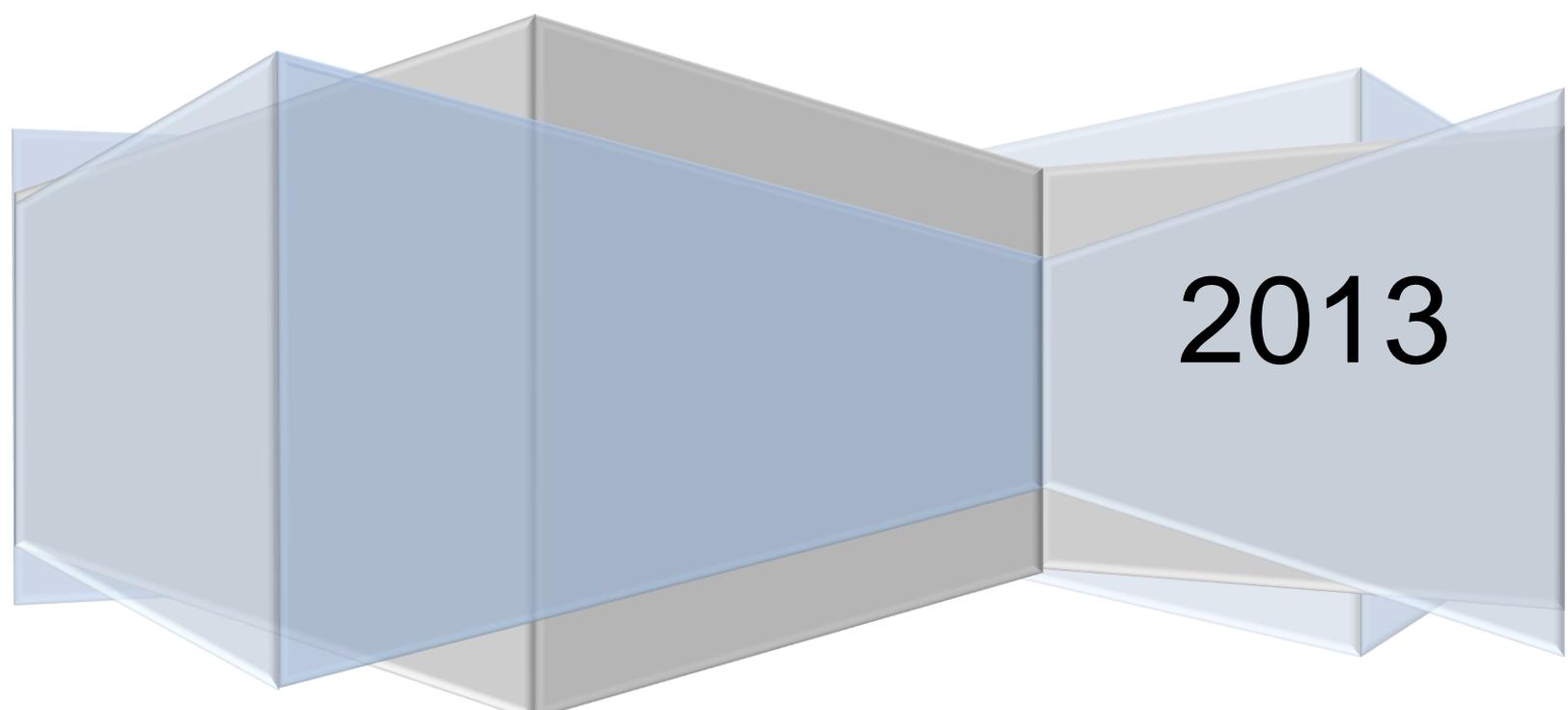


NEBRASKA REAL ESTATE COMMISSION

**CONTINUING
EDUCATION PROVIDER
PORTAL**

PROCEDURES

Teresa Hoffman



2013

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SECTION 1 –REQUIREMENTS

As you know, Title 299, Chapter 7, Section 007.06 of the Rules and Regulations of the Nebraska Real Estate License Act requires that within 10 days of the completion of a continuing education activity an alphabetical listing of all who complete the program is to be submitted to the Commission. The Commission has automated the process of updating licensees' data files with this information. Therefore, the Commission will now require that these verification lists utilize the following web-based platform. **Because your lists will be relied upon for updating licensee files, accuracy and promptness are absolutely necessary! Licensees' license status will be dependent upon you—the sooner you send verification the better. UNDER NO CIRCUMSTANCES SHOULD VERIFICATION LAG BEYOND 10 DAYS FROM PROGRAM DATE!**

Along with these instructions, you have also received a username (your Provider i.d. number) and password which is specific to each Provider.

