

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 1

GO TO: <http://www.com.ohio.gov/dico/elicense.aspx>

THE FOLLOWING SCREEN WILL APPEAR.

Commerce [Division of Industrial Compliance](#)



Ohio Construction Industry Licensing Board (OCILB) has a new internet based system which will give users the ability to perform the following:

- Perform a search to see if an individual is licensed. (If they are not, you can click our forms link and file a complaint)
- If you are licensed, you can check your status, expiration date and hours of continuing education. (If you need continuing education courses, you can perform a training agency search that will tell you every current continuing education provider, what courses they teach, the date, time, location, number of hours and which trade(s) the hours will count toward.
- If it is time for you to renew your license and you have your renewal form that includes your userid and password, you will be eligible for online renewal.

- **Public Information**

- [Company Licensee Lookup](#)
- [Continuing Education Information](#)
- [Current Licensee Listing](#)
- [Lookup License Information](#)

- **License Maintenance Area**

- [Maintain Your License Information \(e.g., home address, email\)](#)
- [Renew Your Contractor License\(s\)](#) (If online renewal is unavailable, the licensee is obligated to make certain that the renewal is filed timely.)

For OCILB licensees, your user ID and password are located on your renewal. To obtain your user ID and password otherwise, please [contact](#) our office.

- **Continuing Education Providers**

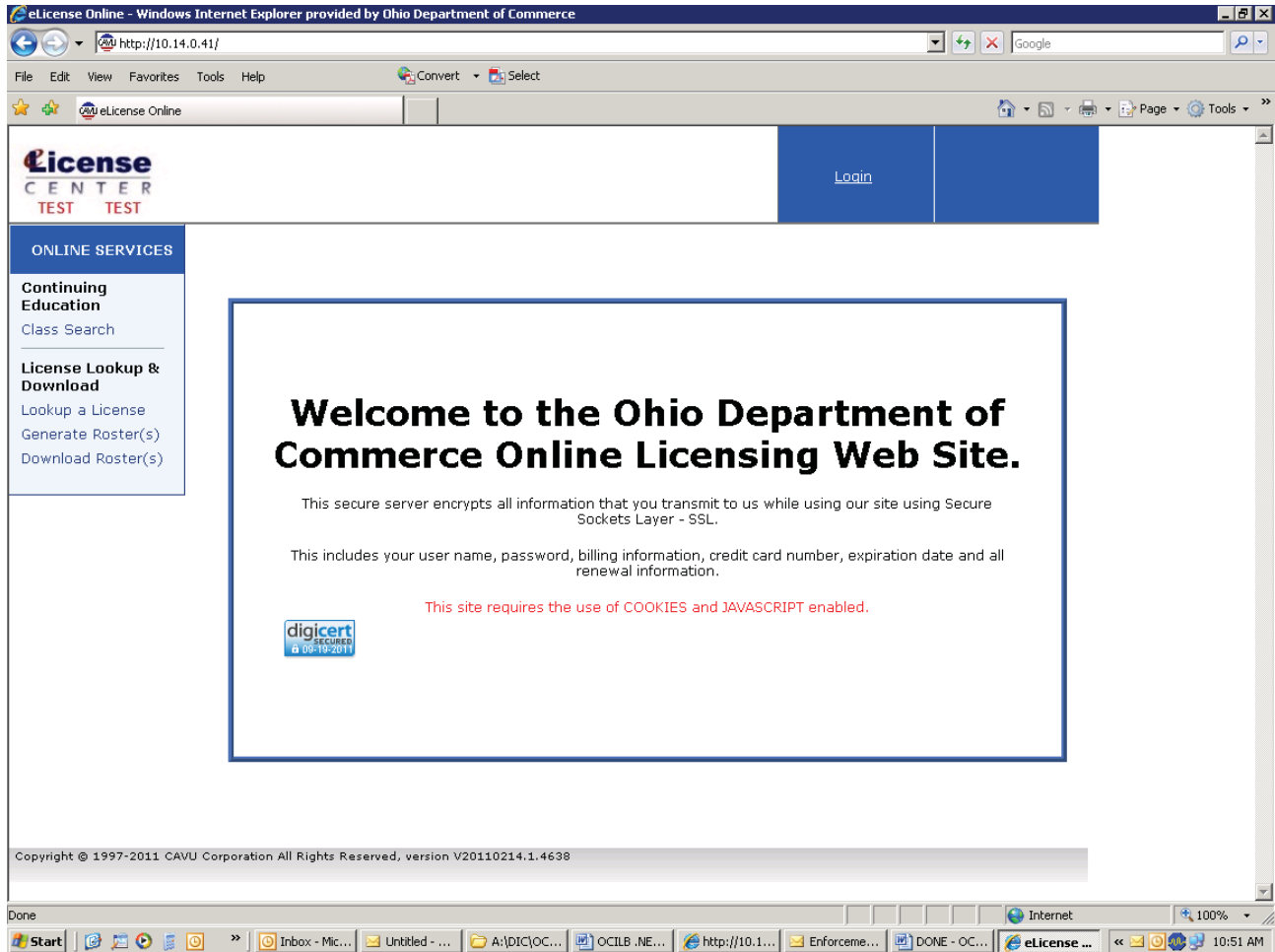
- [Continuing Education Course Roster Entry Instructions for Training Providers \(PDF\)](#)
- [Continuing Education Course Roster Entry](#)

For more information on the Ohio Construction Industry Licensing Board (OCILB), [click here](#).

CLICK ON “CONTINUING EDUCATION COURSE ROSTER ENTRY” UNDER THE CONTINUING EDUCATION PROVIDERS SECTION.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 2

THE FOLLOWING SCREEN WILL APPEAR.



CLICK "LOGIN" IN THE UPPER RIGHT HAND CORNER.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 3

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot shows the eLicense Online login interface. At the top left is the 'License CENTER TEST TEST' logo. A navigation menu on the left lists 'ONLINE SERVICES' with sub-items: 'Continuing Education' (Class Search) and 'License Lookup & Download' (Lookup a License, Generate Roster(s), Download Roster(s)). The main heading is 'Login'. A central light blue box contains two input fields: 'User ID' and 'Password', followed by a 'Log In' button. Below the box are links for 'Forgot Password' and 'Forgot User ID'. The footer contains the text: 'Copyright © 1997-2011 CAVU Corporation All Rights Reserved, version V20110214.1.4638'. The browser's address bar shows 'http://10.14.0.41/Login.aspx' and the taskbar shows the system time as 10:53 AM.

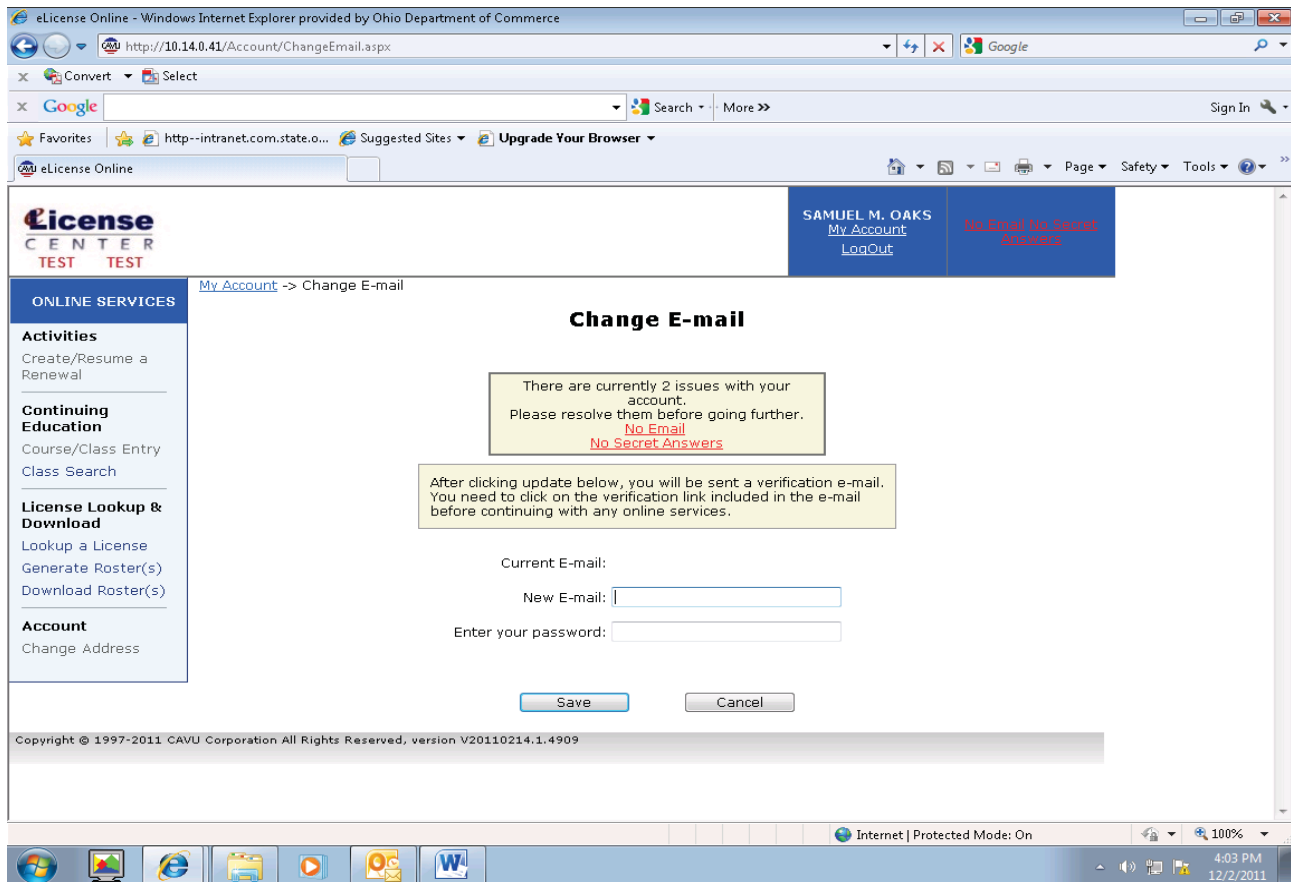
NOTE: OCILB WILL PROVIDE YOUR USER ID AND PASSWORD.

