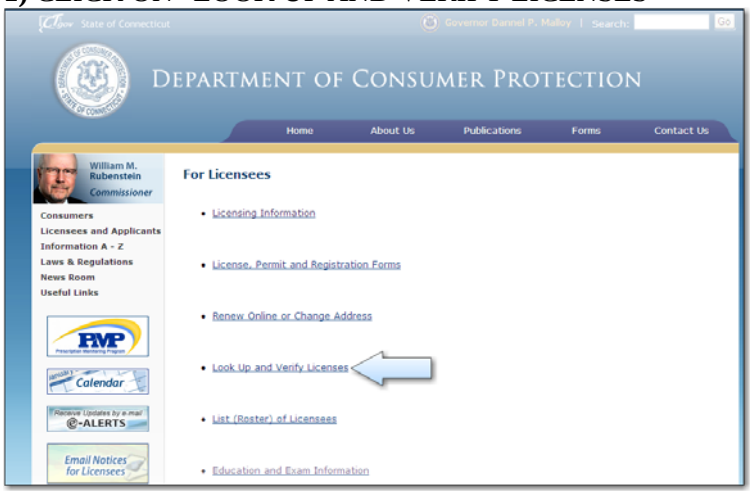
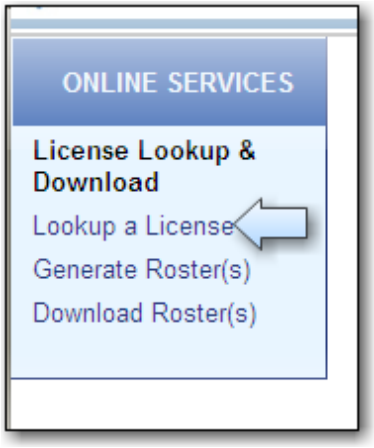
TO FIND SCHOOLS AND LIST OF COURSES EACH SCHOOL OFFERS

Go online to: http://www.ct.gov/dcp/cwp/view.asp?a=1629&q=439428&dcpNav=|

1) CLICK ON "LOOK UP AND VERIFY LICENSES"



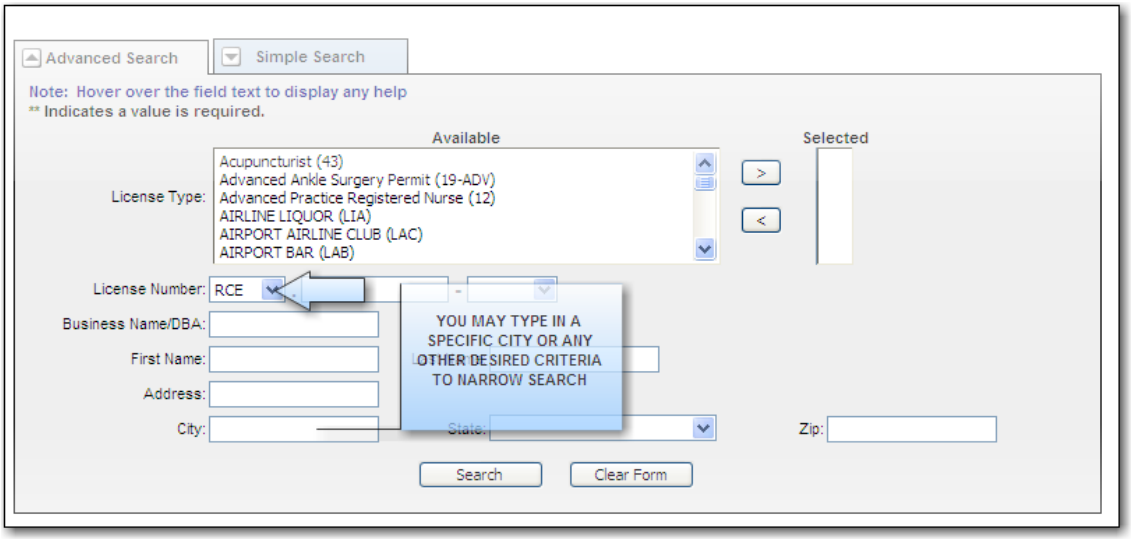
2) CLICK ON "LOOKUP A LICENSE"