****Please note: This new required format does NOT replace the necessity of issuing course completion certificates for those successfully completing your programs and does NOT (at this time) replace the licensees' responsibility for submitting certificates to the Commission.**

Should you have questions, please contact Teresa Hoffman, Tawny Snider or Monica Rut.

SECTION 2 - CONTINUING EDUCATION PROVIDER INTRODUCTION

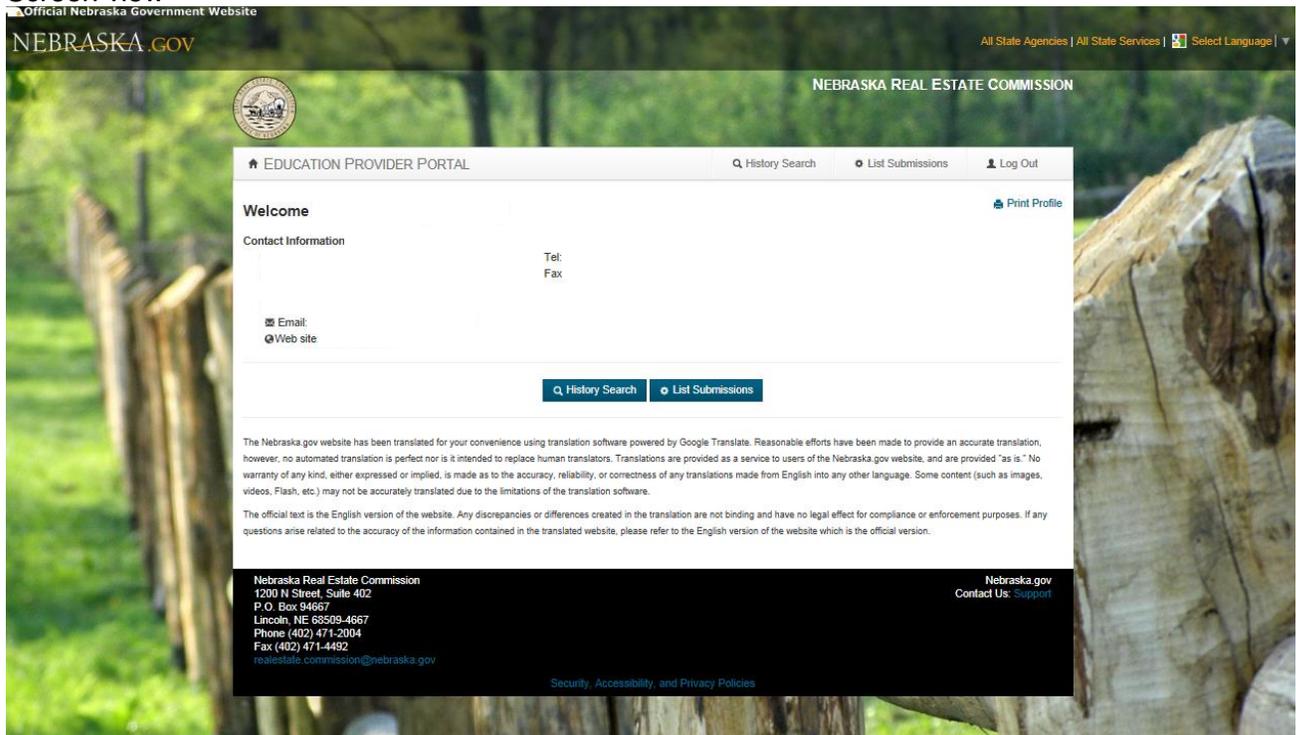
1. Accessing the Education Provider Portal

- a. To access the Education Provider Portal go to <https://www.nebraska.gov/apps-LicenseePortal/public/index>
- b. Logon using your Provider number and password as assigned and provided to you by NREC staff.