ENTER USER ID AND PASSWORD PROVIDED BY OCILB AND CLICK “LOGIN” TO SIGN ONTO THE ONLINE SERVICES AVAILABLE TO OCILB LICENSEES AND/OR TRAINING AGENCIES. IF YOU ARE LOGGING INTO THE ONLINE SERVICES FOR THE FIRST TIME, YOU MAY SEE SOME OR ALL OF THE SCREENS SHOWN ON PAGES 4, 5, 6, 7 AND 8. OTHERWISE, YOU WILL BE DIRECTED TO PAGE 9.

PLEASE NOTE, YOUR EMAIL ADDRESS MUST BE ON FILE WITH OCILB IN ORDER TO USE THE ONLINE MODULES. EMAILS WILL BE SENT TO YOU, DURING THE CE SUBMISSION / PAYMENT PROCESS. PLEASE FOLLOW THE DIRECTIONS ACCORDINGLY FOR EMAIL, IF PROMPTED.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 4

THE FOLLOWING SCREEN WILL APPEAR.



PLEASE ENTER YOUR EMAIL ADDRESS ALONG WITH YOUR ONLINE PASSWORD AND CLICK “SAVE”.

NOTE: IF YOUR EMAIL IS ALREADY ON FILE WITH OCILB, YOU WILL NOT SEE THIS SCREEN.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 5

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot shows a web browser window titled "eLicense Online - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar displays "http://10.14.0.41/Account/UserAccount.aspx". The page header includes the "License CENTER TEST TEST" logo and a user profile for "SAMUEL M. OAKS" with links for "My Account", "LogOut", and "Email not verified".

The main content area is titled "User Account" and features a yellow warning box: "There is currently 1 issue with your account. Please resolve it before going further. Email not verified". Below this, the "Account" section lists "User ID: 23530" and "E-mail: teresa.philbrick@com.state.oh.us" with "change" links. A message states: "This e-mail address has not been verified. Click below to generate a new verification e-mail. Note that old verification emails will be invalid once this is done." A "Generate E-mail" button is present.

Additional links include "change password" and "change security questions". The "Account" section also displays personal information: "First Name: SAMUEL", "Last Name: OAKS", and "Public Address" (3740 Porter Rd, Rootstown, OH 44272-9782, Phone: (330)325-1157).

The browser's taskbar at the bottom shows the system tray with the date "12/2/2011" and time "4:38 PM".

PLEASE CLICK “GENERATE E-MAIL” TO VERIFY YOUR EMAIL ADDRESS IF YOU HAVE NOT DONE SO ALREADY.

NOTE: IF YOUR EMAIL IS ALREADY ON FILE WITH OCILB, YOU WILL NOT SEE THIS SCREEN.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 6

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot shows a web browser window titled "eLicense Online - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar shows "http://10.14.0.41/Account/ChangeSecretAnswers.aspx". The page header includes the "License CENTER TEST TEST" logo and a user profile for "SAMUEL W OAKS" with links for "My Account", "LogOut", and "No Secret Answers". A navigation menu on the left lists "ONLINE SERVICES" such as "Activities", "Continuing Education", "License Lookup & Download", and "Account". The main content area is titled "Change Security Questions" and features a warning box: "There is currently 1 issue with your account. Please, resolve it before going further. [No Secret Answers](#)". Below the warning, a message states: "You must answer 3 different security questions below." Three identical questions are listed, each with a dropdown menu and an answer field: "Question 1 What is the middle name of your oldest grandchild?", "Question 2 What is the middle name of your oldest grandchild?", and "Question 3 What is the middle name of your oldest grandchild?". At the bottom of the form are "Save" and "Cancel" buttons. The footer contains the copyright notice: "Copyright © 1997-2011 CAVU Corporation All Rights Reserved, version V20110214.1.4638".

PLEASE SELECT 3 QUESTIONS FROM THE DROP DOWN LISTS AND ANSWER THEM ACCORDINGLY. THIS IS AN ENHANCEMENT TO THE SECURITY, ENSURING THAT THE PERSON TRYING TO SIGNON IS ACTUALLY YOU.

CLICK “SAVE”.

NOTE: IF YOU HAVE ALREADY ESTABLISHED YOUR SECURITY QUESTIONS / ANSWERS, YOU WILL NOT SEE THIS SCREEN.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 7

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot shows a web browser window titled "eLicense Online - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar shows "http://10.14.0.41/Account/UserAccount.aspx?m=5". The page content includes a navigation menu on the left with sections like "ONLINE SERVICES", "Activities", "Continuing Education", "License Lookup & Download", and "Account". The main content area is titled "User Account" and displays a green success message: "Your security questions have been changed successfully." Below this, the user's account information is shown, including User ID (14779), E-mail (oakscodeclasses@aol.com), and public address details (3740 Porter Rd, Rootstown, OH 44272-9782). A "Mail Address" section is checked as "Same as Public".

YOU WILL GET A MESSAGE STATING “YOUR SECURITY QUESTIONS HAVE BEEN CHANGED SUCCESSFULLY.”

CLICK “COURSE / CLASS ENTRY” ON THE LEFT SIDE UNDER CONTINUING EDUCATION AND PROCEED TO PAGE 9.

NOTE: IF YOU HAVE ALREADY ESTABLISHED SECURITY QUESTIONS / ANSWERS, YOU WILL NOT SEE THIS SCREEN.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 8

YOUR USER PASSWORD, EMAIL AND SECURITY QUESTIONS WILL NOT CHANGE ONCE THEY HAVE BEEN FINALIZED AND SUBMITTED.

IF YOU HAVE REASON TO BELIEVE YOUR SECURITY HAS BEEN COMPROMISED, YOU HAVE THE ABILITY TO CHANGE ANY OR ALL OF THESE VALUES BY CLICKING ON “MY ACCOUNT” IN THE UPPER RIGHT HAND CORNER OF YOUR SCREEN TO MODIFY ACCORDINGLY.

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot shows a web browser window titled "eLicense Online - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar displays "http://10.14.0.41/Account/UserAccount.aspx". The page content includes the "License CENTER" logo with "TEST TEST" below it. In the top right, a user profile for "SAMUEL M. OAKS" is visible with links for "My Account" and "LogOut", and an "Invoice Summary" box showing "0 item: \$0.00". A left sidebar lists "ONLINE SERVICES" such as "Activities", "Continuing Education", "License Lookup & Download", and "Account". The main content area is titled "User Account" and displays account details: "Account" with "User ID: 23530" and "E-mail: teresa.philbrick@com.state.oh.us", each with a "change" link; "change password" and "change security questions" links; "First Name: SAMUEL" and "Last Name: OAKS"; "Public Address" with "Street Address: 3740 Porter Rd", "Country: UNITED STATES", "City: Rootstown", "State: OH", "Zip Code: 44272-9782", and "Phone Number: (330)325-1157"; and "Mail Address" with a checked box for "Same as Public". A copyright notice at the bottom reads "Copyright © 1997-2011 CAVU Corporation All Rights Reserved, version V20110214.1.4909". The Windows taskbar at the bottom shows the time as 4:41 PM on 12/2/2011.

PLEASE LOGOFF AND LOGIN AGAIN AFTER MAKING ANY CHANGES TO YOUR ACCOUNT.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 9

THE FOLLOWING SCREEN WILL APPEAR THE NEXT TIME YOU SIGN ONTO ONLINE SERVICES ONCE YOU VERIFY YOUR EMAIL AND ESTABLISH YOUR SECURITY QUESTIONS / ANSWERS.

License CENTER TEST TEST

ONLINE SERVICES

- Activities
 - Create/Resume a Renewal
- Continuing Education
 - Course/Class Entry
 - Class Search
- License Lookup & Download
 - Lookup a License
 - Generate Roster(s)
 - Download Roster(s)
- Account
 - Change Address

SAMUEL W OAKS
My Account
LogOut

Invoice Summary
0 item:
\$0.00

Welcome to the Ohio Department of Commerce Online Licensing web site.
Ohio Construction Industry Licensing Board (OCILB)

This secure server encrypts all information that you transmit to us while using our site using Secure Sockets Layer - SSL.

This includes your user name, password, billing information, credit card number, expiration date and all renewal information.

This site requires the use of COOKIES and JAVASCRIPT enabled.

digicert SECURED SSL Certificate

The information provided by the Ohio Construction Industry Licensing Board (OCILB) in this licensee database is intended for the use and convenience of interested persons and should not be construed as an endorsement or recommendation of the services or capabilities of any person or business entity. The information contained in the database is updated on a regular basis but should not be considered as a substitute for the appropriate official documents of OCILB. This database may contain errors and omissions, including, but not limited to, technical inaccuracies or typographical errors. OCILB does not and cannot guarantee or certify the accuracy of this information. The information in this database is provided "as is" without representations or warranties of any kind, either express or implied. Each person obtaining information from this resource assumes full responsibility and all risks arising from the use of and reliance on the information contained in this database. OCILB reserves the right to regularly make updates, additions, deletions or modifications to the information contained in this database. Users are hereby notified that information that has been recently received by OCILB may not necessarily be reflected in the database. If you cannot find the licensee or information you are looking for, you may want to try again in a couple of days.

Be advised that due to Senate Bill 9 Sec. 2909.32 of the Ohio Revised Code, the Division of Homeland Security now requires form HLS 0036 to be on file for certain Ohio licensees. You must complete all six questions AND provide

NOTE: YOUR NAME SHOULD APPEAR IN THE UPPER RIGHT HAND CORNER. THIS IS ALSO THE AREA USED TO MAINTAIN YOUR ACCOUNT AS WELL AS LOGOUT.