3) UNDER "ADVANCED SEARCH" TAB, USE DROP DOWN ARROW TO SCROLL TO PROPER LICENSE PREFIX OR SIMPLY TYPE PREFIX IN (AS INDICATED BY ARROW BELOW):

RCE = REAL ESTATE CONTINUING EDUCATION COURSES
RPL = REAL ESTATE PRELICENSING COURSES

YOU CAN ALSO NARROW YOUR SEARCH BY FILLING IN OTHER FIELDS (IE. CITY DESIRED)
CLICK "SEARCH"



YOU WILL BE PROVIDED WITH A LIST OF APPROVED SCHOOLS.

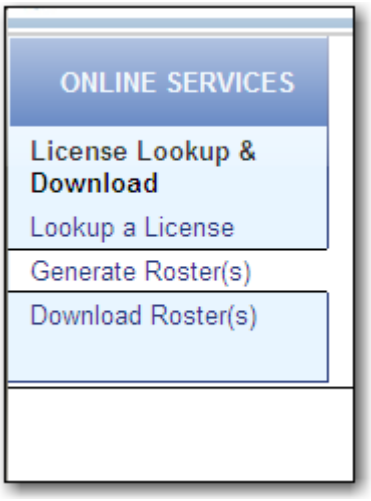
CLICK ON "DETAILS"TO THE LEFT OF THE SCHOOL NAME AND YOU WILL SEE THE SCHOOL CONTACT INFORMATION AND A LIST OF COURSES OFFERED (PULL THE BAR ON THE RIGHT SIDE DOWN TO VIEW ALL COURSES).
DETAILS LISTED: COURSE NAME, # OF CREDITS GIVEN AND EXPIRATION DATE OF COURSE.

Note: RE CEO = Online Continuing Education Course
RE CE = In Classroom Continuing Education Course
RE PL =Real Estate Pre-licensing Course
RE ACE =Appraisal Continuing Education Provider
RE APL =Appraisal Pre-Licensing Provider

TO SEARCH FOR A SPECIFIC COURSE

Go online to: http://www.ct.gov/dcp/cwp/view.asp?a=1629&q=439428&dcpNav=|

1) CLICK ON "GENERATE ROSTERS" ON LEFT OF PAGE.

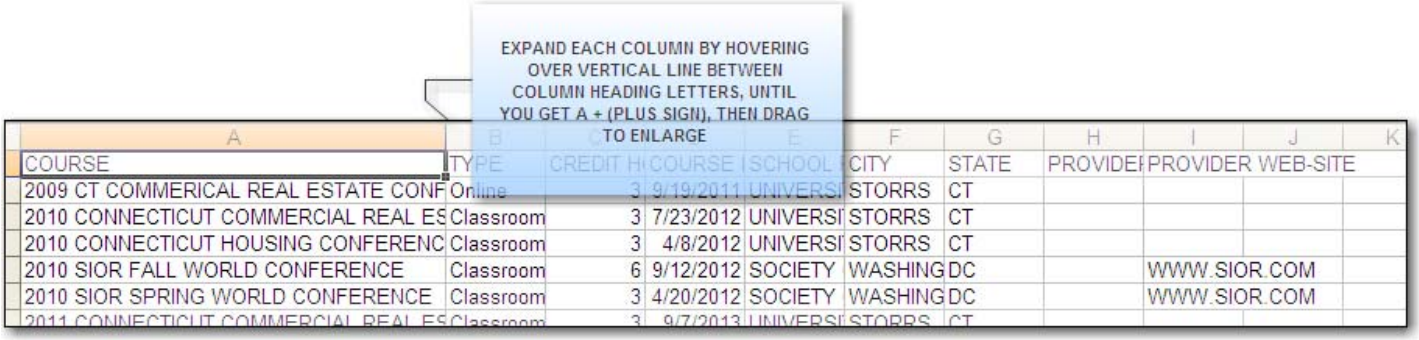


2) CLICK ON DROP DOWN FOR "CONTINUING EDUCATION AND PRE-LICENSE COURSES"