2. Home Screen

- a. The home screen displays the providers Contact Information as submitted to NREC which includes:
 - i. Business Name
 - ii. Address, City, State, Zip
 - iii. Email address
 - iv. Website
 - v. Telephone Number
 - vi. Fax Number
- b. The Education Portal's Tool Bar is located on the top of the screen and provides the following information:
 - i. Home Icon (next to "Education Provider Portal")
 - ii. History Search
 - iii. List Submissions
 - iv. Log Out

c. Screen view



SECTION 3 –CONTACT INFORMATION

1. Contact Information

- a. The information which is displayed on the Education Provider Portal Home Page is the information which will be displayed on reports for licensees to review.
- b. The Commission staff will use this contact information to communicate with the provider should questions arise or to provide information specific to the import process, annual report, etc.
- c. You as the Provider will need to keep this information current as the email address listed is what will be used to contact you, to reset the password and other things as needed.

2. How to change the contact information listed

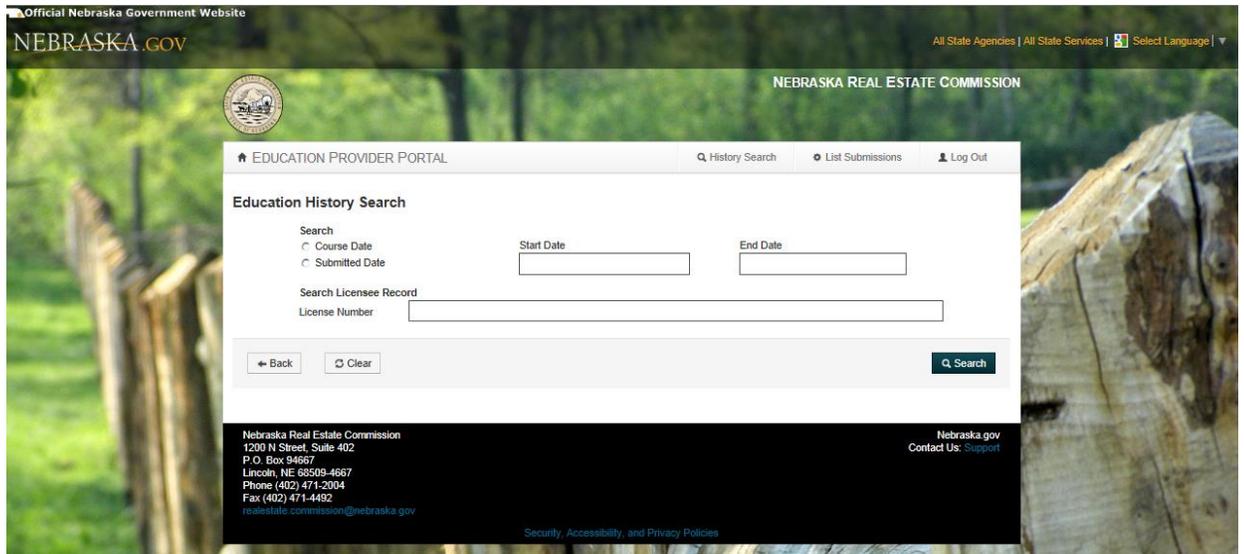
- a. To change the contact information, complete the following:
 - a. Click on “Print Profile” button located on the Education Provider Portal Home Page.
 - b. Make the appropriate changes to your contact information.
 - c. Fax, Mail or Email changes to Tawny at the Commission Office.

3. How to change your password

- a. On the Commission’s Website Home Page www.nrec.ne.gov , click on “Licensee Login” or direct at <http://www.nrec.ne.gov/licensing-forms/logininfo.html>
- b. Click on the “Change Password” link.
- c. Type in your username (Provider i.d. Number)
- d. Verify that the email address is current because this is where you will be contacted to proceed with changing your password. If email is not current, contact Tawny in our office.

SECTION 4 - HISTORY SEARCH (NOTE: Searches are restricted to data submitted through this portal, previous verification lists submitted through the Excel spreadsheets are not accessible.)