CLICK "COURSE / CLASS ENTRY" ON THE LEFT SIDE UNDER CONTINUING EDUCATION TO ACCESS THE CE COURSE ENTRY WEB APPLICATION.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 10

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot shows the eLicense Online web application interface. The browser window title is "eLicense Online - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar shows the URL "http://10.14.0.41/Activities/ContEdProviderEntry.aspx". The page header includes the "License CENTER TEST TEST" logo on the left, and user information for "SAMUEL W OAKS" with links for "My Account" and "LogOut" on the right. An "Invoice Summary" box shows "0 item: \$0.00".

The main content area is titled "Continuing Education Provider Entry". It features a "Course List" table with the following data:

Number	Name	Hours	Board
3070163	2011 NEC UPDATE	1.00	OCILB
3070164	NEC 2011 UPDATE	2.00	OCILB
3070165	2011 NEC UPDATE	3.00	OCILB
3070166	2011 NEC UPDATE	4.00	OCILB
3070167	2011 NEC UPDATE	5.00	OCILB
3070168	2011 NEC UPDATE	6.00	OCILB

The table includes magnifying glass icons to the left of each course number. A sidebar on the left contains "ONLINE SERVICES" with sections for "Activities", "Continuing Education", "License Lookup & Download", and "Account".

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A LIST OF APPROVED COURSES WILL BE DISPLAYED. SELECT THE COURSE NUMBER YOU WISH TO ENROLL ATTENDEES IN TO RECEIVE COURSE CE CREDIT BY CLICKING ON THE MAGNIFYING GLASS TO THE LEFT OF THE COURSE NUMBER.

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot displays the 'Continuing Education Provider Entry' web application. The page title is 'Continuing Education Provider Entry - Windows Internet Explorer provided by Ohio Department of Commerce'. The browser address bar shows 'http://10.14.0.41/Activities/ContEdProviderEntry.aspx'. The page features a navigation menu on the left with sections: 'ONLINE SERVICES', 'Activities' (Create/Resume a Renewal), 'Continuing Education' (Course/Class Entry, Class Search), 'License Lookup & Download' (Lookup a License, Generate Roster(s), Download Roster(s)), and 'Account' (Change Address). The top right shows the user 'SAMUEL W OAKS' with links for 'My Account' and 'LogOut', and an 'Invoice Summary' showing '0 item: \$0.00'. The main content area is titled 'Continuing Education Provider Entry' and contains two tables. The 'Course List' table has columns for Course ID, Title, Hours, and Provider. The 'Course Information' table has columns for Date, Time, Instructor, Location, and Attendees.

Course ID	Course Title	Hours	Provider
3070166	2011 NEC UPDATE	4.00	OCILB
3070167	2011 NEC UPDATE	5.00	OCILB
3070168	2011 NEC UPDATE	6.00	OCILB
3070169	2011 NEC UPDATE	7.00	OCILB
3070170	2011 NEC UPDATE	8.00	OCILB
3070171	2011 NEC UPDATE	9.00	OCILB
3070172	2011 NEC UPDATE	10.00	OCILB

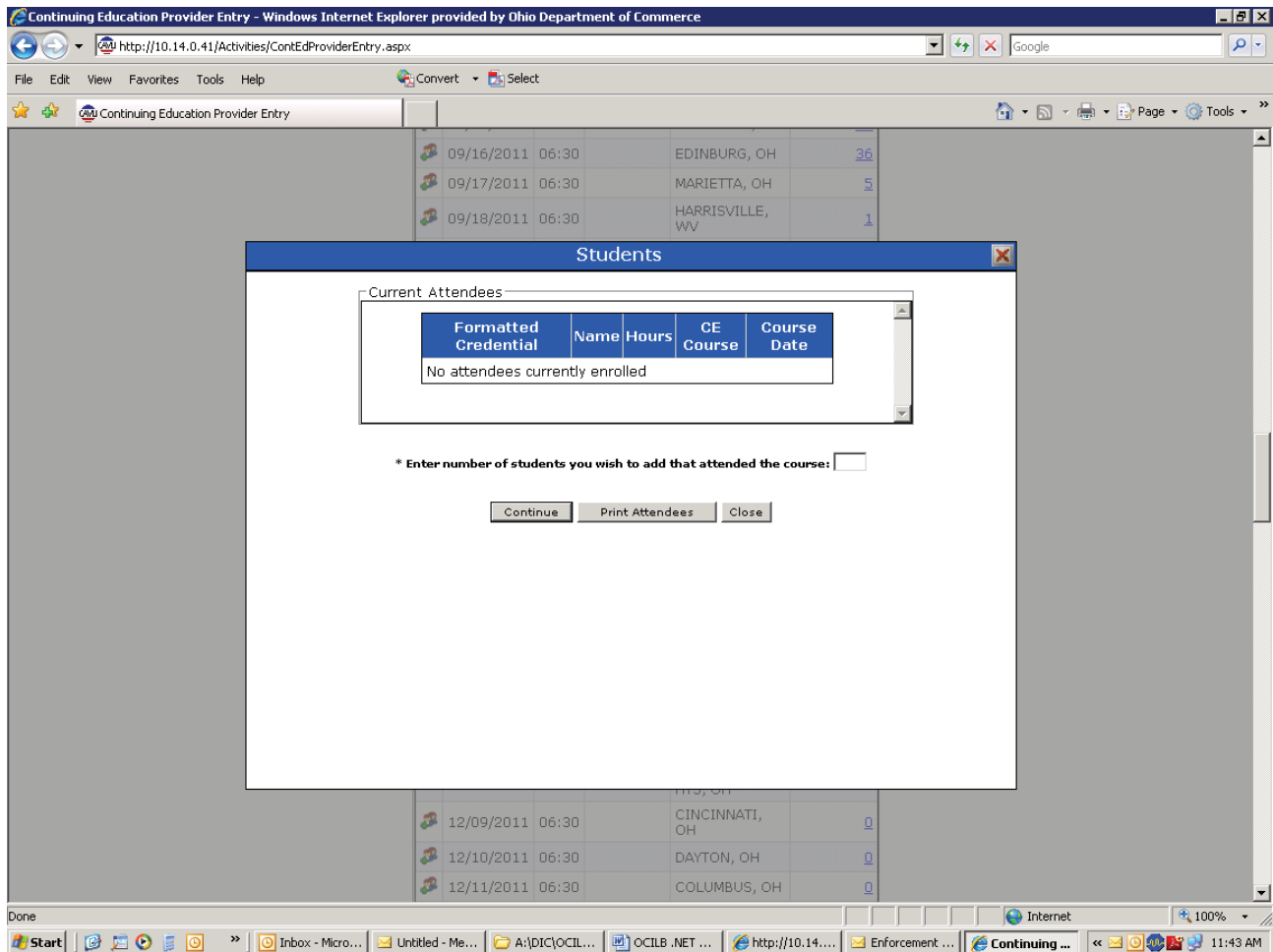
Date	Time	Instructor	Location	Attendees
01/07/2011	06:30		COLUMBUS, OH	21
01/08/2011	06:30		CINCINNATI, OH	11
01/15/2011	06:30		MIDDLEBURG HTS, OH	36
01/16/2011	06:30		EDINBURG ,OH	12
01/22/2011	06:30		PERRYSBURG, OH	22
01/28/2011	06:30		HARRISVILLE, WV	1
02/04/2011	06:30		ST CLAIRSVILLE, OH	11

A SECOND BOX TITLED “COURSE INFORMATION” WILL APPEAR IN THE MIDDLE OF THE SCREEN, SCROLL DOWN TO THE DATE OF THE COURSE YOU ARE ENTERING.

CLICK ON THE PEOPLE ICON TO THE LEFT OF THE COURSE DATE TO ADD ATTENDEES TO THIS COURSE.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 12

THE FOLLOWING SCREEN WILL APPEAR.

