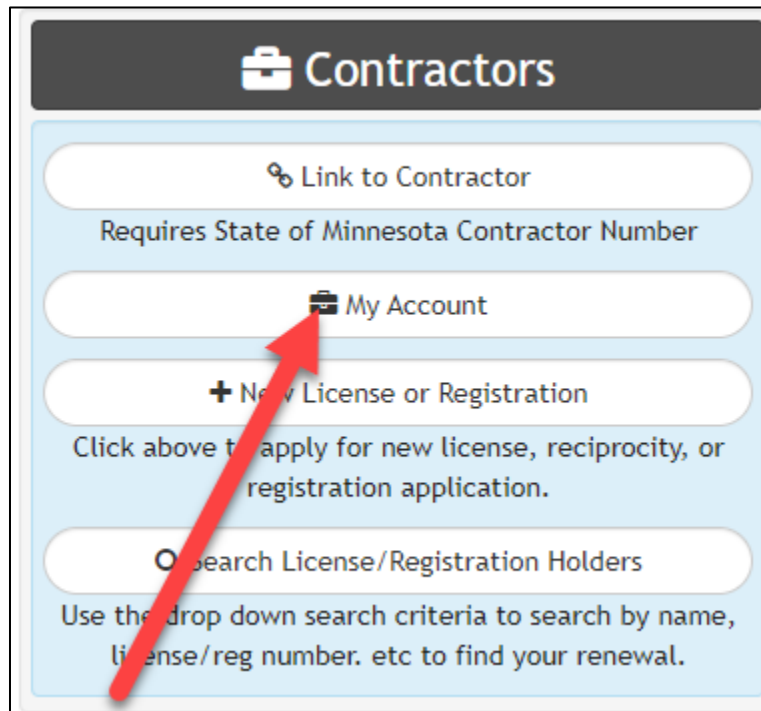


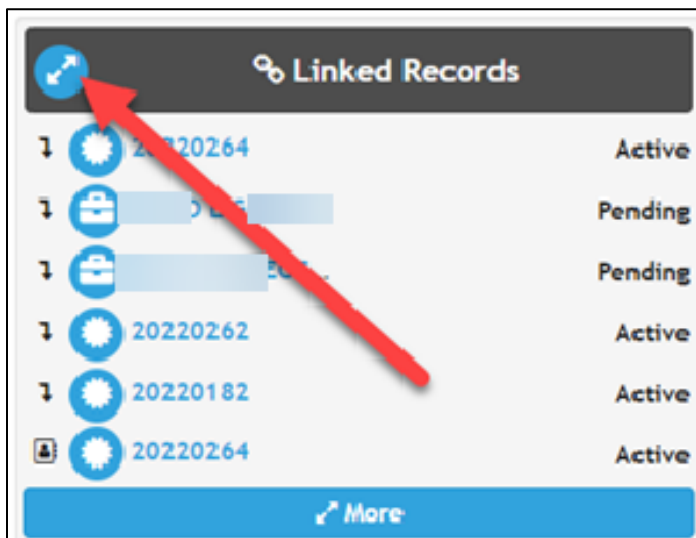
iMS: Sponsor – Submitting a Roster

To submit a class roster for a session, follow the steps outline below.

1. Logged into your linked Sponsor account, click “My Account” in the Contractors tile.
 - a. Note: if you are submitting a roster immediately following creating a course session, skip to step



2. On the sponsor account, click on the blue “Details” icon in the Linked Records tile to see all submitted courses.



3. Select the CE Course by clicking on the course number.

Linked Records

Record No.	Type	Milestone	Address	Expires	Description
Child Records					
	Continuing Education	Pending			
	Continuing Education	Pending			
20220264	CE Course	Active			New Residential Plumb...
20220262	CE Course	Active			Test Course
20220182	CE Course	Active		08/23/2025	MEDICAL GAS 4 HOUR: R...
Contact Links					
534130	Continuing Education	Approved 11/04/2022		11/30/2025	
20220264	CE Course	Active 11/04/2022			New Residential Plumb...