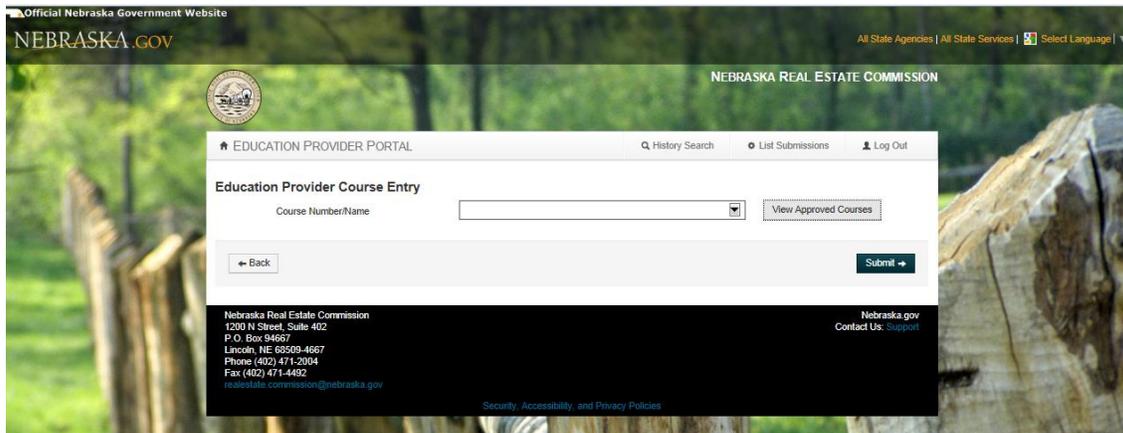
1. The History Search allows you to search by multiple criteria. You can narrow your searches by clicking several options.
2. Select “History Search” by clicking on the button located on Education Provider Portal Home Screen or by clicking on the History Search Icon located at the top of the Portal’s tool bar.
3. You can search by:
 - a. Course Date
 1. Course Date would give you the submission list record of the date the Course was given.
 - b. Submitted Date
 1. Submitted Date would give you the submission list record of the date the Course Verification List was submitted to NREC.
 - c. Licensee Record
 1. Licensee Record would give you a list of the records **you** have submitted for a particular licensee based on the license number entered.
 - d. Screen View



SECTION 5 – VIEW APPROVED COURSES

1. The Approved Courses list allows you to view all of the courses which have been approved by the Commission for you to offer.
2. Select “List Submission” by clicking on the button located on Education Provider Portal Home Screen or by clicking on the “List Submission” icon located at the top of the Portal’s tool bar.
3. Click on the “View Approved Courses” button to bring up the list.

a. Screen View



b. The Courses are listed and include the following information:

- i. Activation Date – The date you can begin offering the course
- ii. Course Date – This only applies to Broker-Approved Training activities.
- iii. Course Number – The four-digit number issued by NREC
- iv. Course Name - The name approved by NREC
- v. Course Type – It will show Continuing Education (CE)
- vi. Hours – The number of clock hours approved by NREC
- vii. Approved Designated Brokers - This only applies for Broker-Approved Training activities.

c. Screen View

Activation Date	Course Date	Course Num.	Course Name	Course Type	Hours	Approved Designated Brokers
03/17/2011	--	0721	10 Coaching Points for Home Buyers	CE	3	n/a
09/29/2005	--	0442R	10 Essential Points in Seller Representation	CE	3	n/a
09/21/2013	--	0442R	11 Coaching Tips for Better Seller Representation	CE	3	n/a
09/21/2013	--	0378R	8 Coaching Tips for the Home Buyer's Strategy	CE	3	n/a
05/01/2001	--	0378R	Advanced Buyer Representation	CE	3	n/a
09/05/2012	--	0303R	Avoiding Contractual Risk	CE	3	n/a
09/21/2013	--	0783R	Avoiding Critical Mistakes in the Home Buying Process	CE	3	n/a
02/24/2006	--	0598R	Avoiding Misrepresentation	CE	3	n/a
04/16/2010	--	0392R	Coaching Strategies for Diligent Representation	CE	3	n/a
05/28/2008	--	0311	Coaching the Real Estate Investor	CE	3	n/a
04/17/2010	--	9697R	Contract Language for the Real World	CE	3	n/a
07/15/2001	--	0443	Elements of Selling a New Construction Home	CE	3	n/a
04/24/2001	--	0497R	Ethics Training	CE	3	n/a
05/21/2003	--	0282R	Fair Housing	CE	3	n/a

SECTION 6 – SUBMIT VERIFICATION LIST

1. By law the Verification List must be submitted within 10 days of the completion of the continuing education activity.
2. Select “List Submission” by clicking on the button located on Education Provider Portal Home Screen or by clicking on the “List Submission” icon located at the top of the Portal’s tool bar.