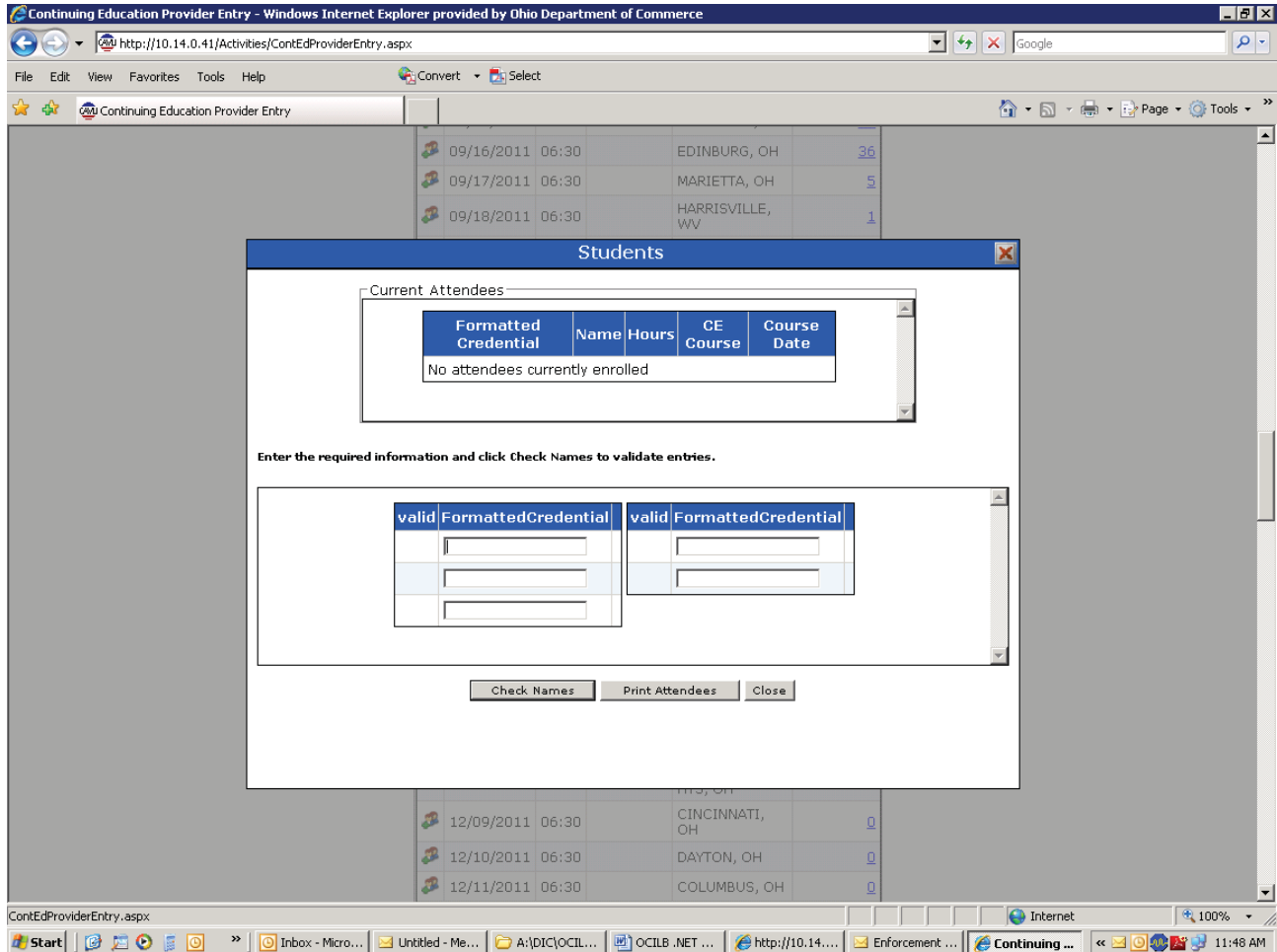


ENTER THE TOTAL NUMBER OF PERSONS TO BE ENTERED IN FOR CE CREDIT AND CLICK “CONTINUE”.

NOTE: APPROXIMATELY 999 PERSONS CAN BE ENTERED INTO THE TOTAL NUMBER. HOWEVER, OCILB HIGHLY RECOMMENDS THAT ONLY GROUPS OF 100 STUDENTS BE PROCESSED AT ANY GIVEN TIME TO ENSURE THROUGHPUT PROCESSING OF THE STUDENTS AS WELL AS THE PAYMENT FOR THE CE SUBMISSION.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 13

THE FOLLOWING SCREEN WILL APPEAR.

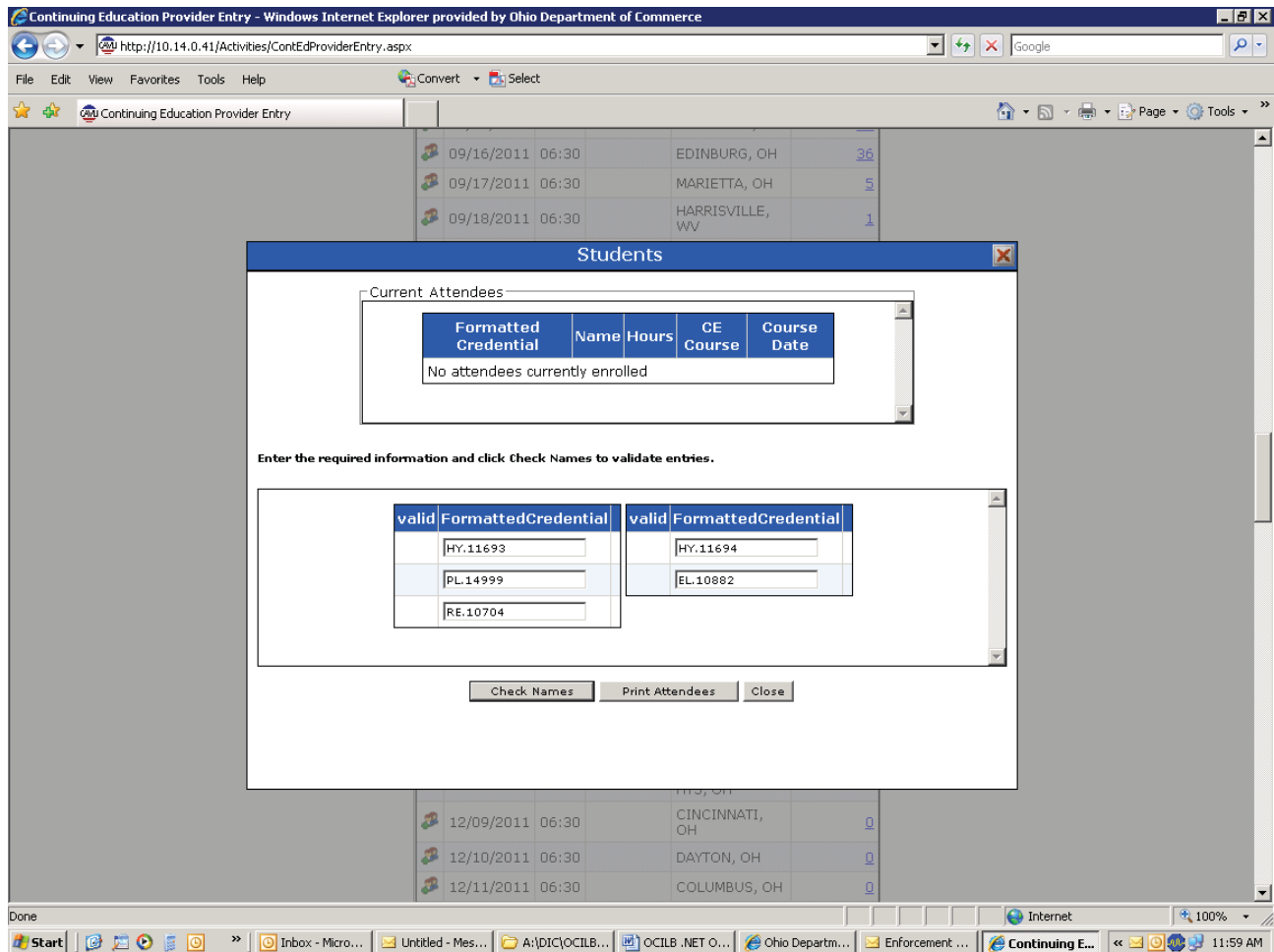


ONLY ONE OF THE LICENSE HOLDER'S TRADES MUST BE LISTED IN THE FOLLOWING FORMAT: TRADE PREFIX.LICENSE NUMBER.

EXAMPLE: EL.12345 OR PL.44444. THERE IS NO SPACE BETWEEN THE PERIOD. THE PERIOD MUST BE PLACED BETWEEN THE TRADE PREFIX AND THE LICENSE NUMBER. REFER TO PAGE 14 TO VIEW A SAMPLE OF STUDENTS ADDED CORRECTLY.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 14

THE FOLLOWING SHOWS THE CORRECT ENTRY OF STUDENT DATA.



The screenshot displays a web browser window titled "Continuing Education Provider Entry - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar shows the URL "http://10.14.0.41/Activities/ContEdProviderEntry.aspx". The main content area features a "Students" dialog box with the following elements:

- A "Current Attendees" section with a table header:

Formatted Credential	Name	Hours	CE Course	Course Date
No attendees currently enrolled				
- A prompt: "Enter the required information and click Check Names to validate entries."
- A table for entering attendee information with two columns for "Formatted Credential":

Formatted Credential	Formatted Credential
<input type="text" value="HY.11693"/>	<input type="text" value="HY.11694"/>
<input type="text" value="PL.14999"/>	<input type="text" value="EL.10882"/>
<input type="text" value="RE.10704"/>	
- Buttons: "Check Names", "Print Attendees", and "Close".

The background shows a table of course entries with columns for date, time, location, and hours. Visible rows include:

Date	Time	Location	Hours
09/16/2011	06:30	EDINBURG, OH	36
09/17/2011	06:30	MARIETTA, OH	5
09/18/2011	06:30	HARRISVILLE, WV	1
12/09/2011	06:30	CINCINNATI, OH	0
12/10/2011	06:30	DAYTON, OH	0
12/11/2011	06:30	COLUMBUS, OH	0

WHEN YOU HAVE ENTERED ALL THE LICENSE NUMBERS FOR THE COURSE, CLICK "CHECK NAMES".

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 15

THE FOLLOWING SCREEN WILL APPEAR.

Continuing Education Provider Entry - Windows Internet Explorer provided by Ohio Department of Commerce

http://10.14.0.41/Activities/ContEdProviderEntry.aspx

File Edit View Favorites Tools Help

Convert Select

http://10.14.2.38/main.asp

Continuing Education Pro...

Formatted Credential	Name	Hours	CE Course	Course Date
No attendees currently enrolled				

Print Current Attendees

To complete the process, click Process Entries to save only the valid entries.

- ✓ - Valid (hover over image to show related license)
- ✗ - Invalid (No name or license found)

duplicate - Duplicate entry, please check the list above to verify.

valid	Formatted Credential	Name	valid	Formatted Credential	Name
✓ remove	hy.11693	BRIAN T TEJL	✗	hy.11694	
✓ remove	pl.14999	HAYLEY D ABBE	✓ remove	el.10882	VINCENT D VILLI
✓ remove	re.10704	BRIAN P DOOLEY			

Process Entries Re-Validate/Re-Set Removed Entries Close

Formatted Credential	Name	Hours	CE Course	Course Date
07/23/2011	06:30	EDINBURG ,OH		6
07/29/2011	06:30	WILLOUGHBY, OH		6
07/30/2011	06:30	COLUMBUS, OH		8
08/06/2011	06:30	AKRON, OH		11
10/16/2011	06:30	COLUMBUS, OH		0
10/22/2011	06:30	EDINBURG ,OH		0
11/04/2011	06:30	WILLOUGHBY, OH		0

Internet 100%

MAKE SURE THAT THE NAMES AND LICENSE NUMBERS MATCH YOUR ATTENDANCE REPORT. THIS IS VERY IMPORTANT!!

