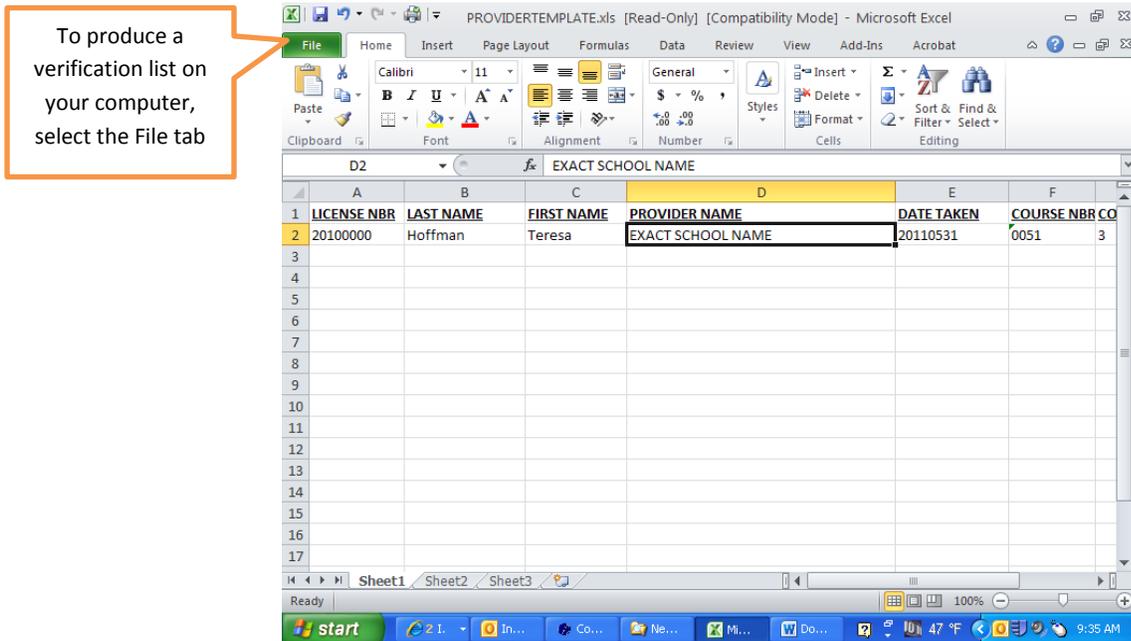
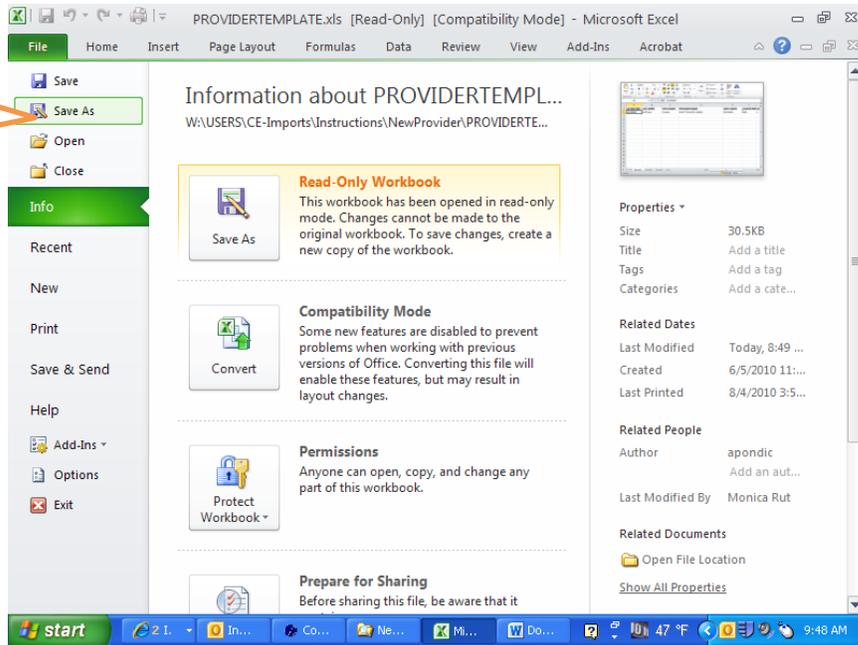


2. Now that you have saved the template to your computer, you can use it to produce a verification list for submittal. You will open up the TEMPLATE each time you begin creating a verification list. You will immediately save the template as another file name before you start adding data so the original template can be preserved.