- a. Click on the arrow in the box next to “Course Number/Name”.

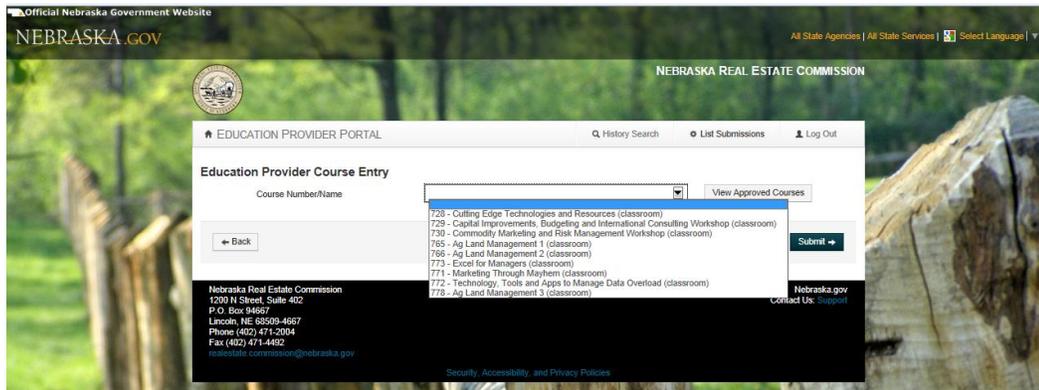
- i. A list of your approved courses will be provided for you to choose from.

1. The list will display:

- a. Course Number
- b. Course Name
- c. Delivery Method – Internet; Correspondence; Classroom; Webinar

- ii. Click on the course for which you are submitting the verification list. If the same course is offered in both live classroom and a distance delivery method be careful to select the proper option.

- iii. Screen View



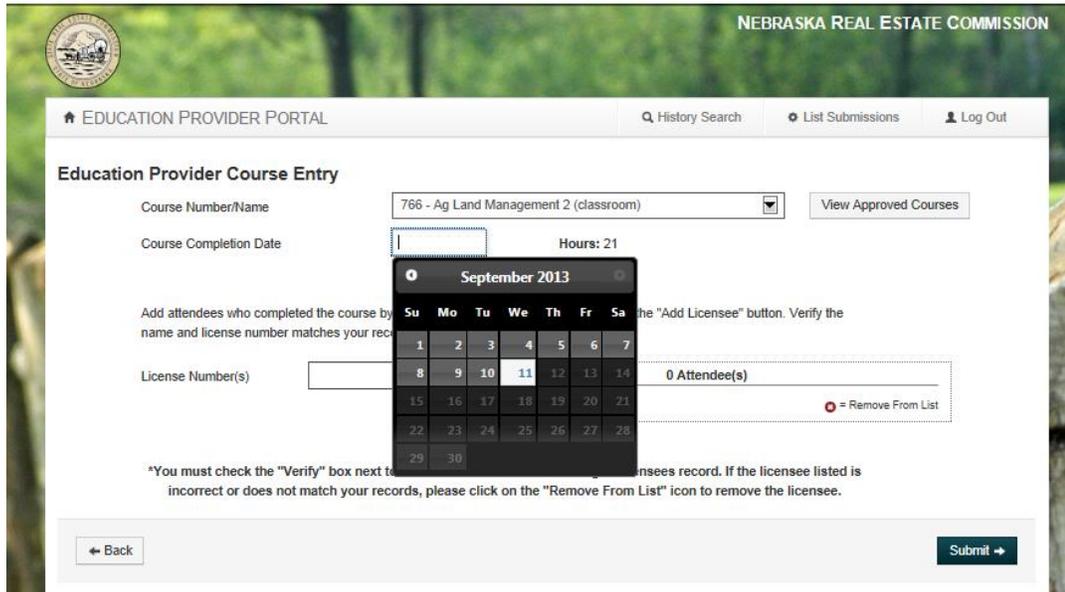
- b. Once selected, the “Education Provider Course Entry” screen will appear

- i. Verify that the course displayed is the course you meant to click on.