PLEASE NOTE: THE GREEN CHECK MARKS INDICATE THAT THE CREDENTIAL NUMBER IS CORRECT. THE RED X INDICATES THAT THE CREDENTIAL NUMBER IS INVALID.

IF THERE IS A VALID ENTRY SUCH AS A NAME AND/OR LICENSE NUMBER NOT MATCHING YOUR ROSTER OR A DUPLICATE LICENSEE, CLICK ON “REMOVE”, THEN RE-ENTER THE MISSING FORMATTED CREDENTIAL.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 16

IF THERE IS AN INVALID ENTRY, CLICK ANYWHERE ON THE INVALID FORMATTED CREDENTIAL AND ENTER THE CORRECT CREDENTIAL PREFIX AND/OR NUMBER.

ONCE ALL CORRECTIONS AND/OR REMOVALS ARE COMPLETED, CLICK “RE-VALIDATE / RE-SET REMOVED ENTRIES”.

IF ALL INFORMATION IS CORRECT AND MATCHES YOUR ROSTER, CLICK “PROCESS ENTRIES”.

THE FOLLOWING POP-UP SCREEN WILL APPEAR:

The screenshot shows a web browser window with a 'Students' pop-up dialog. The dialog has a title bar 'Students' and a close button. Inside, there is a section for 'Current Attendees' with a table that is currently empty, displaying 'No attendees currently enrolled'. Below this is a confirmation dialog box with a question mark icon and the text: 'Have you verified that all the students entered are correct? If so, are you sure you want to process these students?'. There are 'OK' and 'Cancel' buttons. To the left of the confirmation dialog, there are instructions: 'To complete the process, click' followed by a green checkmark icon for 'Valid (hover over i...)', a red X icon for 'Invalid (No name...', and a red X icon for 'Duplicate - Duplicate entry, pl...'. Below these instructions is a table with columns: 'valid', 'Formatted Credential', 'Name', 'valid', 'Formatted Credential', and 'Name'. The table contains three rows of student data:

valid	Formatted Credential	Name	valid	Formatted Credential	Name
✓ remove	HY.11693	BRIAN T TEJKL	✓ remove	EL.11696	ALONZO W ALI
✓ remove	PL.14999	HAYLEY D ABBE			
✓ remove	RE.10704	BRIAN P DOOLEY			

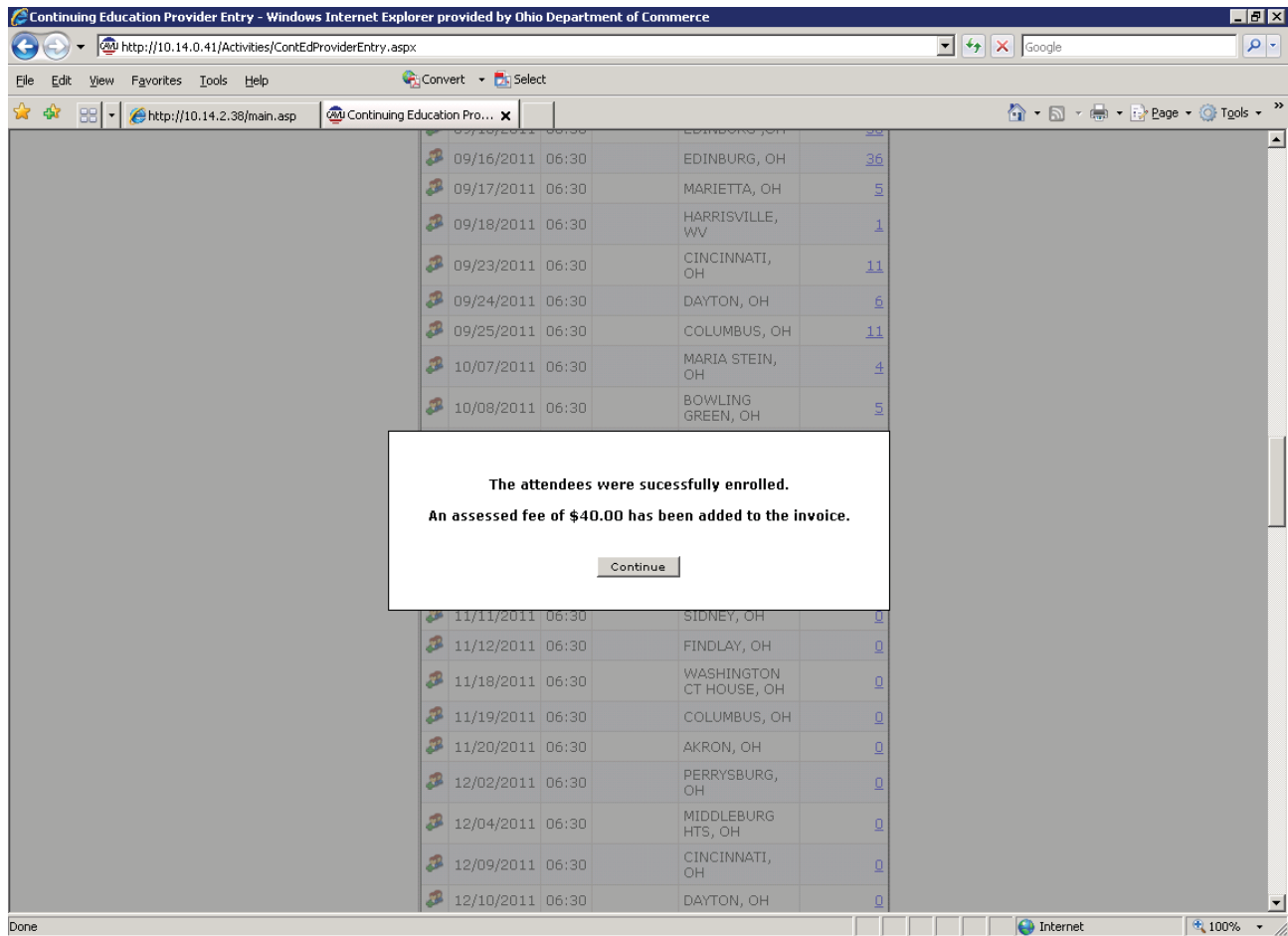
At the bottom of the dialog, there are three buttons: 'Process Entries', 'Re-Validate/Re-Set Removed Entries', and 'Close'. The background shows a table of course entries with columns for date, time, location, and a link icon.

CLICK “OK”.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 17

THE FOLLOWING SCREEN WILL APPEAR.

NOTE: THIS SCREEN MAY TAKE 1-2 MINUTES TO APPEAR. PLEASE BE PATIENT.



The screenshot shows a web browser window titled "Continuing Education Provider Entry - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar displays "http://10.14.0.41/Activities/ContEdProviderEntry.aspx". The browser menu includes File, Edit, View, Favorites, Tools, and Help. The main content area displays a table of course entries. A white dialog box is overlaid on the table, containing the following text:

**The attendees were successfully enrolled.
An assessed fee of \$40.00 has been added to the invoice.**

A "Continue" button is located at the bottom of the dialog box. The table in the background contains the following data:

Date	Time	Location	Count
09/16/2011	06:30	EDINBURG, OH	36
09/17/2011	06:30	MARIETTA, OH	5
09/18/2011	06:30	HARRISVILLE, WV	1
09/23/2011	06:30	CINCINNATI, OH	11
09/24/2011	06:30	DAYTON, OH	6
09/25/2011	06:30	COLUMBUS, OH	11
10/07/2011	06:30	MARIA STEIN, OH	4
10/08/2011	06:30	BOWLING GREEN, OH	5
11/11/2011	06:30	SIDNEY, OH	0
11/12/2011	06:30	FINDLAY, OH	0
11/18/2011	06:30	WASHINGTON CT HOUSE, OH	0
11/19/2011	06:30	COLUMBUS, OH	0
11/20/2011	06:30	AKRON, OH	0
12/02/2011	06:30	PERRYSBURG, OH	0
12/04/2011	06:30	MIDDLEBURG HTS, OH	0
12/09/2011	06:30	CINCINNATI, OH	0
12/10/2011	06:30	DAYTON, OH	0

