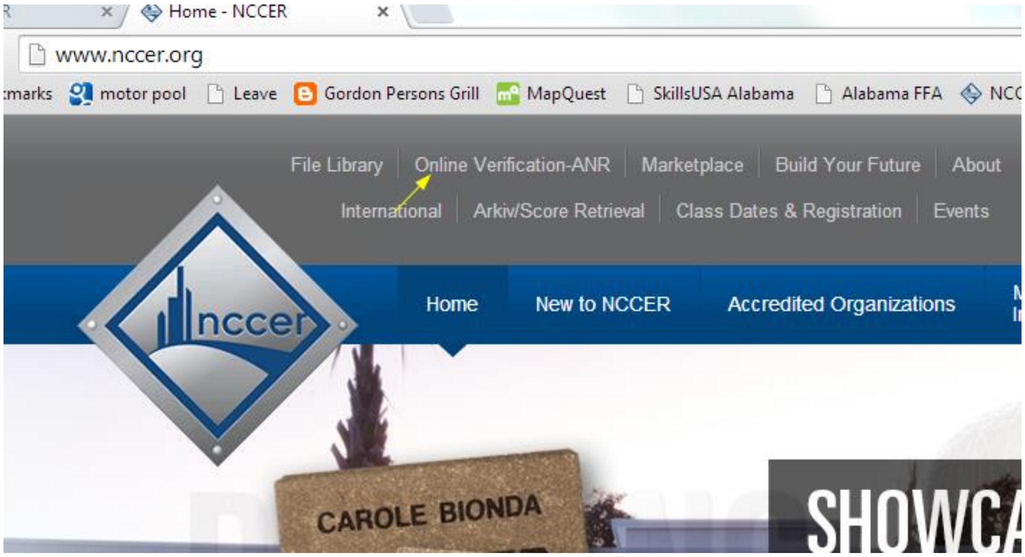
NCCER Automated National Registry Instruction Guide

