Using Notepad on your computer, you will follow these steps to complete a roster.
Please send the roster within 10 days of the course completion to
betsy.bowman@tn.gov

Remember to use the "space bar" to move the cursor along. DO NOT USE "TAB" key.

This information will be on your first line

RF	(spaces 1 & 2)	
Provider Number	(spaces 3-12)	
Course Number	(spaces 13-22)	
Completion Date	(spaces 23-32)	yyyymmdd
Roster #	(spaces 33-39)	rosters begin again January 1

This information will follow for each entry

License#/File#	(spaces 1-10)	
Last Name	(spaces 11-25)	
First Name	(spaces 26-40)	
SS#	(spaces 41-50)	usually this is supplied if licensee number is unkown

Sample

```
RF7777      5555      20110926  02110
123456    Riggs          Kathy
234567    Lynn           Bruce
RF7777      6666      20110927  02111
123456    Riggs          Kathy
234567    Lynn           Bruce
```