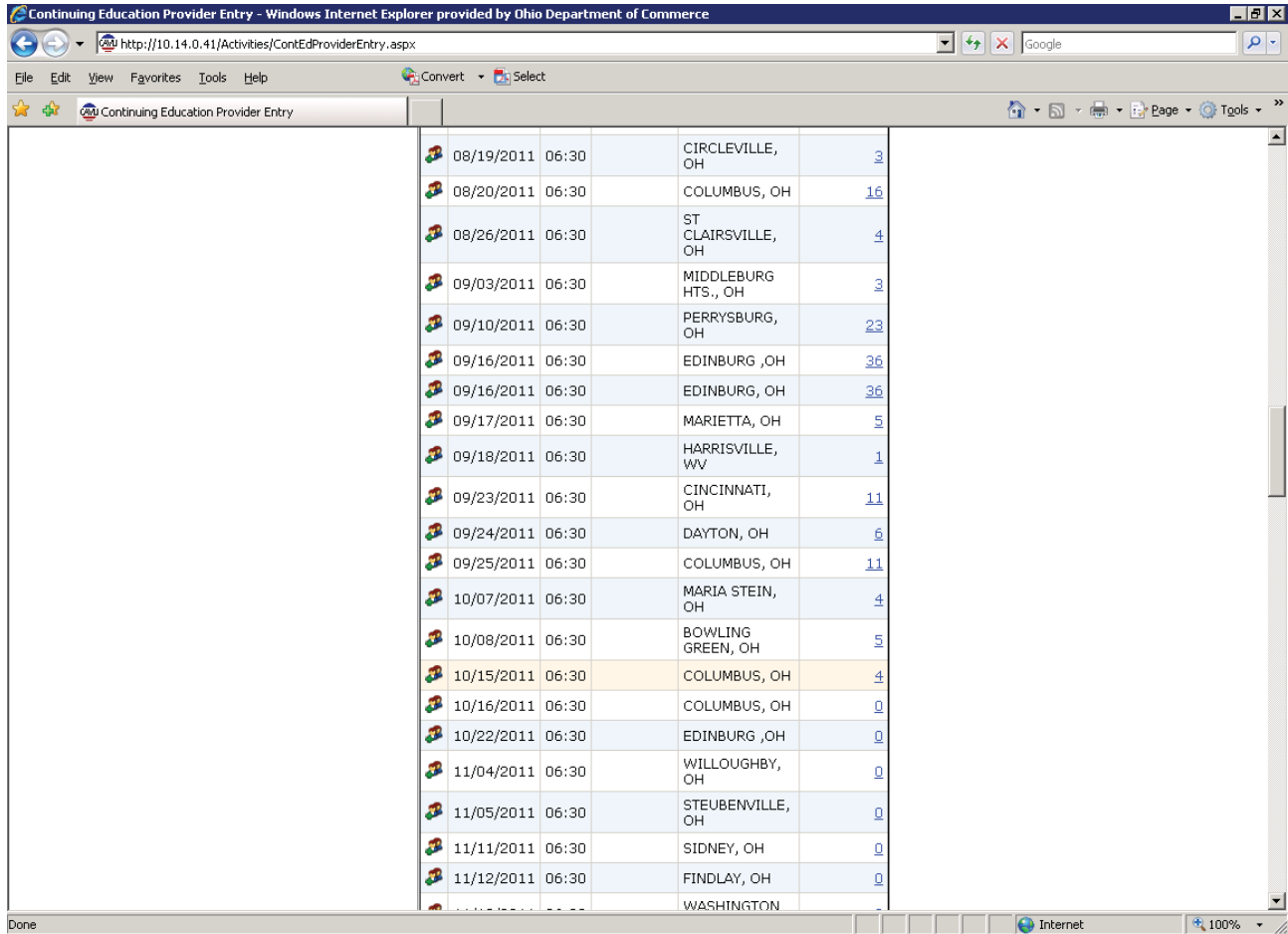
VERIFY THAT THE CORRECT ROSTER FEE HAS BEEN CALCULATED. THIS IS THE AMOUNT TO BE CHARGED TO YOUR CREDIT CARD.

IF THIS AMOUNT IS INCORRECT, PLEASE LOGOUT AND CONTACT OCILB.

IF THE ROSTER FEE IS CORRECT, CLICK "CONTINUE".

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 18

THE FOLLOWING SCREEN WILL APPEAR.



The screenshot shows a web browser window titled "Continuing Education Provider Entry - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar shows the URL "http://10.14.0.41/Activities/ContEdProviderEntry.aspx". The browser menu includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is a table with the following data:

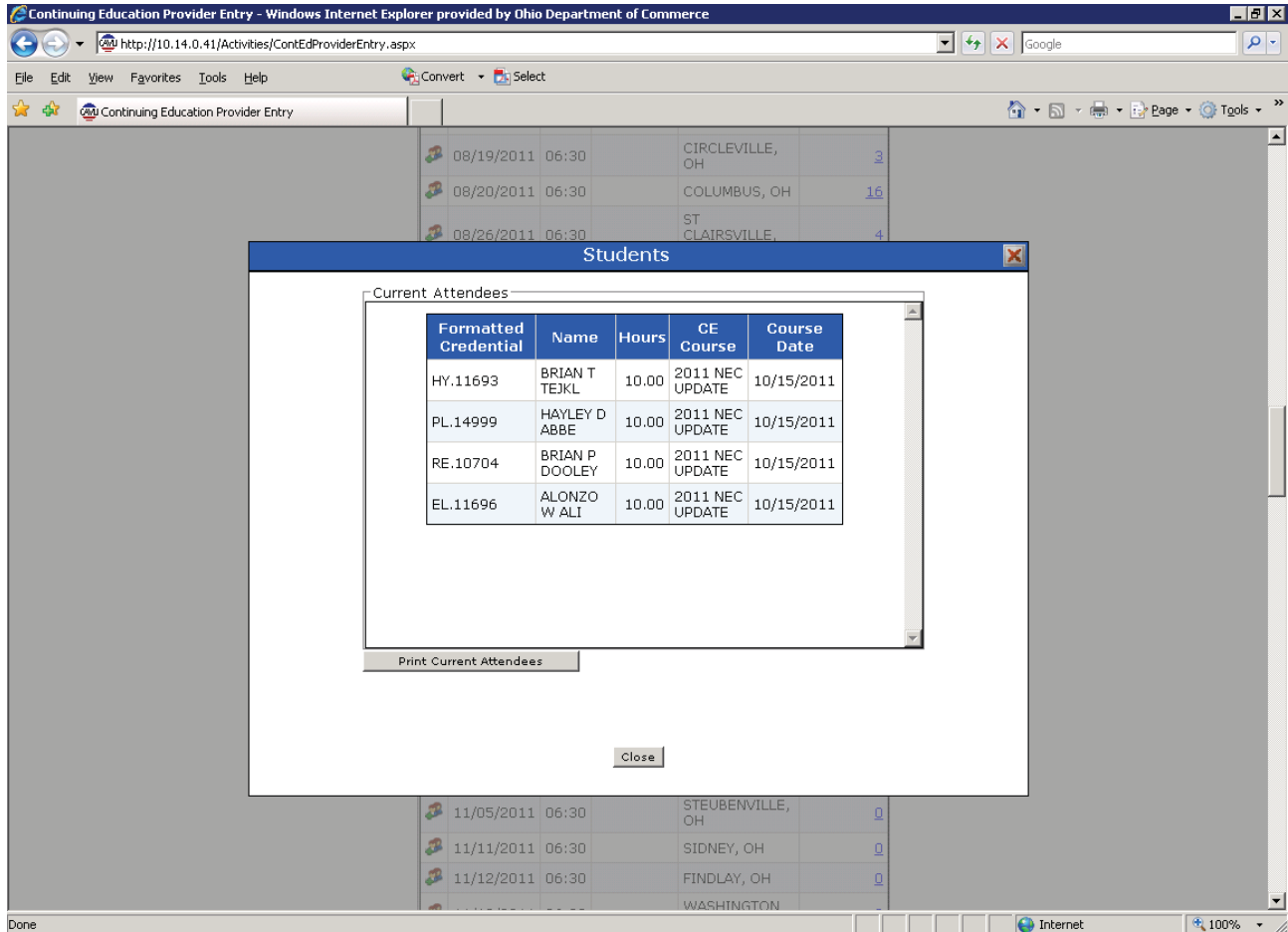
08/19/2011	06:30	CIRCLEVILLE, OH	3
08/20/2011	06:30	COLUMBUS, OH	16
08/26/2011	06:30	ST CLAIRSVILLE, OH	4
09/03/2011	06:30	MIDDLEBURG HTS., OH	3
09/10/2011	06:30	PERRYSBURG, OH	23
09/16/2011	06:30	EDINBURG ,OH	36
09/16/2011	06:30	EDINBURG, OH	36
09/17/2011	06:30	MARIETTA, OH	5
09/18/2011	06:30	HARRISVILLE, WV	1
09/23/2011	06:30	CINCINNATI, OH	11
09/24/2011	06:30	DAYTON, OH	6
09/25/2011	06:30	COLUMBUS, OH	11
10/07/2011	06:30	MARIA STEIN, OH	4
10/08/2011	06:30	BOWLING GREEN, OH	5
10/15/2011	06:30	COLUMBUS, OH	4
10/16/2011	06:30	COLUMBUS, OH	0
10/22/2011	06:30	EDINBURG ,OH	0
11/04/2011	06:30	WILLOUGHBY, OH	0
11/05/2011	06:30	STEUBENVILLE, OH	0
11/11/2011	06:30	SIDNEY, OH	0
11/12/2011	06:30	FINDLAY, OH	0
		WASHINGTON	-

THE BLUE ATTENDEES LINK ON THE FAR RIGHT OF THE COURSE DATE SHOULD NOW DISPLAY THE TOTAL NUMBER OF STUDENTS YOU ENROLLED IN THE COURSE.

CLICK ON THE BLUE LINK.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 19

THE FOLLOWING SCREEN WILL APPEAR.



The screenshot shows a web browser window titled "Continuing Education Provider Entry - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar shows the URL "http://10.14.0.41/Activities/ContEdProviderEntry.aspx". The main content area displays a table of course dates and locations. A modal dialog box titled "Students" is open, showing a table of "Current Attendees".

Formatted Credential	Name	Hours	CE Course	Course Date
HY.11693	BRIAN T TEJKL	10.00	2011 NEC UPDATE	10/15/2011
PL.14999	HAYLEY D ABBE	10.00	2011 NEC UPDATE	10/15/2011
RE.10704	BRIAN P DOOLEY	10.00	2011 NEC UPDATE	10/15/2011
EL.11696	ALONZO W ALI	10.00	2011 NEC UPDATE	10/15/2011

Buttons for "Print Current Attendees" and "Close" are visible at the bottom of the dialog box.

A LIST OF ATTENDEES IS DISPLAYED FOR YOU TO PRINT FOR YOUR RECORDS.

CLICK "PRINT CURRENT ATTENDEES".