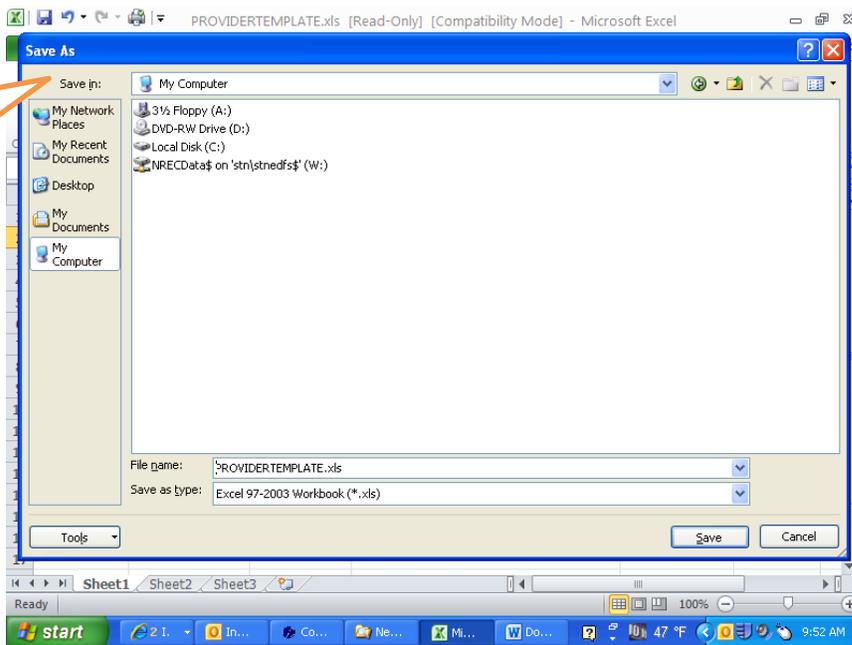


Select Save As



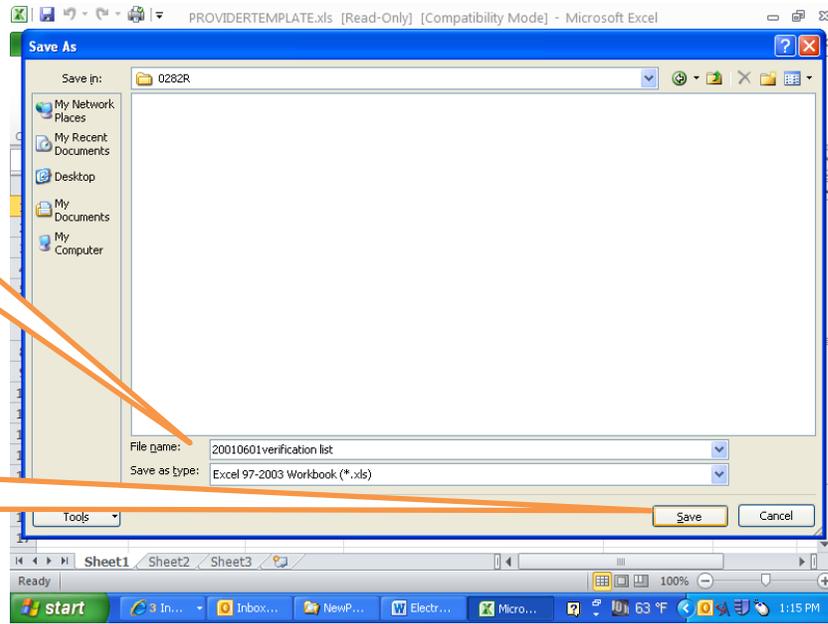
3. You need to determine how you wish to save your completed verification list(s). For example, you may want to have a file for each course and save the list in that file with the course data as the list name.

Select the file location where you want to store your verification lists.



Change the file name to the date, or course etc.

Click on the Save button



4. Begin entering the data for each of the licensed attendees. Remember the licensees must be listed in alphabetical order. Also, refer to the Required List Format information for column descriptions.

Begin entering in Row 2.

Enter the License Nbr, Last Name and First Name.

DO NOT CHANGE THE PROVIDER NAME

Enter the Date Taken, Course NBR and Course Hrs.

1	LICENSE NBR	LAST NAME	FIRST NAME	PROVIDER NAME	DATE TAKEN	COURSE NBR	COURSE HRS
2	20100001	Masters	Marilyn	EXACT SCHOOL NAME	20110513	0268R	3
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Once you have entered the details in Row 2, just enter the License Nbr, Last Name, and First Name for the rest of the attendees.