4. From the course, click on the blue “details” icon in the Linked Records to find the CE Course session.

Linked Records

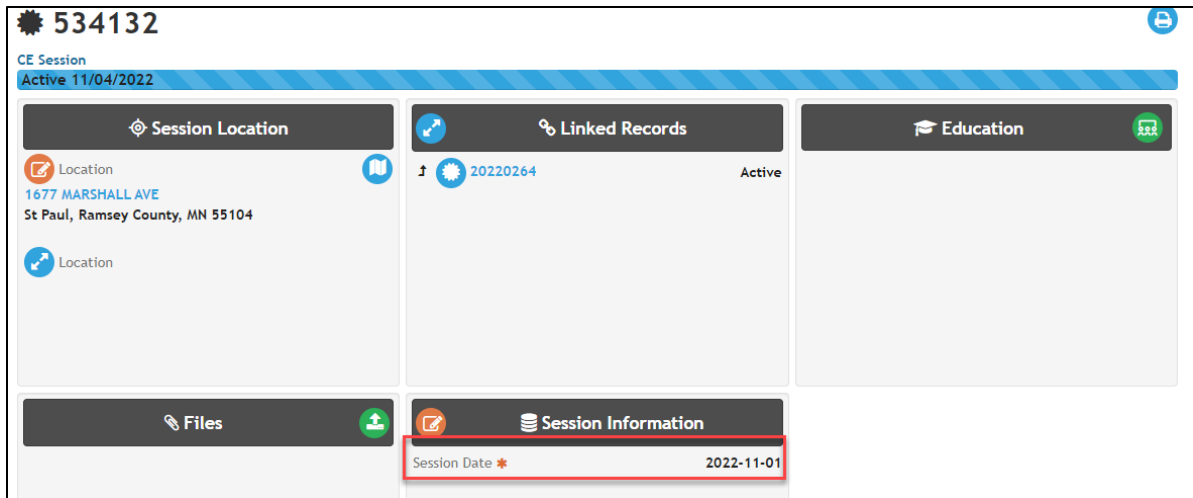
534132	Active
534130	Approved
ID: ...	ISSUED

5. On the linked records tile, select the course CE Course session date.

Linked Records

Record No.	Issue Date/Session Date	Description	Milestone	Type	SubType
Parent Records					
	08/16/2022		ISSUED	Continuing Education	CE Sponsor
534130			Approved	Continuing Education	CE Course Application
Child Records					
534132	11/01/2022		Active	CE Session	

6. **VERY IMPORTANT** Confirm you are on the correct session prior to submitting the roster.



7. To submit the roster for the confirmed session, click on the green “Batch Entry” icon in the Education Tile.

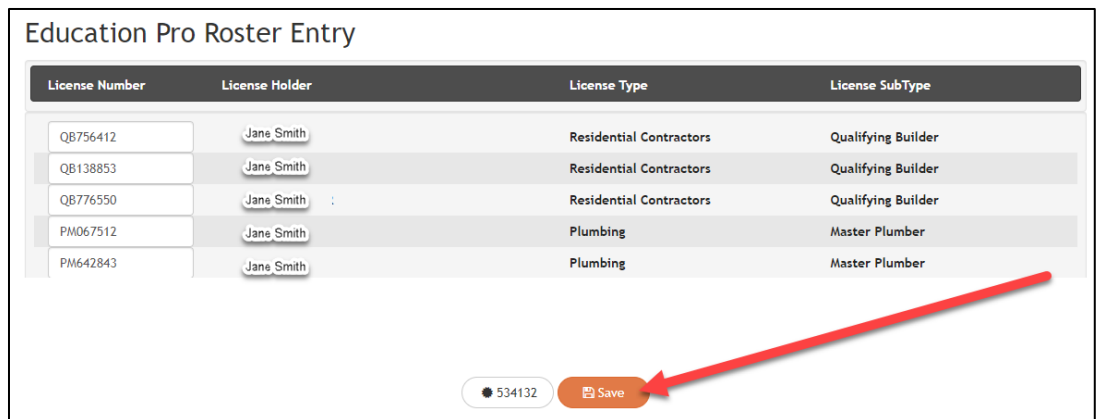


8. Start adding the license or registration numbers:

- a. Add the complete license or registration number, including the two-letter license prefix, click enter on your keyboard once the license or registration is complete or click the blue “add” icon.

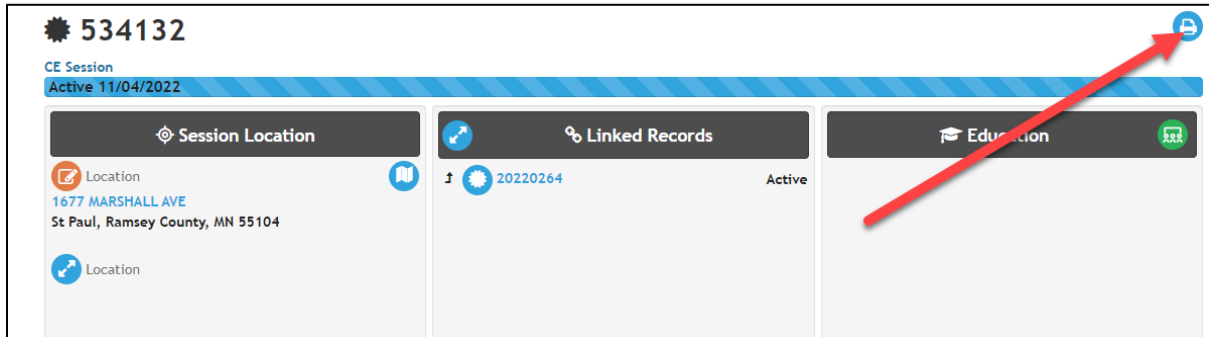


- b. Continue adding license and registration numbers until complete.
- c. When complete, click “Save”



Attendee Roster Report

1. To review license holders that have been entered for the designated session, on the session, click on the blue, print icon in the upper right-hand corner of the session record.



2. Select "Attendee Roster".



3. The Attendee report will up and show:
 - a. All license or registration holders submitted for that session
 - b. Each license number is a hyperlink to the license