

## CE Course Roster File Format Description – Wisconsin

The file contains pipe-delimited, variable length data values. Line endings can be CR (character return). A data file consists of a single header record followed by one or more student records, and a single trailer record (total count of student records for that particular course).

### Header record

Field	Format	Constraint	Sample	Notes
Record Type	Char (1)	Mandatory	H	Indicates header record
State	Char (2)	Mandatory	WI	Indicates state
Provider ID	Num (6)	Mandatory	123456	Course cannot be uploaded without provider ID number
Course ID	Num (10)	Mandatory	12345	Course cannot be uploaded without course ID number
Completion Date	yyyymmdd	Mandatory	20110822	Course cannot be uploaded without course completion date,

### Student record(s) Students will be validated with NPN and the student's last name.

Field	Format	Constraint	Sample	Notes
Record Type	Char (1)	Mandatory	S	Indicates student detail record
NPN	Num (10)	Mandatory	987654321	Cannot upload student without a valid NPN.
State License Number	Num (10)	Optional	123456789	Not required
SSN	Num (9)	Optional	123456789	Not required
License Class	Char (3)	Optional		Not required
Course Credits	Num (2)	Optional	08 or 20	Credits will be pulled from the course.
First Name	Char (40)	Optional	James	Not required
Middle Initial	Char (4)	Optional	L or L.	Not required
Last Name	Char (40)	Mandatory	Winters	Last name must match last name of the student associated with the NPN.

### Trailer record

Field	Format	Constraint	Sample	Notes
Record Type	Char (1)	Mandatory	T	Indicates trailer record
Record Count	Num (4)	Mandatory	0224	Cannot upload course unless the record count matches the actual number of student records in the file.

### Sample file

H WI 123456 12345 20060527
S 1234567890     Sharp
S 9876543210     Coffman
T 2
H WI 123456 58894 20060518
S 452667   Melinda  Herr
S 2385960     McKinney
S 397425015     Jones
T 3

### Notes:

H = Header record

S = Student record

T = Trailer record

The student records in the rosters above illustrate that middle initial is optional.