Please remember if a license number does not begin with 1999 or 20xx it will need to be entered with a zero in front of it.  
Example: 0980123

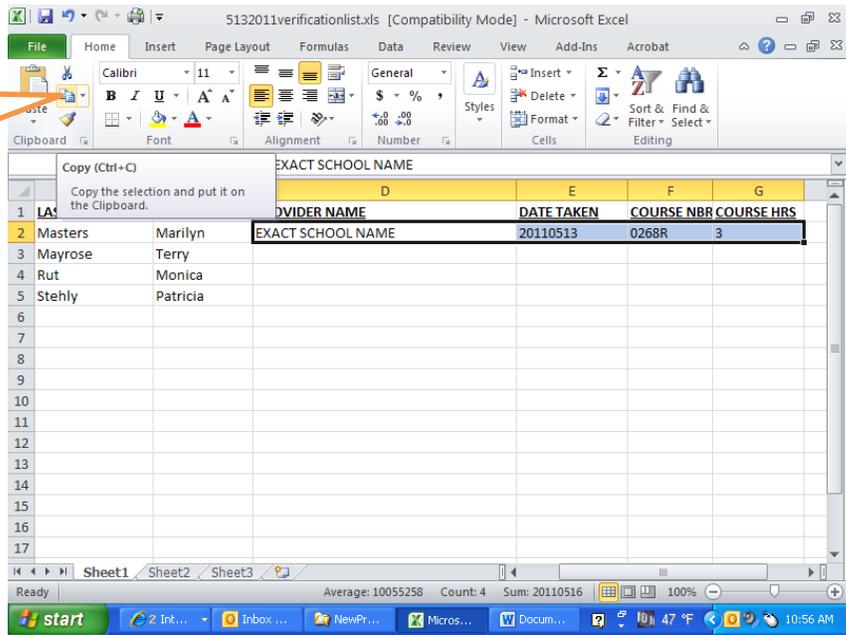
1	LICENSE NBR	LAST NAME	FIRST NAME	PROVIDER NAME	DATE TAKEN	COURSE NBR	COURSE HRS
2	20100001	Masters	Marilyn	EXACT SCHOOL NAME	20110513	0268R	3
3	19990252	Mayrose	Terry				
4	0980123	Rut	Monica				
5	0780101	Stehly	Patricia				
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Because each list can only contain information on one course; once all of the licensees are listed, copy row 2 in columns d, e, f and g and paste them onto each attendee's row.

There are multiple ways to copy and paste, any way is acceptable. Example: Click on D2 and highlight E2, F2 and G2 by either dragging your mouse with the left button pressed, or on your keyboard hold the Shift button and use the right arrow.

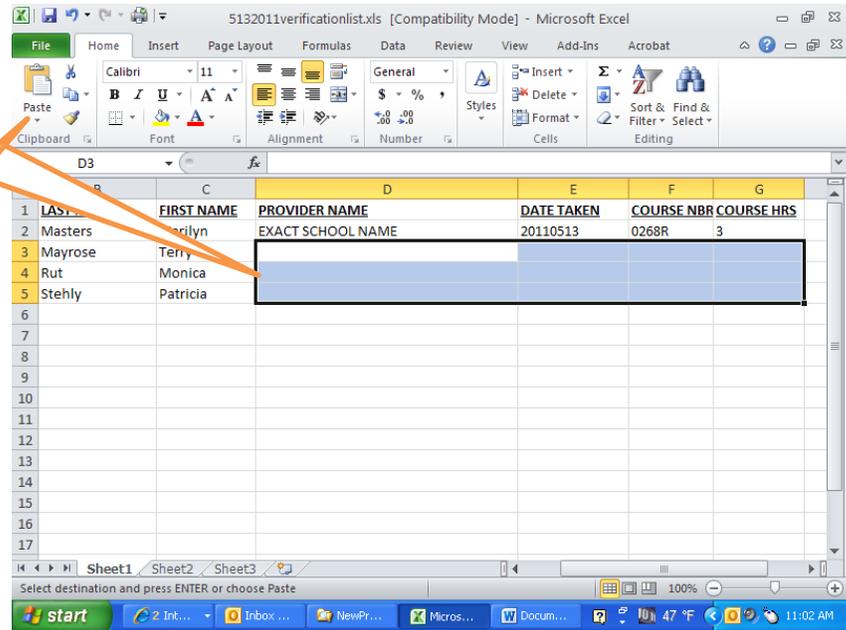
1	LICENSE NBR	LAST NAME	FIRST NAME	PROVIDER NAME	DATE TAKEN	COURSE NBR	COURSE HRS
2	20100001	Masters	Marilyn	EXACT SCHOOL NAME	20110513	0268R	3
3	19990252	Mayrose	Terry	EXACT SCHOOL NAME	20110513	0268R	3
4	0980123	Rut	Monica	EXACT SCHOOL NAME	20110513	0268R	3
5	0780101	Stehly	Patricia	EXACT SCHOOL NAME	20110513	0268R	3
6							
7							
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16							
17							