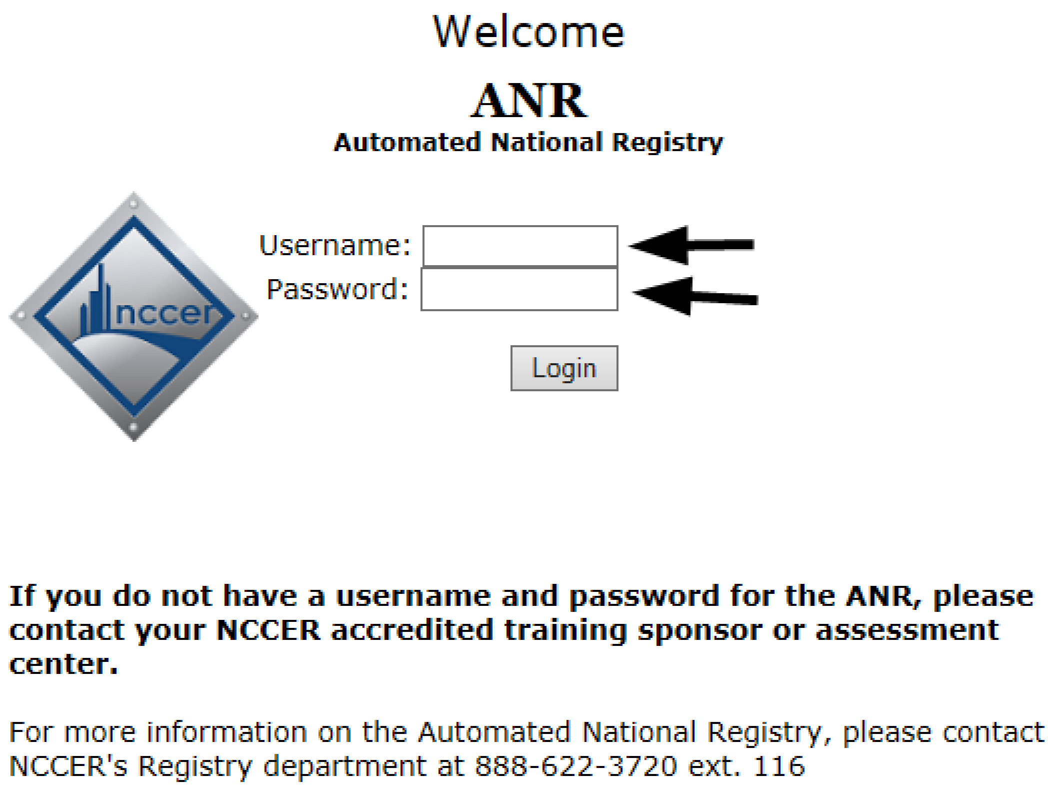
Step 1: Login

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



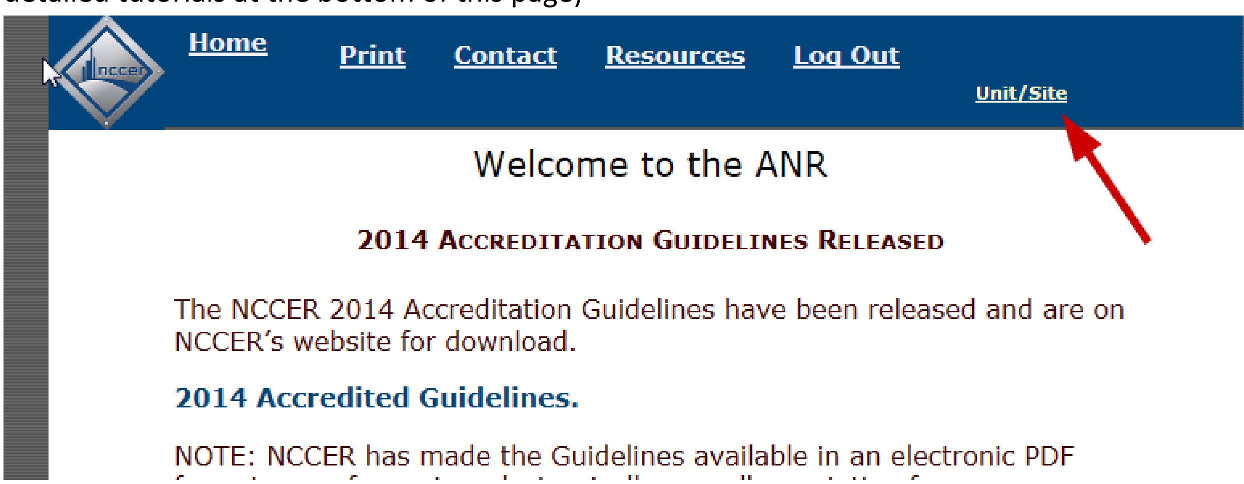
3. CLICK THE CENTER BOX MARKED "SPONSOR".

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.