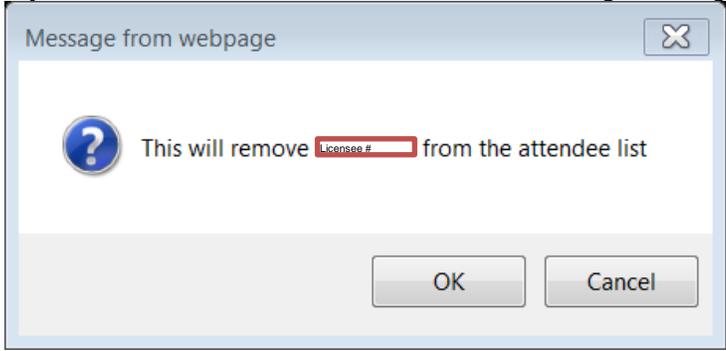
- c. Enter Course Completion date.

- i. Click in the “Course Completion Date” box.
- ii. Select the “Course Completion Date” from the calendar.

iii. Screen View



d. Add Course Attendees

- i. Click in the box next to “License Number(s)”.
- ii. Enter the attendee’s license number as provided by the licensee.
- iii. Click the “Add Licensee” button
- iv. The attendee’s license number and name will appear to the right.
 1. If the attendee is correct click on the “Verify” box next to the attendee.
 2. If the attendee is NOT correct click on the “Remove From List” icon.
 - a. If you click on “Remove From List” the following message will appear.
 - b. If you wanted to remove the licensee from the list, click OK.
 - c. If you did not want to remove the licensee from the list, click CANCEL.

v. Screen View

NEBRASKA REAL ESTATE COMMISSION

EDUCATION PROVIDER PORTAL

History Search List Submissions Log Out

Education Provider Course Entry

Course Number/Name: 766 - Ag Land Management 2 (classroom) View Approved Courses

Course Completion Date: 09/11/2013 Hours: 21

Add attendees who completed the course by entering their license number and clicking the "Add Licensee" button. Verify the name and license number matches your records.

License Number(s): Add Licensee

Verify 1 Attendee(s)

Verify	Licensee #	Licensee's Name	Remove From List
<input type="checkbox"/>			<input type="checkbox"/>

*You must check the "Verify" box next to each Licensee before submitting a Licensees record. If the licensee listed is incorrect or does not match your records, please click on the "Remove From List" icon to remove the licensee.

Back Submit

e. After ALL attendee(s) have been entered and verified click on the "Submit" button.

f. The Records Submitted Page will appear.

i. This page will tell you how many records were successfully submitted.

ii. This page will display the course data you entered.

iii. This page will also display the submitted attendees.

iv. The list of submitted attendees will show the following information:

1. The attendee's license number

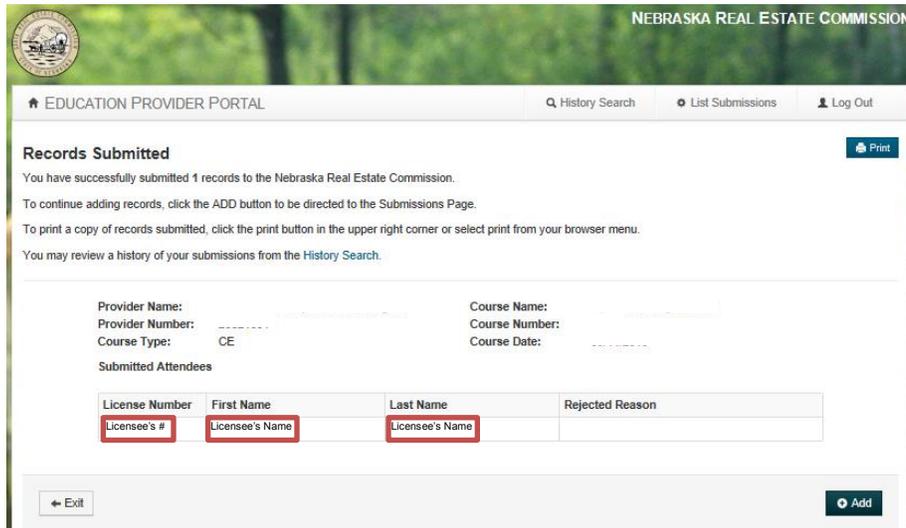
2. The attendee's first name

3. The attendee's last name

4. The attendee's rejection reason, if applicable.

a. The rejection reasons are explained in Section 7 of this manual. You should note these reasons as licensees are likely to contact you if they do not see the course appearing on their education history screen in their own licensee portal.

v. Screen View



g. Print the “Records Submitted” page by clicking on the “Print” icon located on the upper right side of your screen.

i. You MUST save this for your records. You will need to use these reports to submit the Annual Report.

h. Select the “Exit” button if you want to return to the Education Provider Portal Home Page.

i. Select the “Add” button if you want to:

i. Add another course verification list

ii. If you noticed that you omitted a name from the list you just submitted.

