

## 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”



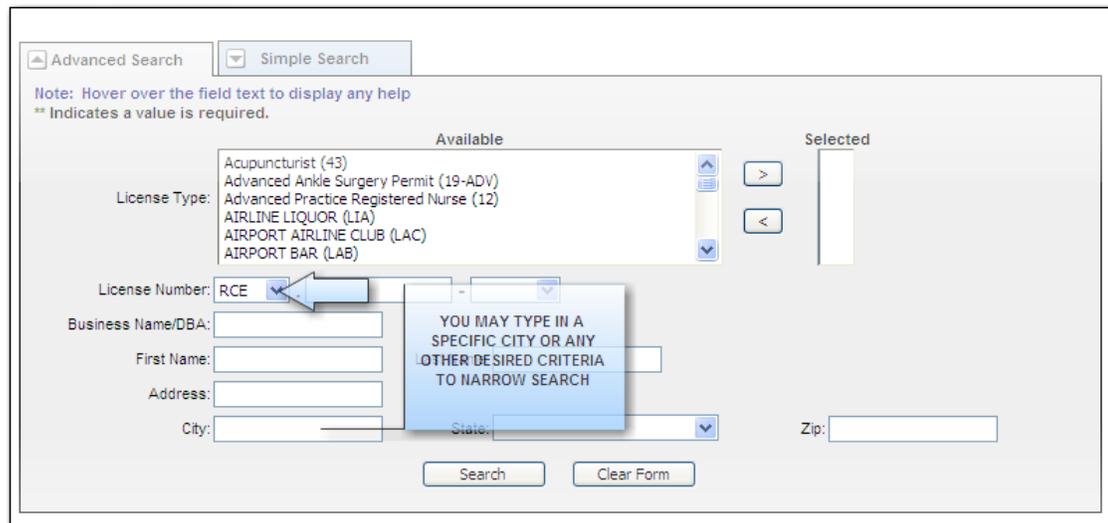
2) CLICK ON “LOOKUP A LICENSE”



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”

A screenshot of the 'Advanced Search' form. At the top, there are tabs for 'Advanced Search' and 'Simple Search'. Below is a note: 'Note: Hover over the field text to display any help' and '\*\* Indicates a value is required.' The form has several fields: 'License Type' (a list box with options like 'Acupuncturist (43)', 'Advanced Ankle Surgery Permit (19-ADV)', etc.), 'License Number' (a dropdown menu with 'RCE' selected and a blue arrow pointing to it), 'Business Name/DBA', 'First Name', 'Address', 'City', 'State' (a dropdown menu), and 'Zip'. There are also 'Search' and 'Clear Form' buttons. A callout box with a blue background and white text says: 'YOU MAY TYPE IN A SPECIFIC CITY OR ANY OTHER DESIRED CRITERIA TO NARROW 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

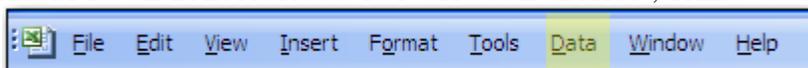
EXPAND EACH COLUMN BY HOVERING OVER VERTICAL LINE BETWEEN COLUMN HEADING LETTERS, UNTIL YOU GET A + (PLUS SIGN), THEN DRAG TO ENLARGE

COURSE	TYPE	CREDIT H	COURSE	SCHOOL	CITY	STATE	PROVIDER	PROVIDER WEB-SITE
2009 CT COMMERCIAL 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 CONFERENCE	Classroom	3	4/8/2012	UNIVERSI	STORRS	CT		
2010 SIOR FALL WORLD CONFERENCE	Classroom	6	9/12/2012	SOCIETY	WASHINGDC			WWW.SIOR.COM
2010 SIOR SPRING WORLD CONFERENCE	Classroom	3	4/20/2012	SOCIETY	WASHINGDC			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).

The image shows a close-up of the Excel spreadsheet from the previous table. The 'COURSE' column (column A) is highlighted in orange. A blue arrow points to the mouse cursor hovering over the top-left corner of the spreadsheet (cell A1), indicating the action of clicking to sort by the selected column.

- 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).