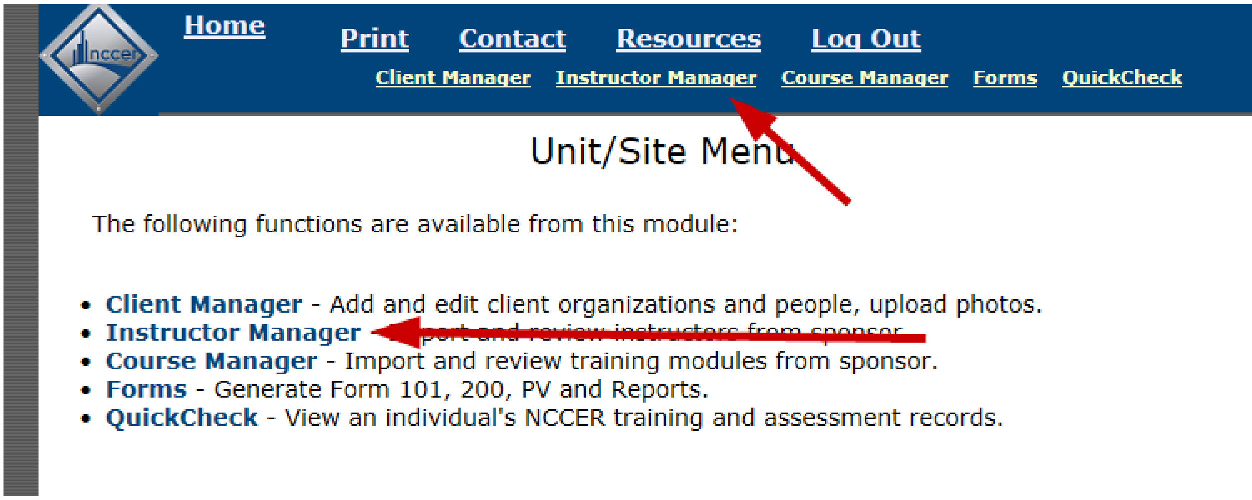


STEP 2: Setup Instructor

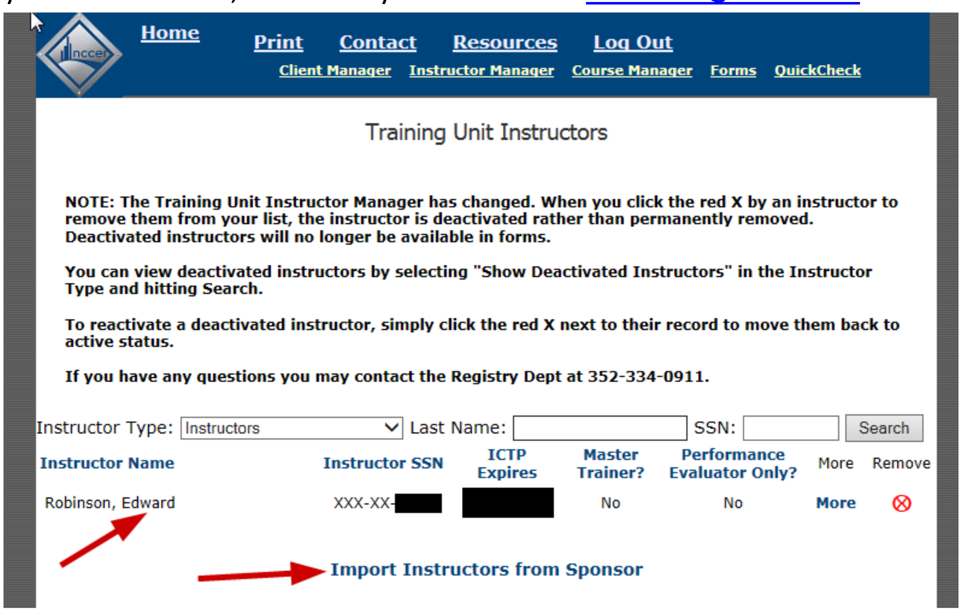
5. AFTER LOGIN, CLICK "UNIT/SITE" AT THE TOP OF THE PAGE. (notice there are detailed tutorials at the bottom of this page)



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

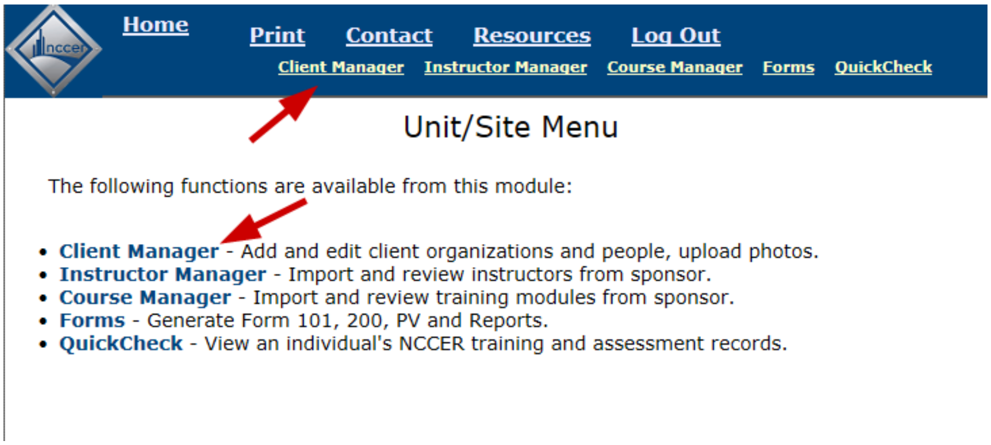


7. If you are already listed as instructor, skip to 8. If you are not listed, select "import instructor from sponsor". Then, find your name and select "import". If you are not listed, contact Myron Laurent at mlaurent@alsde.edu.

