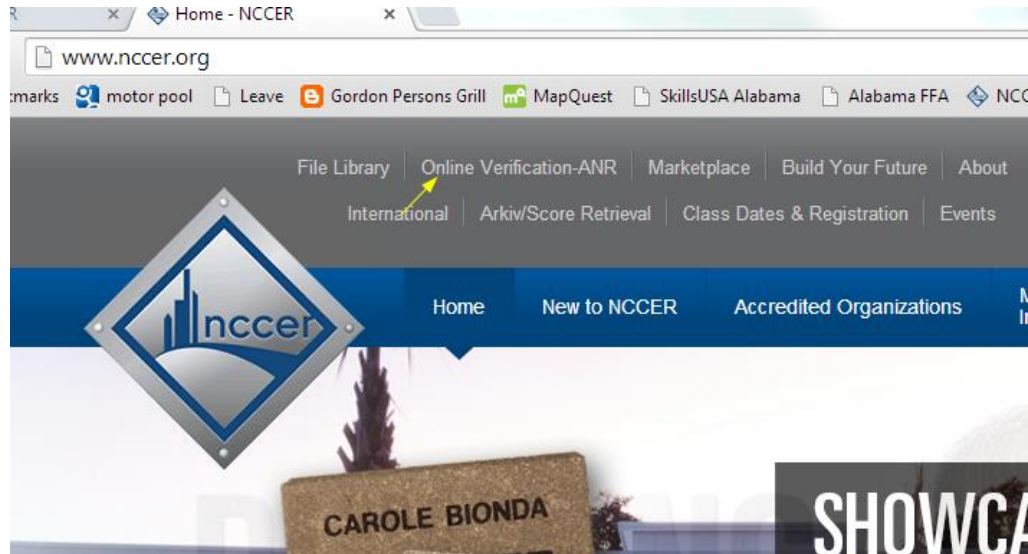


NCCER Automated National Registry Instruction Guide

Step 1: Login

1. GO TO WEBSITE; www.nccer.org
2. AT TOP OF PAGE GO TO; [Online Verification-ANR](#) AND CLICK.



3. CLICK THE CENTER BOX MARKED "SPONSOR".

Click Here for Certification Watch List

NCCER Automated National Registry
anr.nccer.org

 INDIVIDUAL Sign in to view your personal training history	 SPONSOR Sign in to view and submit training records	 ONLINE VERIFICATION Verify someone's NCCER credentials here
--	--	--

An NCCER wallet card is not representation of certification but rather proof that the card holder has been entered into NCCER's National Registry. It is the responsibility

4. ON THIS PAGE YOU WILL ENTER THE LOGIN AND PASSWORD SUPPLIED TO YOU BY **Myron Laurent**. Email mlaurent@alsde.edu if you don't have a password.

Welcome
ANR
Automated National Registry



Username: ← ←
Password: ← ←

If you do not have a username and password for the ANR, please contact your NCCER accredited training sponsor or assessment center.

For more information on the Automated National Registry, please contact NCCER's Registry department at 888-622-3720 ext. 116

STEP 2: Setup Instructor

5. AFTER LOGIN, CLICK **"UNIT/SITE"** AT THE TOP OF THE PAGE. (notice there are detailed tutorials at the bottom of this page)

A screenshot of the ANR website interface. At the top, there is a dark blue navigation bar with the NCCER logo on the left and several menu items: Home, Print, Contact, Resources, Log Out, and Unit/Site. A red arrow points to the "Unit/Site" link. Below the navigation bar, the page content begins with "Welcome to the ANR" and a heading "2014 ACCREDITATION GUIDELINES RELEASED". The main text states: "The NCCER 2014 Accreditation Guidelines have been released and are on NCCER's website for download." Below this is a link for "2014 Accredited Guidelines." and a note: "NOTE: NCCER has made the Guidelines available in an electronic PDF".

