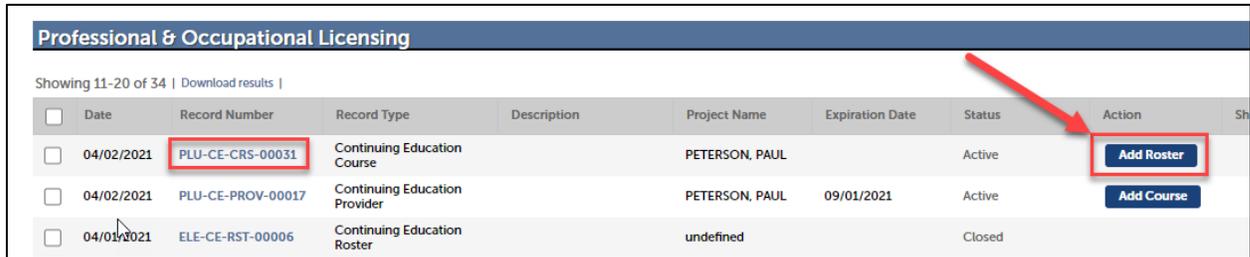


How to Upload a Roster

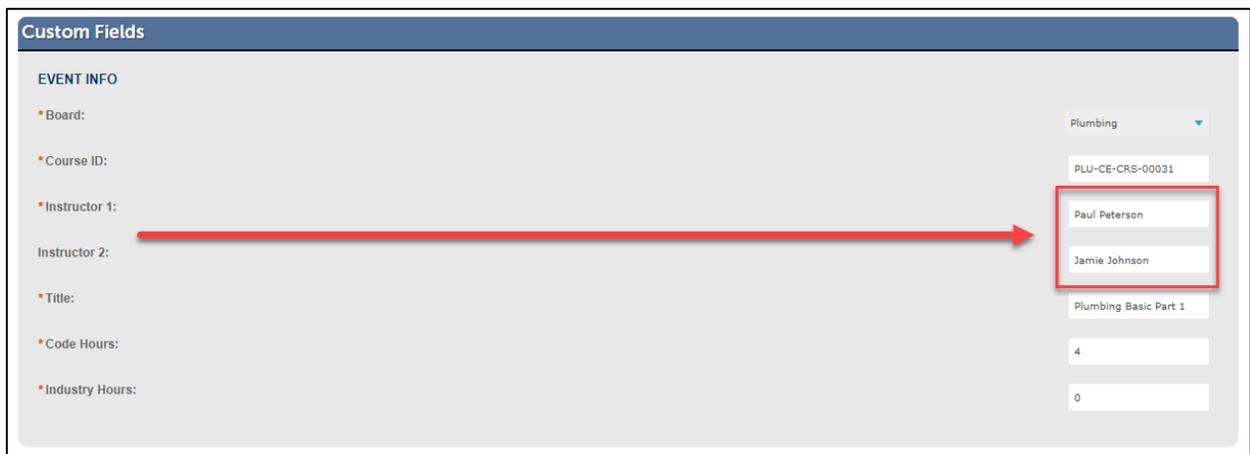
Purpose – The purpose of this document is to provide CE providers a step by step guide to reporting board-approved CE courses taken by licensees.

- 1) Log into your account at <https://ebiz.mt.gov/POL>.
- 2) Locate the course you wish to upload a roster for and click on the blue “Add Roster” link to the right of the course number.



<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Sh
<input type="checkbox"/>	04/02/2021	PLU-CE-CRS-00031	Continuing Education Course		PETERSON, PAUL		Active	Add Roster	
<input type="checkbox"/>	04/02/2021	PLU-CE-PROV-00017	Continuing Education Provider		PETERSON, PAUL	09/01/2021	Active	Add Course	
<input type="checkbox"/>	04/01/2021	ELE-CE-RST-00006	Continuing Education Roster		undefined		Closed		

- 3) Enter the instructor name(s). The rest of the course information is auto-populated.



