



*Texas Department of  
Licensing and Regulation*

**PROPERTY TAX PROFESSIONALS**

**“CORE” COURSE COMPLETION**

**ROSTER DATA ENTRY OPERATIONS MANUAL**

# OPERATIONS MANUAL

## OVERVIEW

### BACKGROUND

In keeping with the Texas Department of Licensing and Regulation (TDLR) vision, mission and philosophy, TDLR provides a cost-effective and efficient method of reporting education hours via the TDLR website. The on-line reporting program permits “CORE” providers to sign on through an on-line web page, record licensee numbers, verify licensee names, post course completion rosters, and receive confirmation for these posted rosters. The system also automatically transfers course completion records to the licensee database, so that they can verify their education records sooner.

### USING THE OPERATIONS MANUAL

All screens have the same format: the standard TDLR heading, the site name “CORE” Course Completion Reporting Site” in blue, followed by instructions in green. NOTE: The first screen instructs “Do not use the BACK button at any time while on this site.” The **BACK** button refers to the browser button located on the upper left of your screen. If you click on the **BACK** button, you will exit the program, delete all the data entered, and you will be required to start over.

Please follow the instructions on each screen. This is especially important when you are entering license numbers. Be sure to use the **TAB** key to move from field to field not the **ENTER** or **RETURN** key. If you use the **ENTER** key instead of the **TAB** key, you will send the current screen to be verified instead of moving to the next field

Double-check your printed student roster entries with those found on the screen. This is the easiest place to make any corrections and to ensure you are issuing CORE credit to the right person. You may wish to validate the student license numbers using the TDLR web site prior to releasing the students from the class.

At the end of the process you will click **SIGN OFF** to exit reporting site. You will be returned a copy of the roster in the order in which you entered it. Print this list and check it against your printed student roster.

You will receive e-mail confirmation that your roster was posted. This e-mail will contain provider number, course number, date, roster number with a listing of the licensee numbers and licensee names in license number order. It is important to keep this e-mail confirmation with your course records for one year after the course expiration date. Furthermore, you may need to refer to the roster number in case of an error or omission. The roster number is required to add a licensee to this course. The automated e-mail will be sent to the e-mail address on file with TDLR. If you need to change your e-mail address, please send your request along with your provider name and number to [education@tdlr.texas.gov](mailto:education@tdlr.texas.gov).

## OPERATIONS MANUAL

### SIGN-ON

Enter your **TDLR assigned provider registration number**.

Enter your **TDLR Assigned PIN**, found on the middle left corner of your TDLR provider registration certificate.

Click **LOGIN**

### CREATE A NEW ROSTER

Click on the button for **Create a New Roster** to enter a new roster.

Enter the **TDLR Core Course Number**. The CORE course number will be the single or two-digit number associated with the title of the course that is listed on the course certificate. Example: 7, Property Tax Law

Click **NEXT**.

Enter the course completion date: **MM/DD/YYYY** format; use the slashes (example: **05/02/2005**).

Click the appropriate course **Delivery Method**. NOTE: If the same course is given on the same date using different delivery methods, different locations or in two or more different sessions at the same location, you will enter a separate roster for each.

Click on the appropriate course **Delivery Method**. For a CLASSROOM you will be asked to enter the five-digit zip code of the location where the course was held.

Click **VERIFY** and double-check your information on the **Verification Page**. Click on **MODIFY** if information needs to be corrected.

If okay, Click on **CONTINUE**.

**NOTE:** If you do not wish to continue, click on **MAIN MENU** to return to the main menu or click **SIGN OFF** to exit reporting site.

### ENTERING THE STUDENT INFORMATION

Type the **License Number** of each student that attended your course beginning with the first field on the page and **TAB** to continue from field to field. Please note you should use the TAB key and not the ENTER or RETURN key to move from field to field. If you notice you have entered a license number incorrectly, you may re-enter the correct license number in place of the incorrect number.

Once you have entered all the students in your class (or filled up a page), click **VERIFY**. Check to make sure the license numbers you entered match the names of the licensees shown on the screen. If a name does not match the student that attended your course, edit the license number and click **VERIFY** again to lookup the new license number entered. You may check license numbers using the TDLR web site <http://www.tdlr.texas.gov/LicenseSearch/> and enter the appropriate information to inquire on the person in question. If you cannot determine the correct license number for a student, enter zero for that line and click

**VERIFY.** The entry will be removed from the roster. You will need to determine the correct TLDR license number for the student and add it to this roster at another time.

Once you have entered all of the student license numbers for this course and verified them click **FINISHED.** You will be returned a listing of the data you entered in the order you entered it. You may print this listing and check it with your roster. If any information is incorrect click **MODIFY**; if you need to add additional license numbers click **ADD MORE STUDENTS**; if everything is correct click **POST.** The posting process may take a few minutes.

Once the roster is posted to the TDLR database, click on **MAIN MENU** to report more rosters or **SIGN OFF** to exit reporting site.

### [ADD TO AN EXISTING ROSTER](#)

Click on the button **Add to an Existing Roster** to post additional students to a roster that was previously entered.

Type in the **Roster Number.** The roster number is located on the confirmation e-mail you received following your roster submittal. (The e-mail confirmation of the posted roster contains provider number, course number, date, licensee numbers, licensee names, and the roster number.)

Click **Continue.** You will be placed into the roster and may continue to add additional license numbers by clicking on **ADD MORE STUDENTS.** This is the same process as is in ENTERING THE STUDENT INFORMATION.

After entered the additional license numbers, Click on **VERIFY,** the list you will receive will contain the newly added license numbers along with the previous posting.

**NOTE:** If you do not wish to continue, click on **MAIN MENU** to return to the main menu or click **SIGN OFF** to exit reporting site.

Click **POST.** Then **SIGN OFF** to exit the reporting site.

### [VIEW PREVIOUS ROSTER](#)

Click on the button **View Previous Roster.** You must have the roster number you wish to view. The roster number is located on the confirmation e-mail you received following the roster submittal.

Type in the **Roster Number.** Click **Continue.** The roster will be displayed showing the licensees license number, licensee names, date course and time the course was posted.

Click on **MAIN MENU** to return to the main menu.

Click **SIGN OFF** to exit reporting site.

### [SEND PREVIOUS ROSTER CONFIRMATION EMAIL](#)

Click on the button **Send Previous Roster Confirmation Email.**

Type in the **Roster Number.** Click **Continue.** The roster will be displayed showing the licensees license number, licensee names, date course and time the course was posted.

Click on **SEND CONFIRMATION EMAIL** and the roster will be emailed to you.

You may also print the roster by clicking on **PRINT** or return to the main menu by clicking on **MAIN MENU**.

Click on **SIGN OFF** to exit reporting site.

### E-MAIL CONFIRMATION

You will be notified by e-mail that your roster was accepted and posted to the TDLR database. Keep this e-mail record with your printed roster. The roster number will be required to make any changes to this roster. This roster may also be required when TDLR audits the provider.