6. Select "INSTRUCTOR MANAGER". (You can select this from top row or list in bottom window)

Home [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

Unit/Site Menu

The following functions are available from this module:

- **Client Manager** - Add and edit client organizations and people, upload photos.
- **Instructor Manager** - Import and review instructors from sponsor.
- **Course Manager** - Import and review training modules from sponsor.
- **Forms** - Generate Form 101, 200, PV and Reports.
- **QuickCheck** - View an individual's NCCER training and assessment records.

7. If you are already listed as instructor, skip to 8. If you are not listed, select "import instructor from sponsor". Then, find your name and select "import". If you are not listed, contact Myron Laurent at mlaurent@alsde.edu.

Home [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

Training Unit Instructors

NOTE: The Training Unit Instructor Manager has changed. When you click the red X by an instructor to remove them from your list, the instructor is deactivated rather than permanently removed. Deactivated instructors will no longer be available in forms.

You can view deactivated instructors by selecting "Show Deactivated Instructors" in the Instructor Type and hitting Search.

To reactivate a deactivated instructor, simply click the red X next to their record to move them back to active status.

If you have any questions you may contact the Registry Dept at 352-334-0911.

Instructor Type: Last Name: SSN:

Instructor Name	Instructor SSN	ICTP Expires	Master Trainer?	Performance Evaluator Only?	More	Remove
Robinson, Edward	XXX-XX-██	██	No	No	More	⊗

[Import Instructors from Sponsor](#)

Step 3: Setup School Information

8. CHOOSE IS THE “CLIENT MANAGER”.

The screenshot shows the NCCER Client Manager interface. At the top is a navigation bar with the NCCER logo and links for Home, Print, Contact, Resources, and Log Out. Below this is a secondary menu with Client Manager, Instructor Manager, Course Manager, Forms, and QuickCheck. The main content area is titled "Unit/Site Menu" and contains the text: "The following functions are available from this module:". Below this text is a bulleted list of functions: Client Manager, Instructor Manager, Course Manager, Forms, and QuickCheck, each with a brief description. Red arrows point from the "Client Manager" link in the secondary menu to the "Client Manager" bullet point in the list.

Unit/Site Menu

The following functions are available from this module:

- **Client Manager** - Add and edit client organizations and people, upload photos.
- **Instructor Manager** - Import and review instructors from sponsor.
- **Course Manager** - Import and review training modules from sponsor.
- **Forms** - Generate Form 101, 200, PV and Reports.
- **QuickCheck** - View an individual's NCCER training and assessment records.

9. If the information listed is correct, you can skip to step 10. If you need to edit the information, select edit. If no information is present, select “add new client organization” enter all information, and select save. YOU WILL ENTER THE CLIENT INFORMATION AS YOUR SCHOOL/CAREER TECHNICAL CENTER, BE SURE TO LIST ALL INFORMATION THE SAME IF YOU HAVE MULTIPLE TEACHERS ON CAMPUS INSTRUCTING WITH NCCER.

The screenshot shows the NCCER Client Manager interface displaying a table titled "List Of All Your Client Organizations". The table has four columns: Organization Name, Address, Edit Info, and Employee/Trainee Info. A single row of data is visible: Troy - Pike Center for Technology, 285 Gibbs St., Troy, Al 36081, Edit, and View. Below the table, there is a link for "Add New Client Organization" and a "[Training Unit Menu]" link. Red arrows point to the "Add New Client Organization" link, the "Edit" button in the table, and the "View" button in the table.

Organization Name	Address	Edit Info	Employee/Trainee Info
Troy - Pike Center for Technology	285 Gibbs St., Troy, Al 36081	Edit	View

[Add New Client Organization](#)
[Training Unit Menu]

New Client Information

Client Name: *

Physical Address 1: *

Physical Address 2:

Physical City: * State: * Zip: *

Mailing Address 1:

Mailing Address 2:

Mailing City: State: Zip:

Billing Address 1:

Billing Address 2:

Billing City: State: Zip:

Contact Title:

Contact First Name:

Contact Last Name:

Office Phone: *

Office Fax:

URL Address:

[Client Manager](#) | [Save](#)

Step 4: Enter Completed Student Information

10. To get to “Employee/Trainee” Information, begin by going to the “client manager”.

The screenshot shows the NCCER website navigation menu at the top, with a blue background and white text. The menu items are: Home, Print, Contact, Resources, Log Out, Client Manager, Instructor Manager, Course Manager, Forms, and QuickCheck. Below the menu is the "Unit/Site Menu" section, which contains a list of functions available from this module. A red arrow points from the "Client Manager" link in the menu to the "Client Manager" item in the list. Another red arrow points from the "Client Manager" item in the list to the "Employee/Trainee" information mentioned in the text above.