Custom Fields

EVENT INFO

* Board: Plumbing

* Course ID: PLU-CE-CRS-00031

* Instructor 1: Paul Peterson

Instructor 2: Jamie Johnson

* Title: Plumbing Basic Part 1

* Code Hours: 4

* Industry Hours: 0

How to Upload a Roster

- 4) Select the number of rows under “Add a Row” based on the number of students you are uploading to the roster.

The screenshot shows the 'Custom Lists' interface with the 'ROSTER' section. The 'Add a Row' dropdown menu is open, showing options from 'Add 2 Rows' to 'Add 10 Rows'. The table below is empty, showing columns for 'Date Completed' and 'License Number'. The text 'No records found.' is displayed in the table area.

- 5) Enter the date the courses were completed and the license number for each student then click *Submit* when finished.
- a) The License Type and Licensee will auto-populate after the License Number is entered and you hit *Tab*. If the information does not auto-populate, check the license number for accuracy.

The screenshot shows the 'ROSTER' form with two rows of student information. The 'Date Completed' and 'License Number' fields are highlighted with red boxes. The 'License Type' and 'Licensee' fields are auto-populated based on the license number. The 'Submit' button is also highlighted with a red box.

Date Completed	License Number	License Type	Licensee
02/16/2021	ELE-EM-LIC-37462	Master Electrician	TAWNA MELDRUM
02/16/2021	ELE-EJ-LIC-37425	Journeyman Electrician	JED BREKER

How to Upload a Roster

- 6) Once you have entered all students then click on *Continue Application*.

Attachment

The maximum file size allowed is 50 MB.
ade; adp; bat; chm; cmd; com; cpt; dll; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Document Name	Type	Size	Latest Update	Action
No records found.				

Browse: Please upload only black and white documents.

[Save and resume later](#)

[Continue Application >](#)

- 7) Verify you have entered the information correctly and click *Edit* to the right of *Roster* if any changes need to be made. Then click *Continue Application*.

Continuing Education Roster

1 Step 1 2 Review 3 Pay Fees 4 Record Issuance

[Save and resume later](#) [Continue Application >](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Continuing Education Roster

Custom Fields

EVENT INFO [Edit](#)

Board: Plumbing
Course ID: PLU-CE-CRS-00031
Instructor 1: Paul Peterson
Instructor 2: Jamie Johnson
Title: Plumbing Basic Part 1
Code Hours: 4
Industry Hours: 0

Custom Lists

ROSTER [Edit](#)

Date Completed	License Number	License Type	Licensee
02/16/2021	ELE-EM-LIC-37462	Master Electrician	TAWNA MELDRUM
02/16/2021	ELE-EJ-LIC-37425	Journeyman Electrician	JED BREKER

Attachment [Edit](#)

The maximum file size allowed is 50 MB.
ade; adp; bat; chm; cmd; com; cpt; dll; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Document Name	Type	Size	Latest Update	Action
No records found.				

[Save and resume later](#) [Continue Application >](#)

How to Upload a Roster

- 8) You have finished uploading a roster. You will receive a record number for this roster and can view the roster information by clicking on the roster number on your main account page.

Continuing Education Roster

1 Step 1 2 Review

 Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is PLU-CE-RST-00014.

Thank you for using online services.

[View Record Details >](#) Choose "View Record Details" to check status or make other updates.

Professional & Occupational Licensing

Showing 1-10 of 35 | Download results |

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	04/12/2021	PLU-CE-RST-00014	Continuing Education Roster		undefined		Closed

Record PLU-CE-RST-00014:

Continuing Education Roster

Record Status: Closed

Record Info ▾ | Payments ▾ | Custom Component

Record Details

▼ More Details

- Application Information
- Application Information Table

ROSTER

Date Completed:	02/16/2021
License Number:	ELE-EM-LIC-37462
License Type:	Master Electrician
Licensee:	TAWNA MELDRUM
Date Completed:	02/16/2021
License Number:	ELE-EJ-LIC-37425
License Type:	Journeyman Electrician
Licensee:	JED BREKER