CLICK "CLOSE" TO RETURN TO THE COURSE DATE LISTING.

SCROLL TO THE TOP OF YOUR SCREEN TO VERIFY THE CORRECT AMOUNT HAS BEEN ADDED TO YOUR INVOICE SUMMARY BASKET IN THE UPPER RIGHT HAND CORNER. NOTICE THE INVOICE SUMMARY IN THE UPPER RIGHT HAND CORNER NOW SAYS "1 item: \$40.00". THE ITEM REPRESENTS THE TOTAL COURSES YOU ARE SUBMITTING ALONG WITH THE TOTAL ROSTER FEE DUE.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 20

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot displays the 'Continuing Education Provider Entry' web application. The browser title is 'Continuing Education Provider Entry - Windows Internet Explorer provided by Ohio Department of Commerce'. The address bar shows 'http://10.14.0.41/Activities/ContEdProviderEntry.aspx'. The page features a sidebar on the left with 'ONLINE SERVICES' and sections for 'Activities', 'Continuing Education', 'License Lookup & Download', and 'Account'. The main content area is titled 'Continuing Education Provider Entry' and contains two tables:

Course List

Number	Name	Hours	Board
3070163	2011 NEC UPDATE	1.00	OCILB
3070164	NEC 2011 UPDATE	2.00	OCILB
3070165	2011 NEC UPDATE	3.00	OCILB
3070166	2011 NEC UPDATE	4.00	OCILB
3070167	2011 NEC UPDATE	5.00	OCILB
3070168	2011 NEC UPDATE	6.00	OCILB

Course Information

Date	Time	Instructor	Location	Attendees
01/07/2011	06:30		COLUMBUS, OH	21
01/08/2011	06:30		CINCINNATI, OH	11
01/15/2011	06:30		MIDDLEBURG HTS, OH	36
01/16/2011	06:30		EDINBURG ,OH	12
01/22/2011	06:30		PERRYSBURG, OH	22
01/28/2011	06:30		HARRISVILLE, WV	1
02/04/2011	06:30		ST CLAIRSVILLE, OH	11

PLEASE NOTE: A TRAINING AGENCY CAN NOW PAY 1 TIME FOR MULTIPLE COURSES!!

IF YOU HAVE ANOTHER CLASS TO ADD, CLICK ON THE NEXT COURSE NUMBER AND PROCEED WITH ADDITIONAL ENTRIES BY REPEATING THE ABOVE STEPS STARTING WITH PAGE 10.

IF YOU HAVE COMPLETED ALL DATA ENTRY FOR ALL COURSES, CLICK ON THE LINK TITLED “INVOICE SUMMARY” IN THE UPPER RIGHT HAND CORNER OF YOUR SCREEN AND FOLLOW THE INSTRUCTIONS ON PAGE 21.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 21

THE FOLLOWING SCREEN WILL APPEAR.

The screenshot shows a web browser window titled "eLicense Online - Windows Internet Explorer provided by Ohio Department of Commerce". The address bar shows the URL "http://10.14.0.41/Invoice/Invoice.aspx?QaNoFeeProcess=0&ModuleDesc=". The page content includes the "License CENTER TEST TEST" logo, a user profile for "SAMUEL W OAKS" with "My Account" and "LogOut" links, and an "Invoice Summary" box showing "1 item: \$40.00". Below the header are "Pay Invoice" and "Print Invoice" buttons. The main content area is titled "Invoice Summary" and features the "License CENTER TEST TEST" logo and the message "Client Text Not found in Database Settings". The invoice details include the date "10/19/2011" and invoice number "19". The billing address is "SAMUEL W OAKS, 3740 Porter Rd, Rootstown, OH 44272-9782". A table lists the items:

Item #	Description	Amount
65	Online CE Processing Fee	\$40.00
Subtotal:		\$40.00
Total:		\$40.00

At the bottom of the page, there is a copyright notice: "Copyright © 1997-2011 CAVU Corporation All Rights Reserved, version V20110214.1.4673".

YOU HAVE THE OPTION TO “PAY INVOICE” OR “PRINT INVOICE”.

SELECT “PAY INVOICE”.

THE PAYMENT SCREEN SHOWN BELOW WILL APPEAR.

NOTE: ONLY MASTER CARD OR VISA IS ACCEPTED. ANSWER ALL QUESTIONS AND PROOF READ YOUR PAYMENT INFORMATION TO ENSURE DATA VALIDITY!!

Ohio Construction and Industry Licensing Board Renewal

Enter Payment Information

Please enter your credit card payment and billing information below. All of the fields marked with an asterisk are required.
The following link provides information regarding the [card security code](#).

Commerce - OH Construction and Industry (BETA) Payment Summary

Items: Quantity: 1 Description: Online CE Processing Fee Price: \$40.00 Total: \$40.00
Total: \$40.00

Payment Information

* Credit Card Number: * Credit Card Type:
* Expiration Month: * Expiration Year:
* Card Security Code:

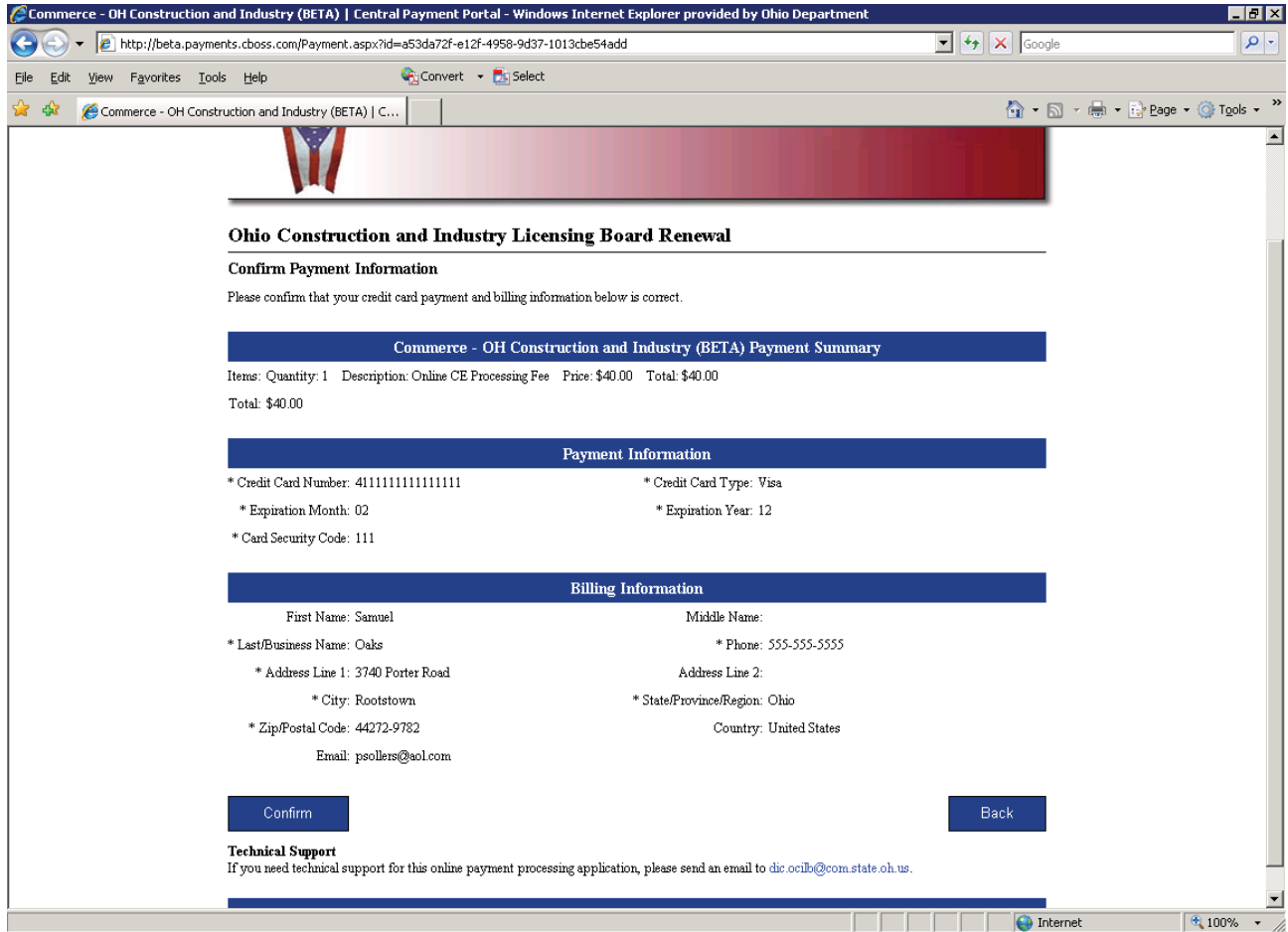
Billing Information

First Name: Middle Name:
* Last/Business Name: * Phone:
* Address Line 1: Address Line 2:
* City: * State/Province/Region:
* Zip/Postal Code: Country:
Email:

Technical Support
If you need technical support for this online payment processing application, please send an email to dic.ocilb@com.state.oh.us.

ONCE ALL DATA HAS BEEN VERIFIED, CLICK “CONTINUE”. THE SCREEN WILL BE RE-DISPLAYED FOR FINAL VERIFICATION.