[Home](#) [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

Unit/Site Menu

The following functions are available from this module:

- **Client Manager** - Add and edit client organizations and people, upload photos.
- **Instructor Manager** - Import and review instructors from sponsor.
- **Course Manager** - Import and review training modules from sponsor.
- **Forms** - Generate Form 101, 200, PV and Reports.
- **QuickCheck** - View an individual's NCCER training and assessment records.

11. Then select "view" under employee/trainer info.

The screenshot shows the NCCER Client Manager interface. At the top, there is a navigation bar with links for Home, Print, Contact, Resources, and Log Out. Below this, there are sub-links for Client Manager, Instructor Manager, Course Manager, Forms, and QuickCheck. The main content area is titled "List Of All Your Client Organizations". It contains a table with the following data:

Organization Name	Address	Edit Info	Employee/Trainee Info
Troy - Pike Center for Technology	285 Gibbs St., Troy, Al 36081	Edit	View

Below the table, there is a link for "Add New Client Organization" and a sub-link "[Training Unit Menu]". A red arrow points to the "View" link in the table.

12. Search by SSN or NCCER card to see if student is already in system, if so, select import. If not, Select "add new person"

The screenshot shows the NCCER Client Manager interface for searching people. At the top, there is a navigation bar with links for Home, Print, Contact, Resources, and Log Out. Below this, there are sub-links for Client Manager, Instructor Manager, Course Manager, Forms, and QuickCheck. The main content area is titled "List of People (Employees, Trainees) for Troy - Pike Center for Technology". It contains a search form with the following fields:

Last Name: First Name:
SSN: NCCER Card Number:

Include Inactive?

Search

Client Manager | Add New Person

Records found: 0

Name	NCCER Card Number	SSN	Status	Edit Info	Remo
Records found: 0					

A red arrow points to the "Add New Person" link.

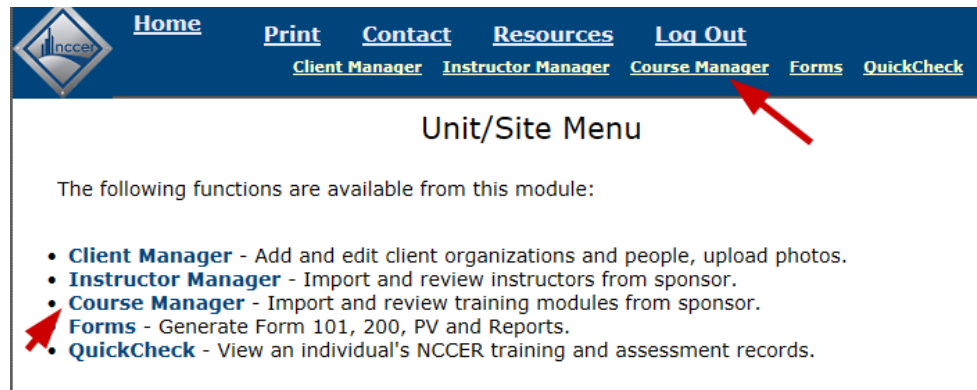
13. NEXT THE “EMPLOYEE/TRAINEE” INFORMATION WILL BE FOR YOUR STUDENT INFORMATION THAT NEEDS TO BE ENTERED. YOU WILL NEED THE FOLLOWING, STUDENT FIRST, MIDDLE, AND LAST NAME, DATE OF BIRTH, CITY OF BIRTH, SSN#, IF STUDENT DOES NOT WISH TO GIVE YOU THE SSN# PLEASE COMPLETE A SGN FORM FOR STUDENTS PRIOR TO ENTRY. THIS IS FREE FOR STUDENTS.