Once the cells are highlighted click on the copy icon

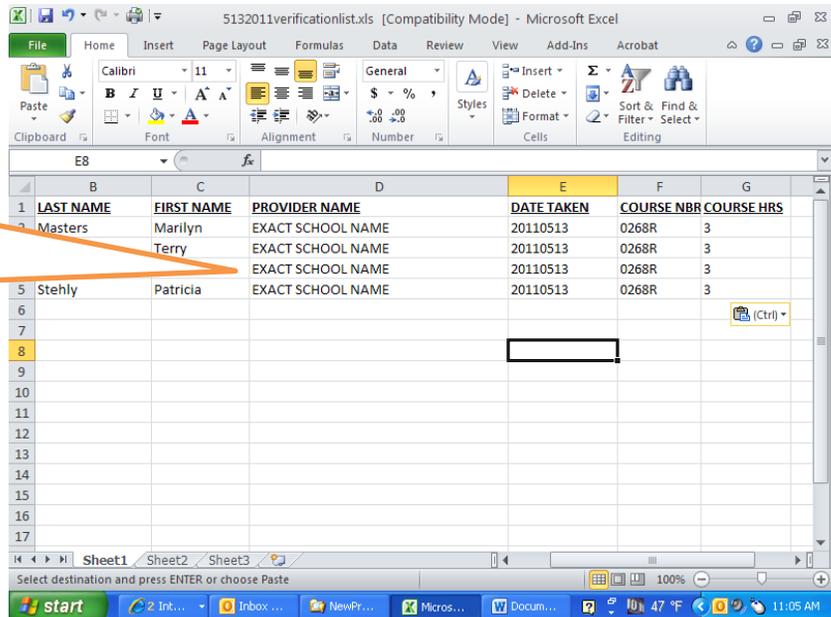


Then highlight the cells that need to have the same information listed.

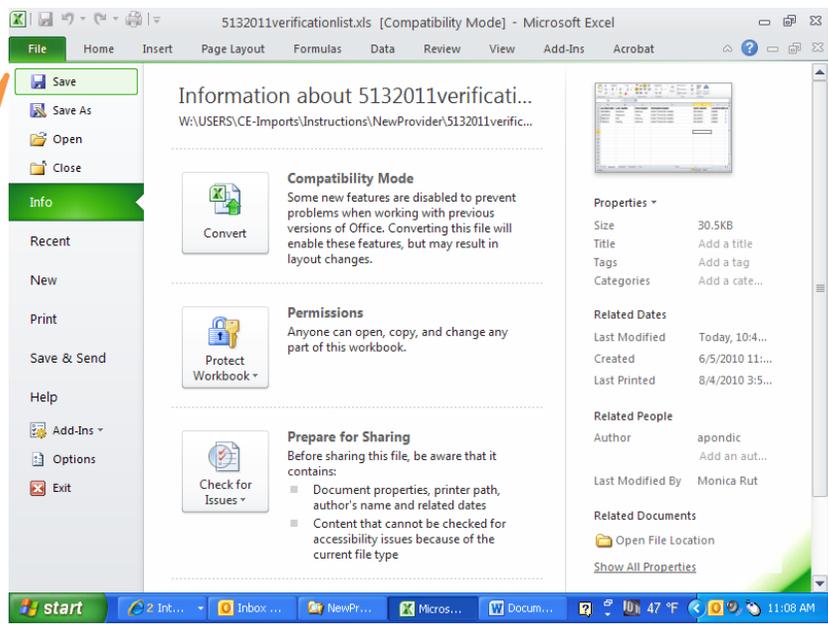
Then click on Paste.



Now each row should have the same information for the provider, date, course number and hours.