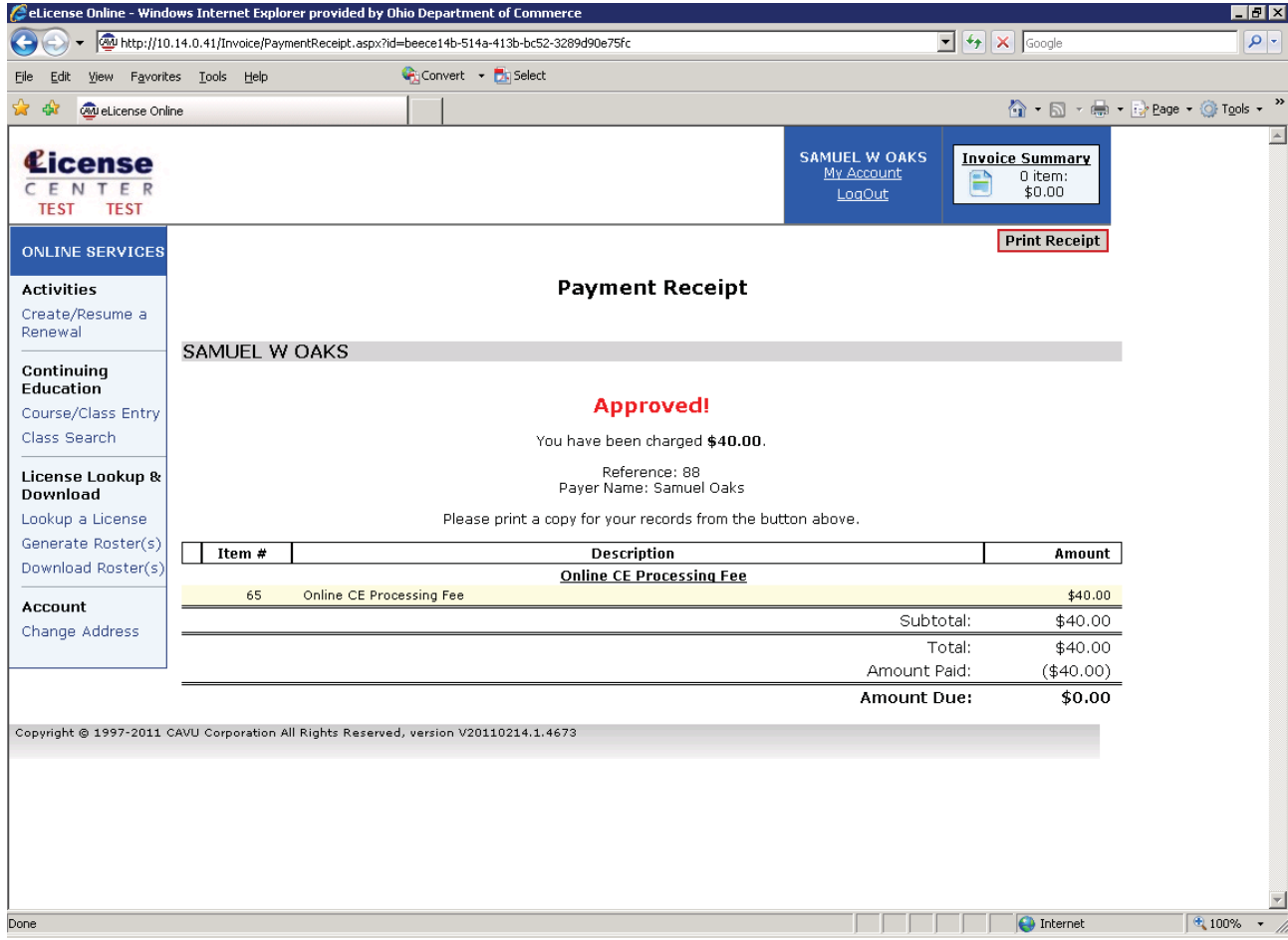
THE PAYMENT SCREEN SHOWN BELOW WILL APPEAR.



CLICK “CONFIRM” TO SUBMIT YOUR REQUEST FOR PAYMENT.

NOTE: IT MAY TAKE 1 -2 MINUTES TO PROCESS YOUR CREDIT CARD PAYMENT. PLEASE BE PATIENT.

ONCE THE TRANSACTION HAS COMPLETED PROCESSING, THE FOLLOWING SCREEN WILL APPEAR.



NOTICE THE INVOICE SUMMARY IN THE UPPER RIGHT HAND CORNER NOW SAYS “0 item: \$0.00”.

CLICK “PRINT RECEIPT” TO PRINT A COPY OF THE RECEIPT AND ATTACH IT TO YOUR ATTENDEE REPORT TO KEEP FOR YOUR RECORDS.

CLICK “LOGOUT” IN UPPER RIGHT HAND CORNER TO LOGOUT OF YOUR SESSION.

OCILB ONLINE COURSE CE ENTRY INSTRUCTIONS – Page 25

THE FOLLOWING SCREEN WILL APPEAR.

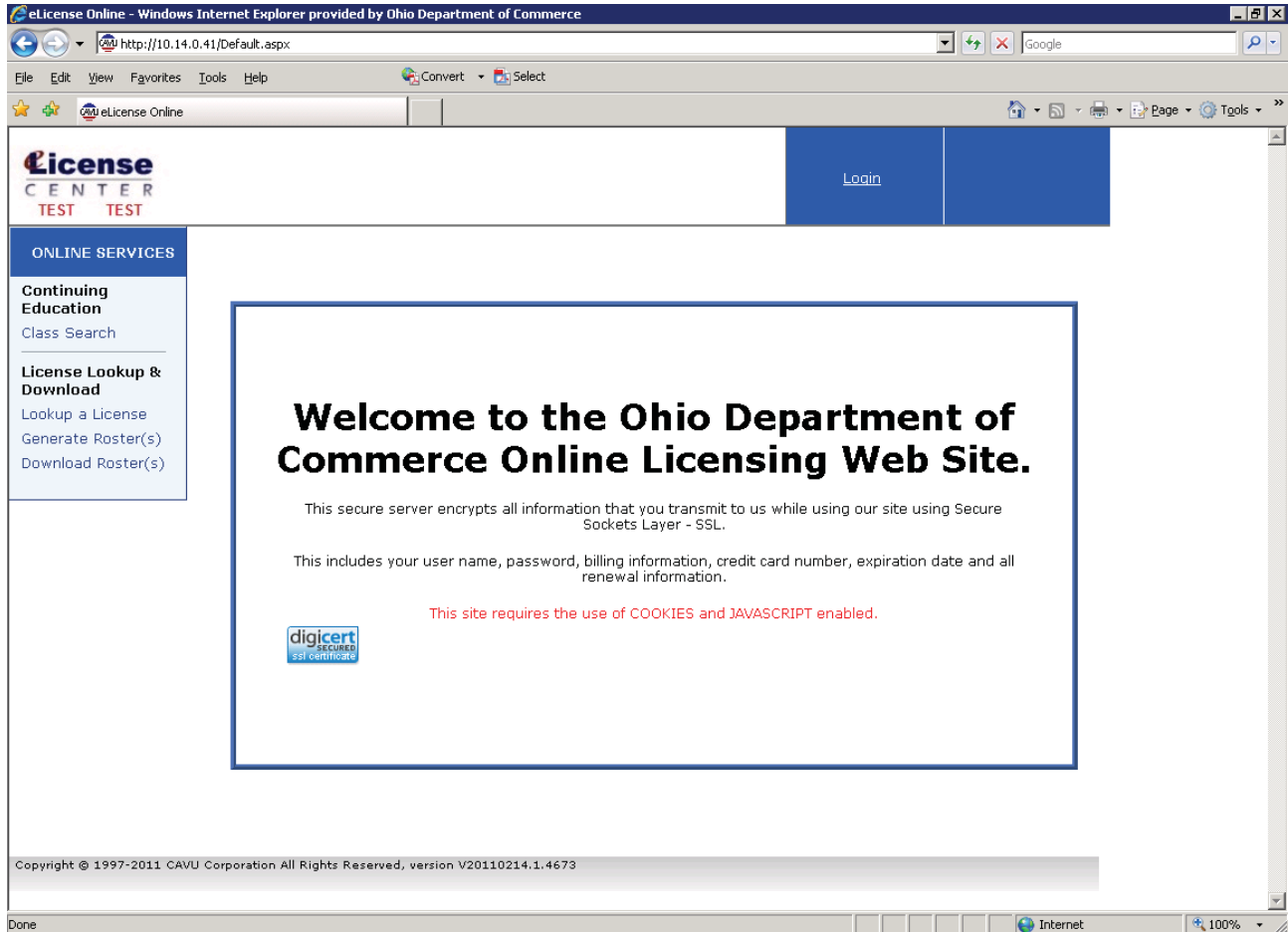
The screenshot displays the eLicense Online interface. At the top, the user is identified as SAMUEL W OAKS with a 'LogOut' link. An 'Invoice Summary' box shows 0 items for \$0.00. A 'Print Receipt' button is highlighted with a red box. The main content area is titled 'Payment Receipt' and shows the name 'SAMUEL W OAKS'. A table lists the payment items:

Item #	Amount
65 Online CE Processing Fee	\$40.00
Subtotal:	\$40.00
Total:	\$40.00
Amount Paid:	(\$40.00)
Amount Due:	\$0.00

A 'Print Receipt' button is located above the table. A 'Windows Internet Explorer' dialog box is overlaid on the page, asking 'Are you sure you want to logout?' with 'OK' and 'Cancel' buttons. The page footer includes copyright information: 'Copyright © 1997-2011 CAVU Corporation All Rights Reserved, version V20110214.1.4673'. The taskbar at the bottom shows the Start button, several open applications, and the system clock at 4:03 PM.

CLICK "OK" TO LOGOUT.

THE FOLLOWING SCREEN WILL APPEAR.



CLOSE THE INTERNET BROWSER BY CLICKING ON “FILE” IN THE UPPER LEFT HAND CORNER AND THEN CLICKING “EXIT” OR CLICKING ON THE “X” IN THE UPPER RIGHT HAND CORNER TO RETURN TO THE OCILB WEBSITE.

THE COURSE ROSTER INFORMATION SENT TO OCILB VIA THE ONLINE CE WEB APPLICATION WILL BE REVIEWED AND PROCESSED WITHIN 24 – 48 HOURS OF RECEIPT OF DATA.