The screenshot shows a web application interface with a dark blue header. The header contains the NCCER logo on the left and a navigation menu with links: Home, Print, Contact, Resources, Log Out, Client Manager, Instructor Manager, Course Manager, Forms, and QuickCheck. Below the header, the page title is "Add new person to Troy - Pike Center for Technology". The main content area contains a form with the following fields: First Name, Middle Name, Last Name, Date of Birth, City of Birth, and SSN. Each field has a corresponding text input box. To the right of the SSN field is a "Submit Query" button. Below the form, there are two links: "Previous" and "Save".

Step 5: Enter Completed Courses

14. Select Course Manager.



The screenshot shows the same NCCER system interface as in the previous screenshot. The navigation menu is visible, and the "Course Manager" link is highlighted with a red arrow. Below the header, the page title is "Unit/Site Menu". The main content area contains the text "The following functions are available from this module:" followed by a bulleted list of functions: Client Manager, Instructor Manager, Course Manager, Forms, and QuickCheck. A red arrow points to the "Course Manager" link in the list.

15. You will see the courses you have previously entered listed. If the course(s) you have completed are not listed, you will need to select “import courses/modules from NCCER”. Then, select “import” for each module you have completed. THESE WILL THEN BE READY TO TRANSFER TO THE FORM 200 **WHEN YOU GET READY TO DO THE FORM 200 LATER. ONLY SELECT MODULES THAT YOU HAVE COMPLETED.**

Step 6: Complete Form 200 (only after instructor, students, and courses have been selected)

16. Select "Forms"

Home [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

Training Unit Courses/Modules

Module Number:
 Module Name:

Import Courses/Modules from NCCER

Note: Old modules which have been expired by NCCER do not appear on this list

Module No.	Module Name	Remove
04303-03	Introduction to Welding, Brazing, and Cutting	<input type="button" value="X"/>
04403-09	Introduction to Welding, Brazing and Cutting	<input type="button" value="X"/>

Import Courses/Modules from NCCER

17. Select FORM 200.

Home [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

Forms Menu

The following functions are available from this module:

- **Form 101** - Registration of Craft Instructor Certification Form.
- **Form 200** - NCCER Craft Training Report Form.
- **Form PV** - Create or view Form PV's

18. CLICK TAB AND MAKE SURE IT SAYS "ALL RECORDS" THIS WAY YOU WILL SEE ALL FORM 200'S THAT YOU HAVE CREATED.

Home [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

[Create a New Form 200](#) | [Return to Forms Menu](#) | [Show Old Version Form 200s](#)

List of Your Form 200s

Search for Form 200 ID:

NOTE: You can sort the results columns by

Form 200 ID	User Reference	Report Date	Training Unit	Status
				Submitted to Sponsor Submitted to NCCER Declined by Sponsor Declined by NCCER Accepted by NCCER Incomplete Forms Deleted Forms All records

[Date Submitted](#) [Duplicate This Form](#)

[Create a New Form 200](#) | [Return to Forms Menu](#)

19. CLICK **CREATE NEW FORM 200**.

[Home](#) [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

[Create a New Form 200](#) | [Return to Forms Menu](#) | [Show Old Version Form 200s](#)

List of Your Form 200s

Search for Form 200 ID: Submitted to Sponsor

NOTE: You can sort the results columns by clicking on the column titles.