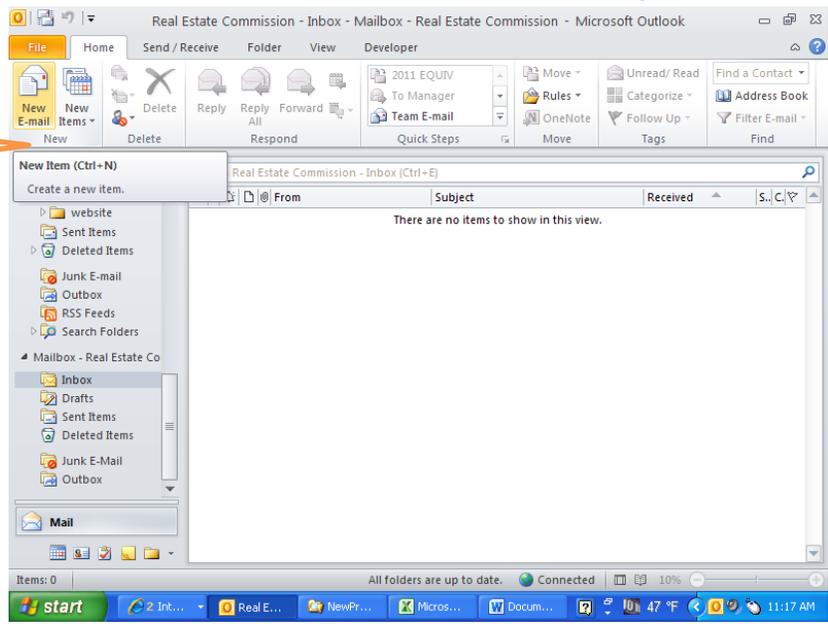


Now that your list is completed, Make sure you SAVE it. Click on File and the on Save

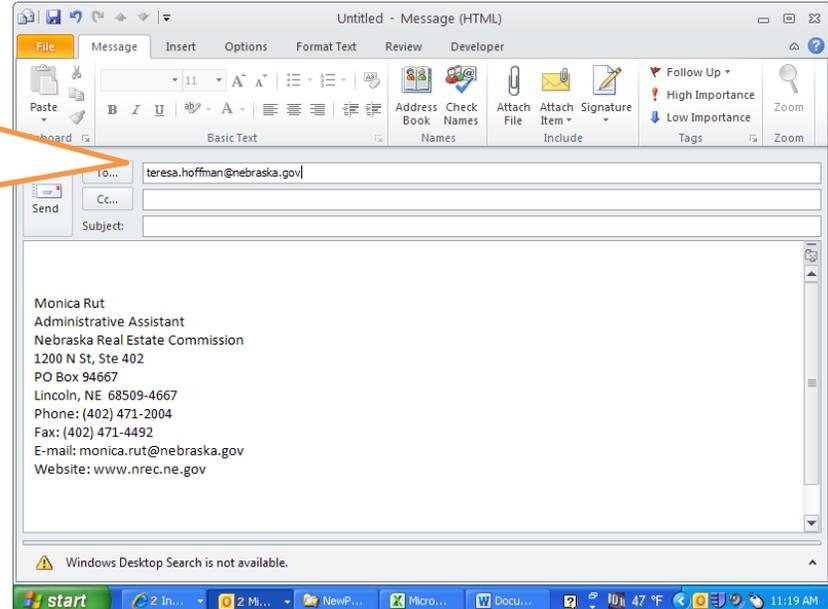


5. Licensees' credit for the course will not be recognized until you have submitted these lists. You will need to email the Verification list created above to the Nebraska Real Estate Commission within 10 days of the activity completion date. The list must be emailed to [Teresa.Hoffman@nebraska.gov](mailto:Teresa.Hoffman@nebraska.gov). The screen shots below are using Microsoft Outlook 2010 email.

Click on the New E-mail icon.



