

ASHA CE EXCEL REPORTING – HEADER ROW

This ASHA CE Reporting Resource provides examples of the [Correct ASHA Excel Header Format](#) when reporting course offering data with Excel Files in addition to examples of common mistakes to avoid. Please note the link to [ASHA CE Excel Reporting Instructions](#) and the link to download the [ASHA CE Excel Header Format File](#) that you may use to copy and paste your participant data into to create an Excel Reporting file.

CORRECT ASHA EXCEL HEADER FORMAT

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ASHA ID	Last Name	First Name	Address1	Address2	Address3	City	State	Zip Code	Country	Email	ASHA CEUs	Course and Offering ID

COMMON EXCEL FORMATTING ERRORS: Header Row Formatting Errors

The diagram illustrates common errors in the header row of an Excel file and provides corrections:

- Header names out of order:** Points to columns A, B, and C where the order is Last Name, First Name, and ASHA IDs.
- Delete the space:** Points to columns D, E, and F where the header names are Address 1, Address 2, and Address 3.
- Delete "Address":** Points to column K where the header is Email Address.
- Delete apostrophe:** Points to column L where the header is ASHA CEU's.
- Delete the "s":** Points to column C where the header is ASHA IDs.
- Change to "Zip Code":** Points to column I where the header is Zip.
- Change to "Course and Offering ID":** Points to column M where the header is Course #.

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COMMON EXCEL FORMATTING ERRORS: *Participant Data Formatting Errors*

The image shows an Excel spreadsheet with the following data in row 3:

ASHA ID	Last Name	First Name	Address1	Address2	Address3	City	State	Zip Code	Country	Email	ASHA CEUs	Course and Offering ID
SP-501	Smith, Speech Company, Senior Speech-Language Pathologist	Jane	3 Main St., Apt. 20001 - B Southwest			Rockville	MD	12345	USA	smith@speech.com	12.789	

Callouts and their corresponding errors:

- Must be 8 digits without letters or symbols:** Points to the ASHA ID 'SP-501'.
- Only last name, no more than 70 characters:** Points to the Last Name 'Smith, Speech Company, Senior Speech-Language Pathologist'.
- Please use Address2 and Address 3 for additional lines:** Points to the Address1 field.
- Remember 1 hour = 0.1 ASHA CEUs; this example = 120 hours:** Points to the ASHA CEUs value '12.789'.
- ASHA CEUs can only go two places after the decimal and must end in 0 or 5:** Points to the ASHA CEUs value '12.789'.
- Missing course offering ID:** Points to the empty Course and Offering ID field.

References

[ASHA CE Excel Reporting Instructions](#)

[ASHA CE Excel Header Format File](#)