Form 200 ID	User Reference	Report Date	Training Unit	Status	Action	Date Submitted	Duplicate This Form
-------------	----------------	-------------	---------------	--------	--------	----------------	---------------------

[Create a New Form 200 | Return to Forms Menu](#)

20. YOU WILL ONLY BE USING THE LEFT SIDE OF THE SCREEN. UNDER “INSTRUCTOR OF RECORD” SELECT YOUR NAME.

21. ON DATE OF REPORT, USE DATE MODULE WAS COMPLETED USING FORMAT SHOWN.

22. FOR REFERENCE, YOU CAN NAME THIS CLASS WHAT YOU PREFER TO HELP YOU IDENTIFY THIS FORM.

23. SELECT “NEXT”

[Home](#) [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

Your Form 200 ID is: **105360F2690-668**

Instructor of Record

Select one instructor to be the Instructor of Record for this Form 200 by highlighting an entry in the list below

Robinson, Edward - XXX-XX-XXXX

Please enter the reported date of completion as it needs to appear on credentials and reports.
(MM/DD/YYYY)

Date of Report:

Use the Reference field to give your form a name that is meaningful to you.

Reference:

If your list of instructors is long, you can narrow it down by searching for the instructor's name or number here first.

Tips:

- You can search for just the first few numbers or letters (searching for "sm" will find Smith, Smithers, Smotts, etc.)
- To clear a search, delete characters in these fields and click "search".

Last Name:
SSN or SGN:


24. SELECT THE MODULES YOU HAVE COMPLETED. TO SELECT MULTIPLE MODULES AT ONCE, HOLD THE CONTROL KEY AND CONTINUE SELECTING.
25. CLICK "NEXT".

Select Modules

Your Form 200 ID: **105360F2690-668**
 Date of Report: **5/14/2014**
 Your Reference Tag: **TEST**


TIP: Hold down the CTRL key while clicking to select more than one module from the list. Hold down SHIFT while clicking to select a range of modules.

[04303-03] Introduction to Welding, Brazing, and Cutting
[04403-09] Introduction to Welding, Brazing and Cutting



[Previous](#) |

26. SELECT EMPLOYER – SCREEN MAY TAKE A MINUTE TO LOAD EMPLOYEES/ TRAINEES/STUDENTS. STUDENTS SHOULD BE SELECTED FROM DROP DOWN MENU, DON'T SELECT ADD NEW STUDENT AT THIS POINT, BUT RETURN TO CLIENT MANAGER IF STUDENT ISN'T LISTED.
27. SELECT STUDENTS - HOLD CONTROL KEY HIGHLIGHT STUDENTS AND SELECT MULTIPLE STUDENTS.




[Home](#) [Print](#) [Contact](#) [Resources](#) [Log Out](#)
[Client Manager](#) [Instructor Manager](#) [Course Manager](#) [Forms](#) [QuickCheck](#)

Your Form 200 ID: **105360F2690-668**
 Your Reference Tag: **TEST**

NOTE: If you do not see the employer you need in the list below, you can **add a new employer** now. To make changes to your employers you must use the **Client Manager**.

Employers (Companies, Schools, etc)
 ▼



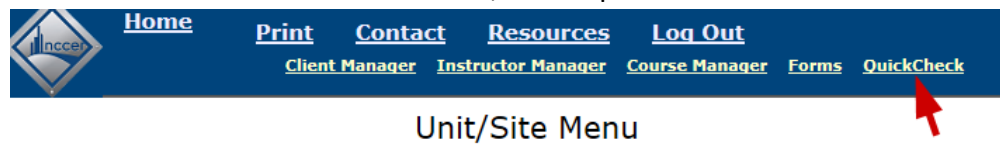
Select trainees from the list below to add to your form.

Tip: You can select several trainees at once by holding down the CTRL key when you click