3) CHECK OFF TYPE OF COURSE DESIRED AND SCROLL TO BOTTOM CLICK "CONTINUE"

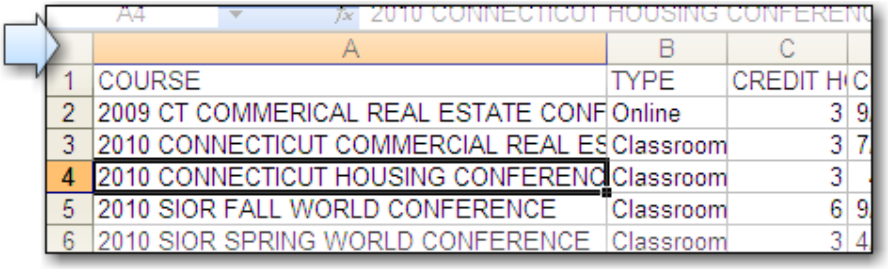
4) CHOOSE "EXCEL" FOR THE FORMAT AND CLICK ON "DOWNLOAD"

5) CHOOSE "OPEN" TO OPEN EXCEL FILE



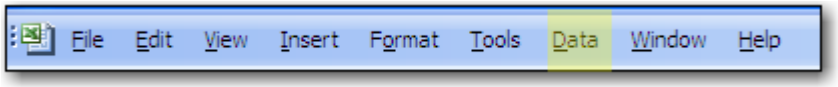
COURSE	TYPE	CREDIT H	COURSE	SCHOOL	CITY	STATE	PROVIDER	PROVIDER WEB-SITE
2009 CT COMMERICAL REAL ESTATE CONF	Online	3	9/19/2011	UNIVERSI	STORRS	CT		
2010 CONNECTICUT COMMERCIAL REAL ES	Classroom	3	7/23/2012	UNIVERSI	STORRS	CT		
2010 CONNECTICUT HOUSING CONFERENC	Classroom	3	4/8/2012	UNIVERSI	STORRS	CT		
2010 SIOR FALL WORLD CONFERENCE	Classroom	6	9/12/2012	SOCIETY	WASHING	DC		WWW.SIOR.COM
2010 SIOR SPRING WORLD CONFERENCE	Classroom	3	4/20/2012	SOCIETY	WASHING	DC		WWW.SIOR.COM
2011 CONNECTICUT COMMERCIAL REAL ES	Classroom	3	9/7/2013	UNIVERSI	STORRS	CT		

6) TO SORT BY COURSE, SIMPLY CLICK MOUSE TO LEFT OF COLUMN "A" AND ABOVE ROW "1" AS SHOWN BELOW. (THIS WILL HI-LITE THE ENTIRE SHEET).



	A	B	C
1	COURSE	TYPE	CREDIT H
2	2009 CT COMMERICAL REAL ESTATE CONF	Online	3
3	2010 CONNECTICUT COMMERCIAL REAL ES	Classroom	3
4	2010 CONNECTICUT HOUSING CONFERENC	Classroom	3
5	2010 SIOR FALL WORLD CONFERENCE	Classroom	6
6	2010 SIOR SPRING WORLD CONFERENCE	Classroom	3

7) FROM TOOL BAR ACROSS TOP CHOOSE "DATA", THEN "SORT"



8) CHOOSE "SORT BY COURSE", CLICK OK AT BOTTOM AND YOU WILL RECEIVE AN ALPHABETIZED LIST BY COURSE NAME. YOU CAN FURTHER SORT BY ANY COLUMN HEADING (IE. SORT BY CITY).