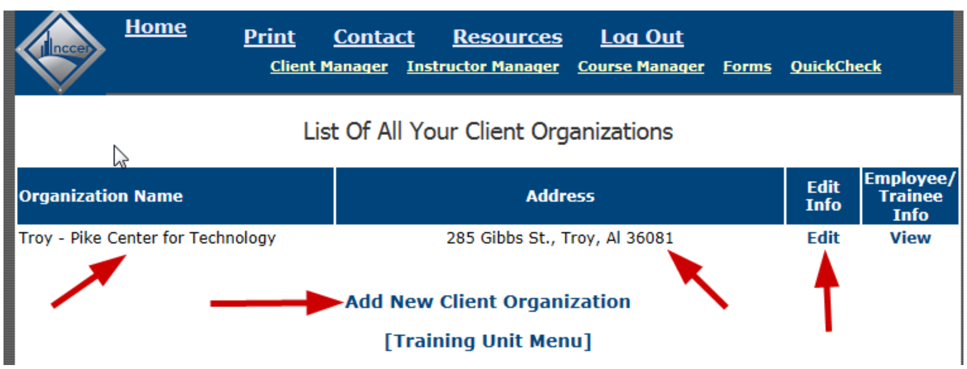


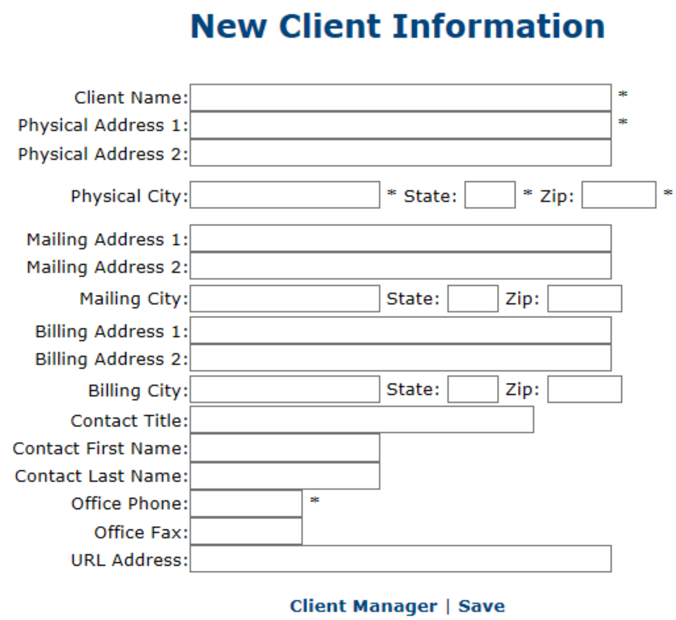
Step 3: Setup School Information

8. CHOOSE IS THE "CLIENT MANAGER".



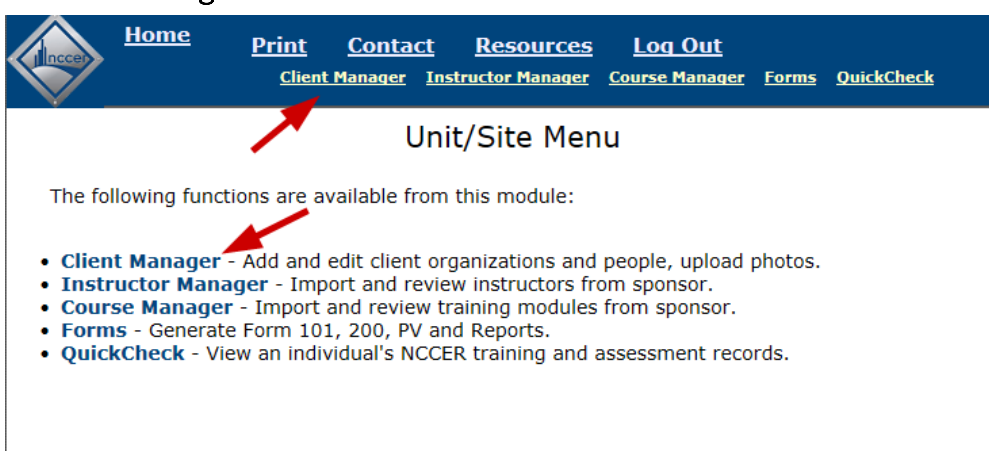
9. If the information listed is correct, you can skip to step 10. If you need to edit the information, select edit. If no information is present, select "add new client organization" enter all information, and select save. YOU WILL ENTER THE CLIENT INFORMATION AS YOUR SCHOOL/CAREER TECHNICAL CENTER,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