1. Create another list with only the licensee names you omitted, do not enter the entire licensee list again.

SECTION 7 – REJECTION REASONS

1. What is a Rejection Reason?

- a. Based on the criteria below, a licensee may be rejected from the import process. This does not mean that you, as the Provider, have done anything incorrect. Records that have been rejected after you submit them require our office to conduct a further review before they can be properly credited to the licensee in question. The records will be manually entered by NREC staff once the review has been completed.

2. There are only two reasons why a licensee would get rejected from the verification list you submitted.

- a. **The Attendees License Number starts with “current year”**
- b. **The Attendees License Status is one of the following:**
 - i. Inactive
 - ii. Suspended
 - iii. Probation
 - iv. Lapsed
 - v. Pending Examination
 - vi. Non Renewed

3. Where will I see the rejection reason located?

- a. **When you submit or search a verification list, you will notice that there may be a rejection reason listed on the report next to a licensee’s record.**
- b. **When you do a history search for a licensee there may be a rejection reason listed for a course.**

SECTION 8 – LIST VERIFICATION ERROR MESSAGES

1. Course Completion Date Error

- a. You can't enter a course prior to the date it was approved to be first offered by NREC. You will have been notified of this date in your approval letter.

The screenshot shows the 'Education Provider Course Entry' form. At the top, there is a navigation bar with 'EDUCATION PROVIDER PORTAL', 'History Search', 'List Submissions', and 'Log Out'. The main heading is 'Education Provider Course Entry'. Below this, a red error banner reads: 'Error Course Date must be between 05/15/2011 and 05/23/2016'. The form fields are: 'Course Number/Name' (766 - Ag Land Management 2 (classroom)), 'Course Completion Date' (05/01/2010), and 'Hours: 21'. There is a 'View Approved Courses' button. Below the fields, there is a section for adding attendees with an 'Add Licensee' button. A 'Verify' box shows '1 Attendee(s)' with a checked 'Verify' box and a red error icon next to the text 'License # and Licensee Name'. A 'Remove From List' button is also present. At the bottom, there are 'Back' and 'Submit' buttons. A note at the bottom states: '*You must check the "Verify" box next to each Licensee before submitting a Licensees record. If the licensee listed is incorrect or does not match your records, please click on the "Remove From List" icon to remove the licensee.'

2. License Number Errors

- a. If you click on the "Add Licensee" button without entering a license number you will get an error that says "Enter a license number".

The screenshot shows the 'Education Provider Course Entry' form. At the top, there is a navigation bar with 'EDUCATION PROVIDER PORTAL', 'History Search', 'List Submissions', and 'Log Out'. The main heading is 'Education Provider Course Entry'. Below this, a red error banner reads: 'Error Enter a license number'. The form fields are: 'Course Number/Name' (766 - Ag Land Management 2 (classroom)), 'Course Completion Date' (09/11/2013), and 'Hours: 21'. There is a 'View Approved Courses' button. Below the fields, there is a section for adding attendees with an 'Add Licensee' button. A 'Verify' box shows '1 Attendee(s)' with a checked 'Verify' box and a red error icon next to the text 'License # & Licensee Name'. A 'Remove From List' button is also present. At the bottom, there are 'Back' and 'Submit' buttons. A note at the bottom states: '*You must check the "Verify" box next to each Licensee before submitting a Licensees record. If the licensee listed is incorrect or does not match your records, please click on the "Remove From List" icon to remove the licensee.'

- b. If you enter an incorrect license number you will get a message that says “A record of that number was not found” OR you will note the wrong name comes up. You will want to reference your registration materials, or license number roster to correct the number.

NEBRASKA REAL ESTATE COMMISSION

EDUCATION PROVIDER PORTAL

History Search List Submissions Log Out

Education Provider Course Entry

Error
⚠ A record of that number was not found.

