MAINE BUREAU OF INSURANCE CE ROSTER FILE FORMAT

The State of Maine Regulatory Licensing & Permitting System allows approved Continuing Education providers to electronically submit attendance roster files to the Bureau of Insurance.

The file format allows any number of courses, dates and attendees to be reported at one time. Each course completion will begin with a header record defining the course and completion date, followed by a record for each attendee, followed by a trailer record confirming the number of attendees. The fields in each record must be pipe-delimited (|) and each record must end with a CR (carriage return).

Specifications for the header, attendee and trailer records are as follows:

Header Record

Field	Format	Required?	Example	Notes
Record Type	Char (1)	Mandatory	H	Indicates header record
State	Char (2)	Mandatory	ME	Must be ME
Provider Number	Char (10)	Mandatory	123456	Maine Bureau of Insurance Provider Number
Course Number	Char (10)	Mandatory	A2345	Maine Bureau of Insurance Course Number
Completion Date	yyyymmdd	Mandatory	20200322	May not be a future date

Attendee Record

Field	Format	Required?	Example	Notes
Record Type	Char (1)	Mandatory	S	Indicates attendee record
NPN	Num (10)	Mandatory	987654321	Must match National Producer Number of individual licensed by Maine Bureau of Insurance
License Number	Num (10)	Optional	123456789	If provided, must match a Maine Bureau of Insurance license number associated with the NPN
SSN	Num (9)	Unused		Must be blank
License Class	Char (3)	Unused		
Course Credits	Num (2)	Optional	8	If left blank, standard course credits will be used. If provided, must be less than or equal to standard course credits
First Name	Char (40)	Unused		
Middle Initial	Char (4)	Unused		
Last Name	Char (40)	Mandatory	Johnson	Must match last name of individual associated with the NPN

Trailer Record

Field	Format	Required?	Example	Notes
Record Type	Char (1)	Mandatory	T	Indicates trailer record
Record Count	Num (4)	Mandatory	224	Must match number of attendee records between preceding header record and this trailer record

Example of a file reporting two course completions, one with two attendees and one with three

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H|ME|123456|A2345|20200701
S|1234567890|||||||Sharp
S|9876543210|||||||Coffman
T|2
H|ME|123456|5889Z|20200701
S|2222222222|||6|Melinda||Herr
S|3333333333|||||||McKinney
S|4444444444|||||||Jones
T|3
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