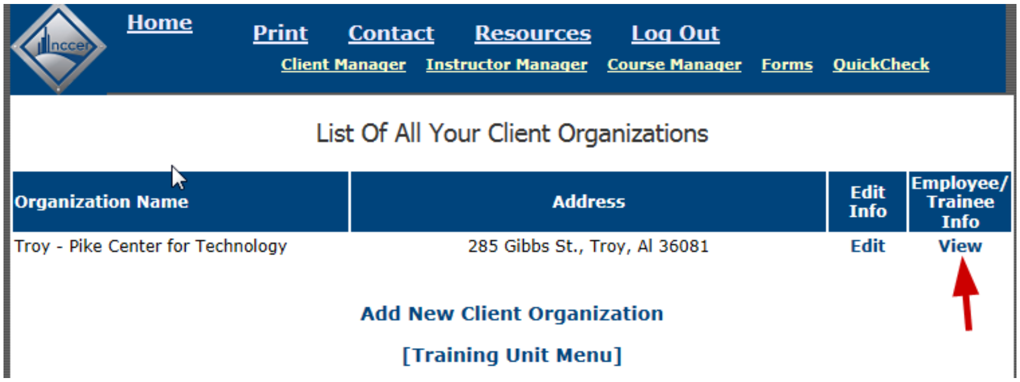


Step 4: Enter Completed Student Information

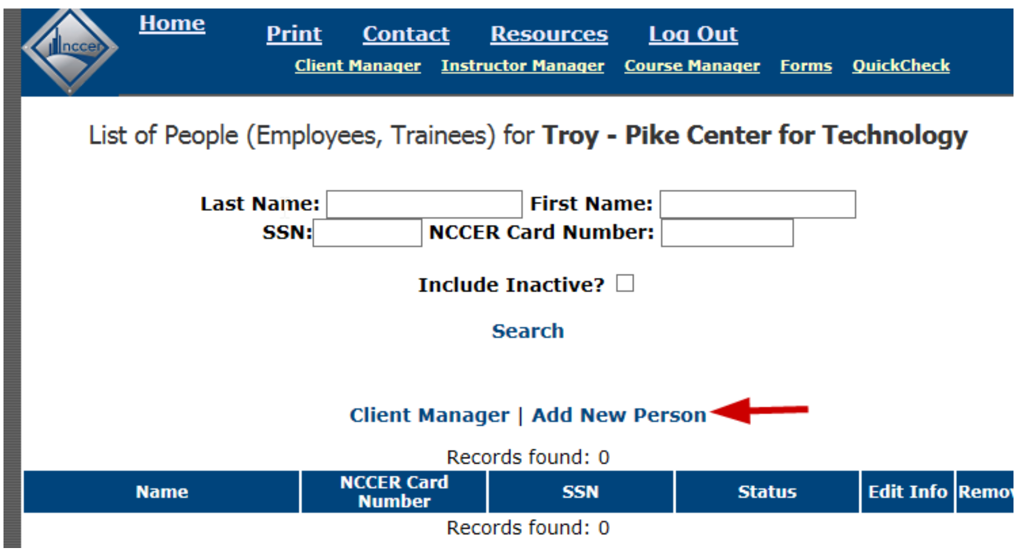
10. To get to “Employee/Trainee” Information, begin by going to the “client manager”.



11. Then select “view” under employee/trainer info.



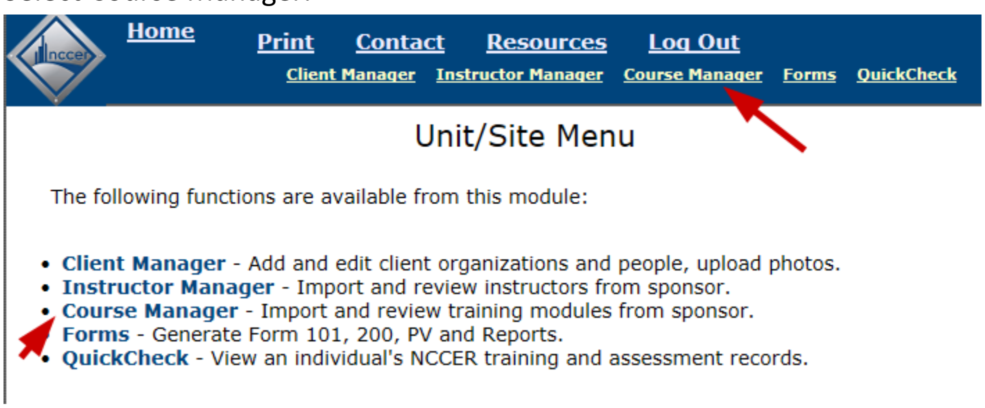
12. Search by SSN or NCCER card to see if student is already in system, if so, select import. If not, Select “add new person”



13.NEXT THE "EMPLOYEE/TRAINEE" INFORMATION WILL BE FOR YOUR STUDENT INFORMATION THAT NEEDS TO BE ENTERED. YOU WIL NEED THE FOLLOWING, <u>STUDENT FIRST, MIDDLE, AND LAST NAME, DATE OF BIRTH, CITY OF BIRTH, SSN#,</u> 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.