28. **READ ALL OF THIS BEFORE PROCEEDING!!** NOW LOOK OVER FORM. IF FORM HAS THE CORRECT SCHOOL NAME, FORM ID NUMBER, STUDENT NAMES, MODULE NAMES AND NUMBERS, AND REFERENCE NAME YOU ARE READY TO PROCEED. CLICK **"GENERATE FORM 200"**. *********IF YOU HAVE STUDENTS THAT DID NOT GIVE YOU A SSN# NOW IS WHEN YOU PULL THEM TO YOUR ROSTER, CLICK THE BOX IN THE MIDDLE OF THE SCREEN THAT SAYS **"ADD TRAINEE"** HERE YOU WILL BE ABLE TO SEARCH FOR THE STUDENTS THAT YOU SENT IN FOR A SGN AND ADD THEM TO YOUR LIST. AFTER ADDING THOSE STUDENTS NOW YOU ARE READY TO CLICK **"GENERATE FORM 200"**.
29. YOUR FORM SHOULD HAVE SPONSOR NAME – STATE DEPT. AL., TRAINING UNIT – YOUR SCHOOL, INSTRUCTOR – YOU, YOUR SSN LAST 4 #'S, FORM #, REFERENCE ID, DATE, STUDENTS NAMES, MODULES #, WRITTEN & PERFORMANCE TEXT BOXES.
30. MAKE SURE ALL RELEASE FORMS ARE DOCUMENTED AND **CLICK** THE SPACE MARKED BY EACH STUDENTS NAME THAT YOU **HAVE THESE ON FILE**.
31. DATES MUST BE ENTERED IN THE WRITTEN AND PERFORMANCE TEXT BOXES UNDER THE STUDENTS NAMES FOR EACH MODULE COMPLETED AND PASSED WITH A "70% OR HIGHER GRADE" THE DATE WILL BE THE DATE YOU SUBMIT THE REPORT AND YOU MUST USE THE FORMAT THE FOR SHOWS.
32. IF YOU DO NOT WISH TO SUBMIT THE REPORT AT THE CURRENT TIME YOU WILL HAVE TO GO TO THE BOTTOM OF THE PAGE AND CHANGE THE DROP BOX FROM **"SUBMIT THIS FORM FOR APPROVAL"** TO **"SAVE THIS FORM BUT DO NOT SUBMIT AT THIS TIME"** BE SURE THAT YOU DO NOT CLICK FINISH UNTIL YOU ARE ABSOLUTELY CERTAIN THAT YOU ARE READY TO SUBMIT THE FORM. IF YOU CHOOSE TO SAVE BUT NOT SUBMIT, THE DATES WILL BE REMOVED AND WILL HAVE TO BE ENTERED AGAIN FOR THE DATE THAT YOU SUBMIT. ALSO WHEN YOU CHANGE THE FORM TO "SAVE THIS FORM BUT DO NOT SUBMIT AT THIS TIME" BE SURE TO CLICK SOMEWHERE TO CHANGE THE COLOR FROM BLUE TO BLACK AND WHITE, DO NOT CLICK FINISH, JUST MOVE TO ANOTHER SECTION BY CLICKING COURSE MANAGER.
33. YOU CAN GO BACK TO **FORMS**, CLICK ON FORMS 200, MAKE SURE THE TAB IS ON ALL FORMS. YOU SHOULD BE ABLE TO SEE YOUR FORM, THE STATUS SHOULD SAY INCOMPLETE FORM. THERE SHOULD BE AN OPTION OF FINISH/DELETE. YOU CAN CLICK FINISH TO COMPLETE THE FORM OR CLICK DELETE TO GET RID OF THE FORM IF YOU WANT TO PRACTICE WORKING ON ONE BEFORE ACTUALLY DOING **ONE**.

Step 7: View Student Records

34. To view an individual's NCCER record, select quick check.



The following functions are available from this module:

- **Client Manager** - Add and edit client organizations and people, upload photos.
- **Instructor Manager** - Import and review instructors from sponsor.
- **Course Manager** - Import and review training modules from sponsor.
- **Forms** - Generate Form 101, 200, PV and Reports.
- **QuickCheck** - View an individual's NCCER training and assessment records.

35. Enter students SSN or NCCER# and select search.

Training Unit QuickCheck™

View an Individual's Training History

Enter SSN:

OR

Enter Card #:

Start with ▼

*****FYI, tests and powerpoints must be downloaded from NCCER Instructor Resource Center (IRC)****

<http://www.nccer.org/instructor-resource-center>

To get login, contact Debbie Romashko at 952-905-7022 or by email:
Debbie.romashko@pearson.com