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 <u>https://www.nebraska.gov/apps-</u> <u>LicenseePortal/public/index</u>
- 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

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	Nebraska Real Estate Commission 1200 N Sheet, Suite 402 P.O. Box 94657 Lincoh, NE 65509-4667 Phone (402) 471-492 Phone (402) 471-492 realectate commission @nebraska.gov	Nebraska.gov Contact Ua: Support
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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 <u>www.nrec.ne.gov</u>, click on "Licensee Login" or direct at <u>http://www.nrec.ne.gov/licensing-forms/logininfo.html</u>
- **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 <u>(NOTE: Searches are restricted to data submitted through this</u> 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

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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

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- 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

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5 S 10	Approved	Courses						
- 1	Activation Date	Course Date	Course Num.	Course Name	Course Type	Hours	Approved Designated Brokers	1-1,32
	03/17/2011	-	0721	10 Coaching Points for Home Buyers	CE	3	n/a	-/ (*** A 14)
	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	The second states where
	09/21/2013		0783R	Avoiding Critical Mistakes in the Home Buying Process	CE	3	n/a	ATTENT A THE REAL
CONTRACTOR OF STREET, STRE	02/24/2006		0598R	Avoiding Misrepresentation	CE	3	n/a	and the second of the second s
	04/16/2010	-	0392R	Coaching Strategies for Diligent Representation	CE	3	n/a	San Star Star
	05/28/2008	-	0311	Coaching the Real Estate Investor	CE	3	n/a	P. P. Martin
and the second se	04/17/2010		0697R	Contract Language for the Real World	CE	3	n/a	1
	07/15/2001		0443	Elements of Selling a New Construction Home	CE	3	n/a	1
And Designation of the local division of the local division of the local division of the local division of the	04/24/2001	-	0497R	Ethics Training	CE	3	n/a	Part - Parts
CONTRACTOR OF THE	05/21/2003		0282R	Fair Housing	CE	3	n/a	Company of the State

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

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		NEBRASKA REAL ESTATE COMMISSION
	EDUCATION PROVIDER PORTAL Education Provider Course Entry	Q, History Search 0 List Submissions 1 Log Out
_1	Course Number/Name	Ver Approved Courses 728 - Outling Edge Technologies and Resources (classroom) 729 - Outling Matching and Relinational Consuling Workshop (classroom) 730 - Outling Matching and Relinational Consuling Workshop (classroom) 735 - Ag Land Management (classroom) 735 - Capital Management (classroom) 735 - Long Kanagement (classroom)
	Nebraska Real Estate Commission 1200 H Street, Suite 402 P.O. Box 94667 Lincoln, KE 68509-4667 Phone (402) 471-2004 Fax (402) 471-492	Tri - Markeling Threagt Myshem (classroom) Tri - Technologi, Toda and Apple Maage Data Overload (classroom) Netratia gov Tri - Kej Land Management 3 (classroom) Volad Us: Stepport
	realestate.commission@nebraska.gov	Security Accessibility and Privacy Relices

- 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

EDUCATION PROVIDER PORTAL								Q History Search	List Submissions	Log Ou
Education Provider Course Entry										
Course Number/Name	766	- Ag La	and Ma	nagem	ent 2	(class	sroom	1)	View Approved Co	urses
Course Completion Date	1				Н	ours:	21			
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Add attendees who completed the course by	Su	Mo	Tu	We	Th	Fr	Sa	the "Add Licensee" button	. Verify the	
name and license number matches your rec	1	2	3	4	5	6	7			
License Number(s)	8	9	10	11				0 Attendee(s)		_
	15								O = Remove From Li	ist
	22									
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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

EDUCATION PROVIDER PORTAL		٩	History Search	List Submissions Log C
ducation Provider Course Entry				
Course Number/Name	766 - Ag Land Manageme	ent 2 (classroom)		View Approved Courses
Course Completion Date	09/11/2013	Hours: 21		
Add attendees who completed the name and license number matches	course by entering their license numb your records.	ber and clicking the	"Add Licensee" button. 1	Verify the
Add attendees who completed the name and license number matches License Number(s)	course by entering their license numb your records.	ber and clicking the Verify	"Add Licensee" button. 1 1 Attendee(s)	Verify the
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Add attendees who completed the name and license number matches License Number(s)	course by entering their license numb your records.	Verify	"Add Licensee" button. 1 1 Attendee(s) Licensee #] Licensee's Na	The see listed is