Step 5: Enter Completed Courses

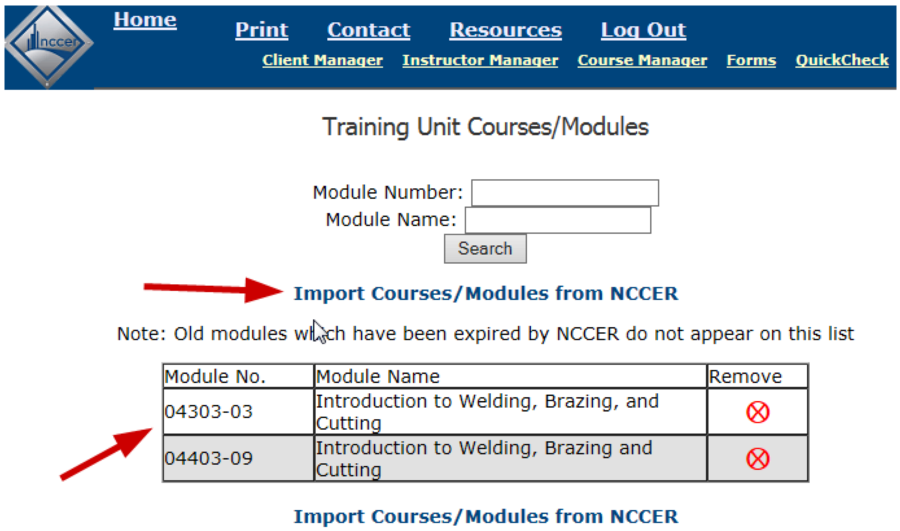
14.Select Course Manager.



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 **<u>WHEN</u>** YOU GET READY TO DO THE FORM 200 LATER**<u>. ONLY SELECT MODULES THAT YOU HAVE COMPLETED.</u>**

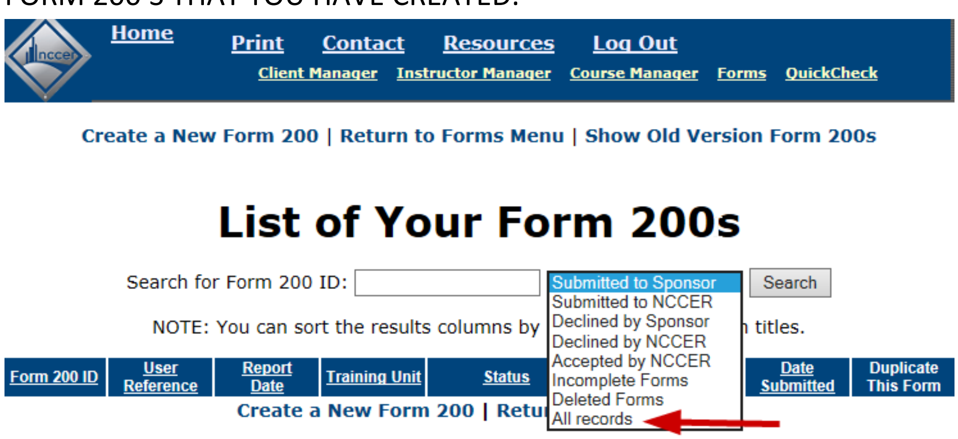
Step 6: Complete Form 200 (only after instructor, students, and courses have been selected)