Course Number/Name: 766 - Ag Land Management 2 (classroom)

Course Completion Date: 09/11/2013 Hours: 21

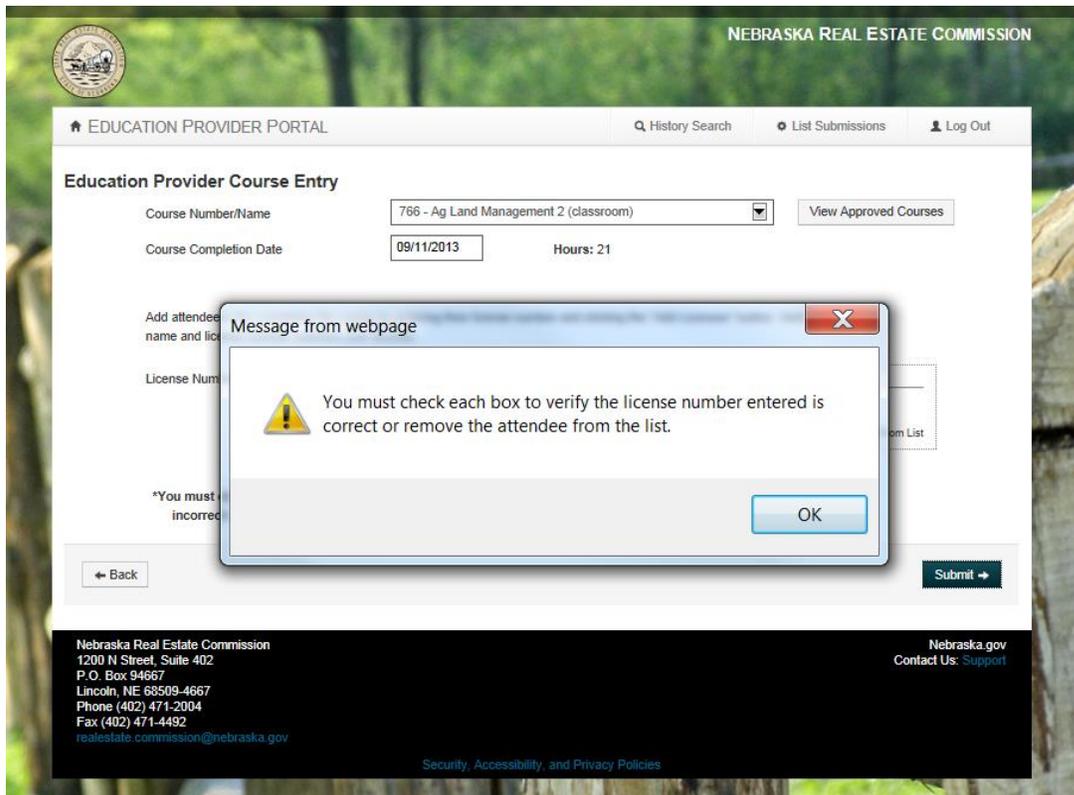
Add attendees who completed the course by entering their license number and clicking the "Add Licensee" button. Verify the name and license number matches your records.

License Number(s): 2020709 Verify: 0 Attendee(s)

*You must check the "Verify" box next to each Licensee before submitting a Licensees record. If the licensee listed is incorrect or does not match your records, please click on the "Remove From List" icon to remove the licensee.

3. Verification Error

- a. If you forget to click on the verify box in front of an attendees name you will get an error that says “You must check each box to verify the license number entered is correct or remove the attendee from the list”. This check is to make sure you look at the coupling of the number and the name so that the proper person receives credit.



4. Duplicate Entry

- a. If you type the same attendee twice you will get an error that says “There is already an attendee with license number XXXXXXXX in this course, in the system”.
- b. If you reenter a course verification list, you cannot resubmit the licensees that were previously submitted for the same course on the same date.



Education Provider Course Entry

Error

▲ There is already an attendee with license number License # in this course, in the system.

Course Number/Name

[View Approved Courses](#)

Course Completion Date

Hours: 21

Add attendees who completed the course by entering their license number and clicking the "Add Licensee" button. Verify the name and license number matches your records.

License Number(s) [Add Licensee](#)

Verify	1 Attendee(s)
<input checked="" type="checkbox"/>	License # & License Name
	Remove From List

*You must check the "Verify" box next to each Licensee before submitting a Licensees record. If the licensee listed is incorrect or does not match your records, please click on the "Remove From List" icon to remove the licensee.

[← Back](#)

[Submit →](#)