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

	ATION FROVIDEP	PORTAL		Q History Search	 List Submissions 	Log Ou
ecords	Submitted					
u have su	accessfully submitted 1	records to the Nebraska F	Real Estate Commission.			
continue	adding records, click th	ne ADD button to be direct	ted to the Submissions Page.			
nrint a cr	ony of records submitte	d click the print button in :	the unner right corner or select prin	from your browser menu		
o print a co	by or records submitted	a, click the print button in t	and upper right corner or select prin	nom your browser menu.		
ou may re	view a history of your si	Ibmissions from the Histor	ry Search.			
	Provider Name:		Course	Name:		
	Provider Number:		Course	Number:		
	Course Type:	CE	Course	Date:		
	Submitted Attende	es				
	License Number	First Name	Last Name	Rejected Reason	i	

- 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.

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.

		Q, History Search	 List Submissions 	Log Out
cation Provider Course Entry				
ror Course Date must be between 05/15/2011 a	nd 05/23/2016			
Course Number/Name	766 - Ag Land Management	2 (classroom)	View Approved C	ourses
Course Completion Date	05/01/2010	Hours: 21		
name and license number matches	a your records.	Verify 1 Attendee(s)	Auton, vony ure	
Electise Number(3)		Licensee # and	Licensee Name	
			🔘 = Remove From	List

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".

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♠ EDUCATION PROVIDER PORTAL		Q History Search	• List Submissions	Log Out
Education Provider Course Entry	/			
Error A Enter a license number				
Course Number/Name	766 - Ag Land Managem	ent 2 (classroom)	View Approved C	ourses
Course Completion Date	09/11/2013	Hours: 21		
Add attendees who completed the name and license number matche License Number(s)	course by entering their license num s your records.	ber and clicking the "Add Licensee" bu Verify 1 Attendee(s)	tton. Verify the	
		V O Licensee # & Lic	ensee Name = Remove From	List
"You must check the "Verify" I incorrect or does not match	oox next to each Licensee before so your records, please click on the	ubmitting a Licensees record. If the I "Remove From List" icon to remove	icensee listed is the licensee.	
← Back				Submit →

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.

	ORTAL		q	History Search	List Submissions	Log O
tion Provider Course	e Entry					
r ecord of that number was not fo	und					
Course Number/Name		766 - Ag Land Managem	ient 2 (classroom)		View Approved C	ourses
Course Completion Date		09/11/2013	Hours: 21			
Add attendees who comp name and license numbe License Number(s)	er matches your rec	y entering their license num cords.	ber and clicking the	"Add Licensee" but 0 Attendee(s)	ton. Verify the	
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*You must check the "	Verify" box next	to each Licensee before s	ubinitung a ciocna			

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.

	RIAL	Q History Search	List Submissions	Log Out
Education Provider Course	Entry			
Course Number/Name 766 - Ag Land Manag		agement 2 (classroom)	View Approved C	ourses
Course Completion Date	09/11/2013	Hours: 21		
Add attendee Mossage	in from webpage	and an entry in the owner of	X	
name and lice	e nom webpage			
License Num				_
	You must check each bo	ox to verify the license number e	ntered is	
	correct or remove the a	ttendee from the list.	om	List
*You must		(OK	
montee		l		
+ Back				Submit →
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Nebraska Real Estate Commission 1200 N Street, Suite 402			Co	ontact Us: Support

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 XXXXXXX 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.

	COLUMN DE LA COLUMN			and the
EDUCATION PROVIDER PORTAL		Q, History Searc	h o List Submissions	Log Ou
lucation Provider Course Entry				
There is already an attendee with license number	er ^{Licensee} # in this course, in the	system.		
Course Number/Name 766 - Ag Land Manager		ent 2 (classroom)	View Approved Co	ourses
Course Completion Date	09/11/2013	Hours: 21		
name and license number matches yo	ur records.			
License Number(s)	O Add Licensee	Verify 1 Attendee	(S)	
			🔘 = Remove From I	List
	next to each Licensee before s	Ibmitting a Licensees record. If "Remove From List" icon to rer	the licensee listed is nove the licensee.	
*You must check the "Verify" box i incorrect or does not match yo	ur records, please click on the			