16. Select “Forms”

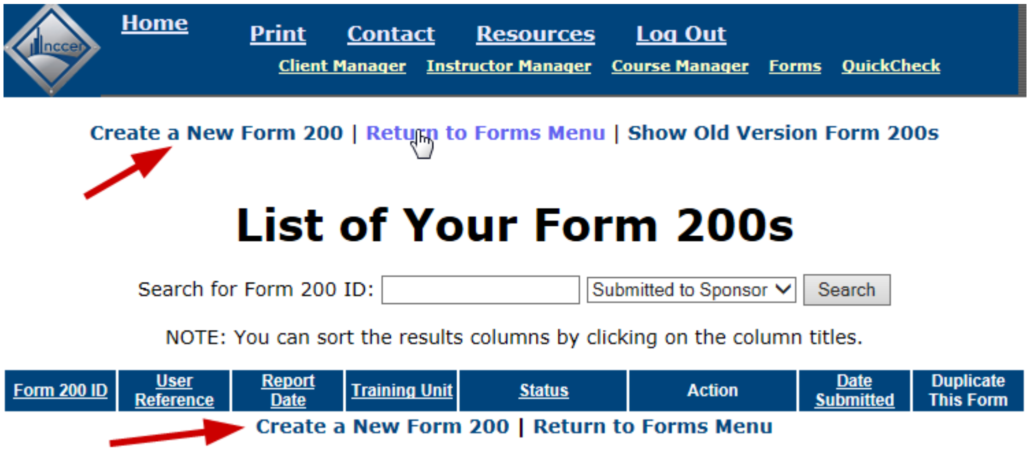


17. Select FORM 200.

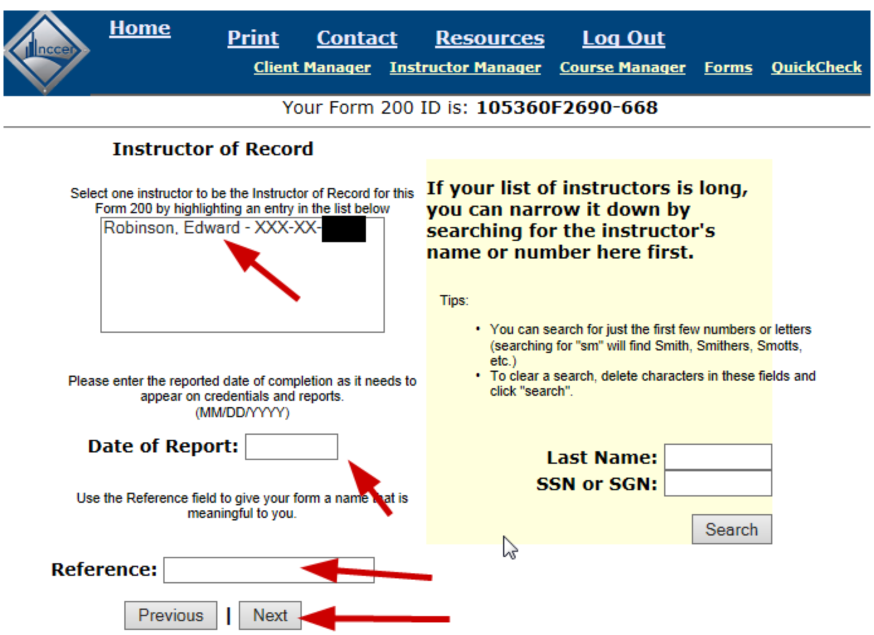
18. CLICK TAB AND MAKE SURE IT SAYS “ALL RECORDS” THIS WAY YOU WILL SEE ALL FORM 200’S THAT YOU HAVE CREATED.



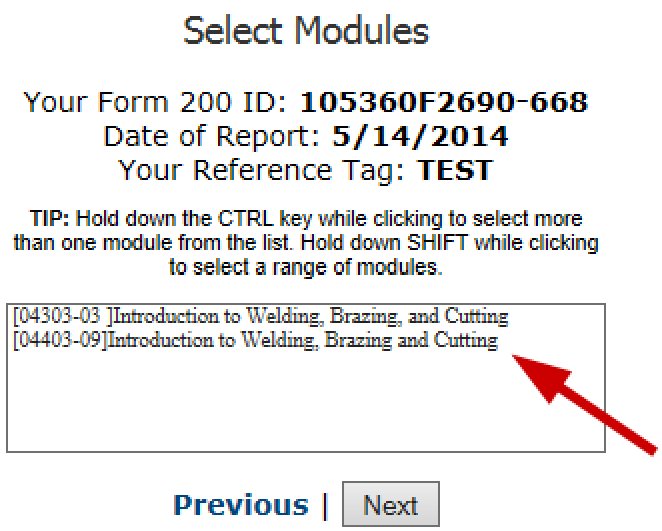
19. CLICK CREATE NEW FORM 200.



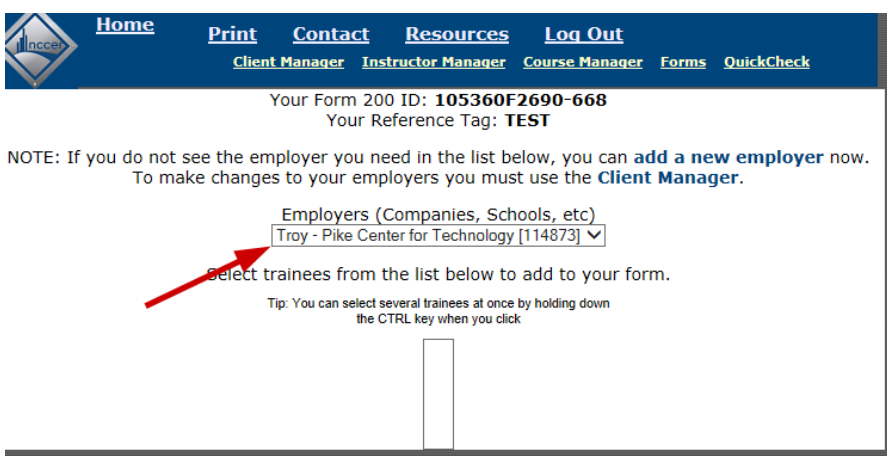
20. YOU WILL ONLY BE USING THE LEFT SIDE OF THE SCREEN. UNDER "INSTRUCTOR OF RECORD" SELECT YOUR NAME.
21. ON DATE OF REPORT, USE DATE MODULE WAS COMPLETED USING FORMAT SHOWN.
22. FOR REFERENCE, YOU CAN NAME THIS CLASS WHAT YOU PREFER TO HELP YOU IDENTIFY THIS FORM.
23. SELECT "NEXT"



