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## Continuing Education Course Approval

1 message

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thomas.moore@com.state.oh.us <thomas.moore@com.state.oh.us>  
To: "CONNIE@CALYPSOEDU.COM" <CONNIE@calypsoedu.com>

Mon, Oct 24, 2016 at 12:07 PM

Calypso Continuing Education  
28 N MAIN ST  
PO BOX 176  
RANDOLPH, VT 05060-1106

**File Number:** RECE.2016004961

**UserID:** CALY196018

Dear Connie Covey:

**\*\*PLEASE READ THE BELOW INFORMATION AS IT CONTAINS INFORMATION REGARDING YOUR REQUIREMENTS AS AN OHIO CONTINUING EDUCATION PROVIDER INCLUDING ISSUING ATTENDANCE CERTIFICATES, SUBMITTING ROSTERS, RECORD KEEPING, SUBMISSION OF ADDITIONAL OFFERINGS AND RENEWAL OF YOUR COURSES\*\***

I am pleased to inform you that the course **949600110A 16 - 2016-2017 7 Hour Equivalent USPAP Update Course - 7hrs** you recently submitted to the Division of Real Estate for continuing education recognition has been approved. Information regarding approval of your initial course and all subsequent courses may be found at the Division of Real Estate's website (<https://elicense3-secure.com.ohio.gov>) under **Course/Class Entry**. Please use the **User ID** and **Password** listed above to access course information. All certification numbers and course listings are available to view at any time.

**\*\*Please note that the course(s) above will not be on your Annual Continuing Education Provider Renewal, which was mailed on 10/4/2016, and will need to be renewed by 12/31/2016 if you wish to hold them in the 2017 year. To renew this course, please print this email and write "Renewal" at the top of the email and mail to the Division with a renewal fee of \$100 no later than 12/31/2016.\*\***

Copying this information in an excel format will enable you to merge data into documents such as certificates and sign-in sheets. Copying information reduces errors and is the recommended method of attaining and reporting course information. When corresponding with the Division of Real Estate, please reference correct course certification numbers, names and dates.

**Please be aware that in order to keep these courses approved you must keep your AQB and IDECC approvals current. If you have courses that have AQB and/or IDECC approvals that expire during the this year, you will need to submit to the Division the new AQB and/or IDECC approval letter(s) showing the new expiration date(s) to keep the courses valid.**

As an approved course sponsor, you are responsible for the following important administrative functions:

### 1) Certificates of Attendance

All Continuing Education Providers are responsible for the creation and distribution of certificate of attendance to those that attend each class. The certificate must contain the official Certification Number, Class Name, Date, Location, and Approved Number of CE Hours. In addition, each certificate must contain the name and license number of the attendee as well as sponsor information including name, name address, signature and date of issuance. A sample certificate may be found at the Division of Real Estate Website at: [http://www.com.ohio.gov/documents/real\\_attendcertap.pdf](http://www.com.ohio.gov/documents/real_attendcertap.pdf).

### 2) Reporting Attendees to the Division of Real Estate

All Continuing Education Providers are required to submit a list of licensees that have successfully completed a course (course roster) using the Division's Online Roster Entry Process. **By law, rosters must be submitted within 15 days of the course completion.** Your User ID, Password is included with this letter. For instructions on entering a roster, you can view the [Roster Entry Manual.pdf](#).