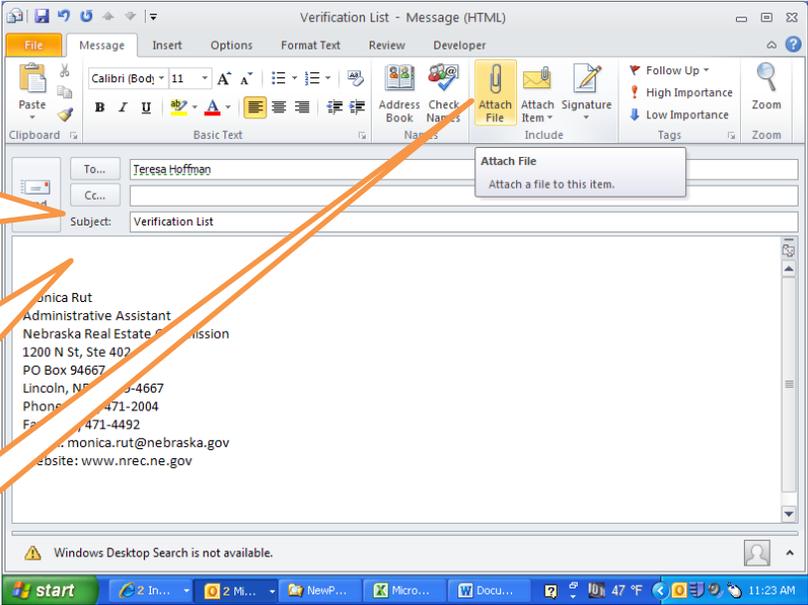
Type in [Teresa.hoffman@nebraska.gov](mailto:Teresa.hoffman@nebraska.gov) or select her from your contacts if already entered.



Enter a subject such as verification list

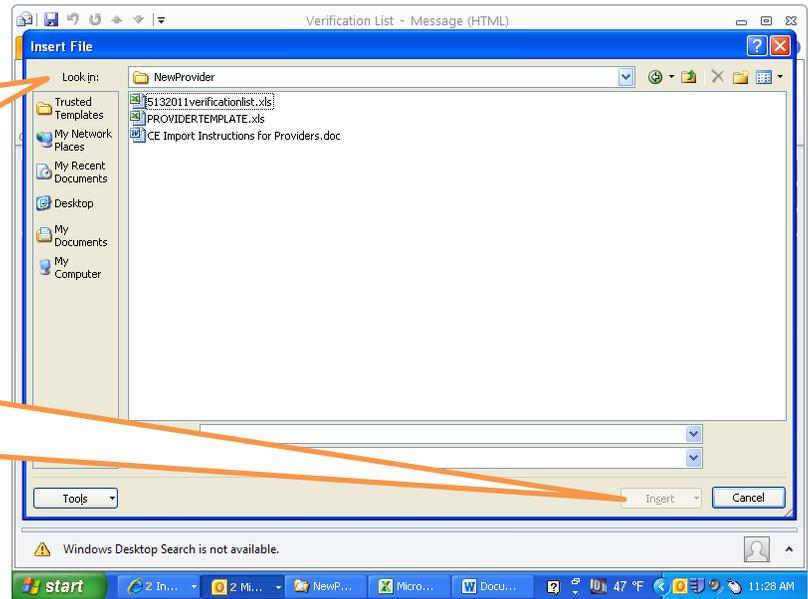
You can type a message if desired but not required.

Then click on the Paper Clip to attach the verification list.



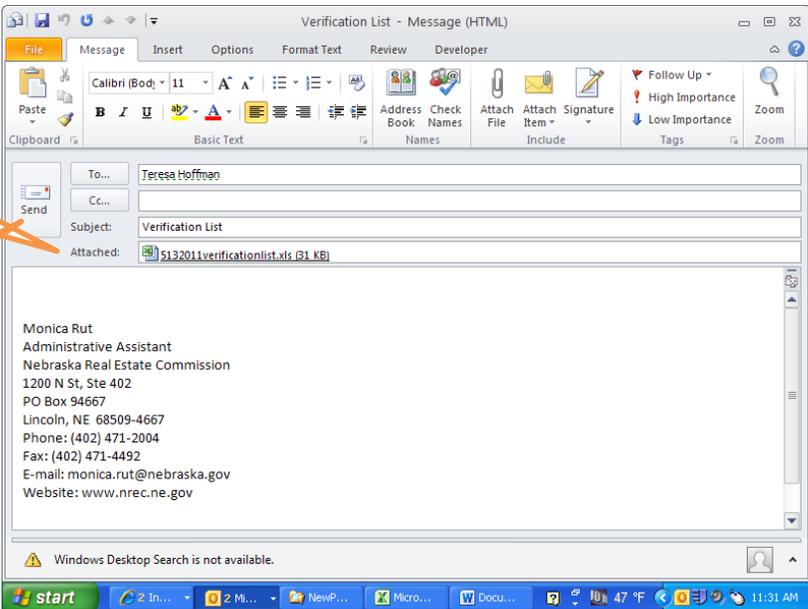
Locate the file which you saved earlier.

Either double click the file OR click on it once and click the insert button.



The file now shows up as Attached.

Then click on Send.



**Please remember that this new electronic 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 any questions, please contact Teresa Hoffman, Tawny Snider or Monica Rut.**