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



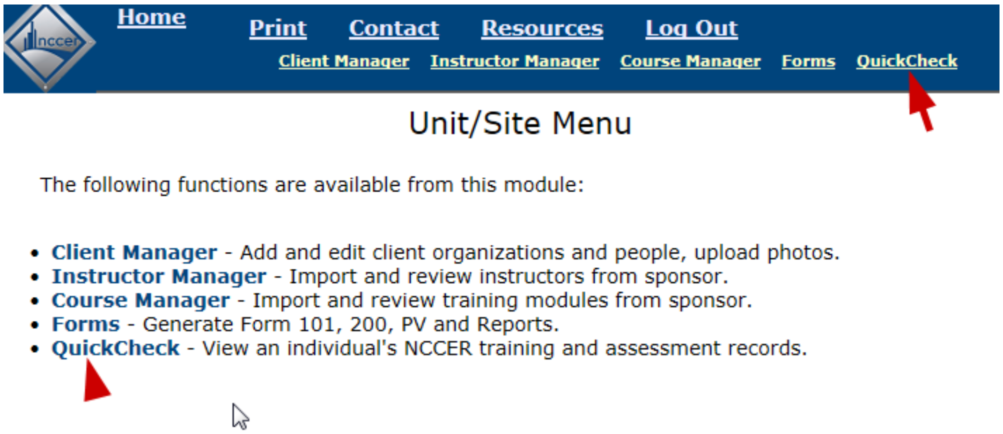
26. SELECT EMPLOYER – SCREEN MAY TAKE A MINUTE TO LOAD EMPLOYEES/ TRAINEES/STUDENTS. STUDENTS SHOULD BE SELECTED FROM DROP DOWN MENU, DON'T SELECT ADD NEW STUDENT AT THIS POINT, BUT RETURN TO CLIENT MANAGER IF STUDENT ISN'T LISTED.
27. SELECT STUDENTS - HOLD CONTROL KEY HIGHLIGHT STUDENTS AND SELECT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



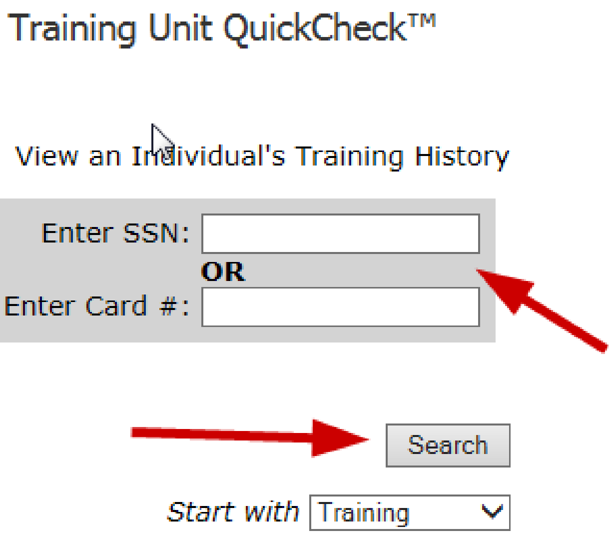
28. READ ALL OF THIS BEFORE PROCEEDING!! NOW LOOK OVER FORM. IF FORM HAS THE CORRECT SCHOOL NAME, FORM ID NUMBER, STUDENT NAMES, MODULE NAMES AND NUMBERS, AND REFERENCE NAME YOU ARE READY TO PROCEED. CLICK "GENERATE FORM 200". ********IF YOU HAVE STUDENTS THAT DID NOT GIVE YOU A SSN# NOW IS WHEN YOU 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.



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



*****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