

Submitting Form 200 online

Step 1.

- Log onto NCCER's website: www.nccer.org.
- Select "ANR" from top header.



Step 2.

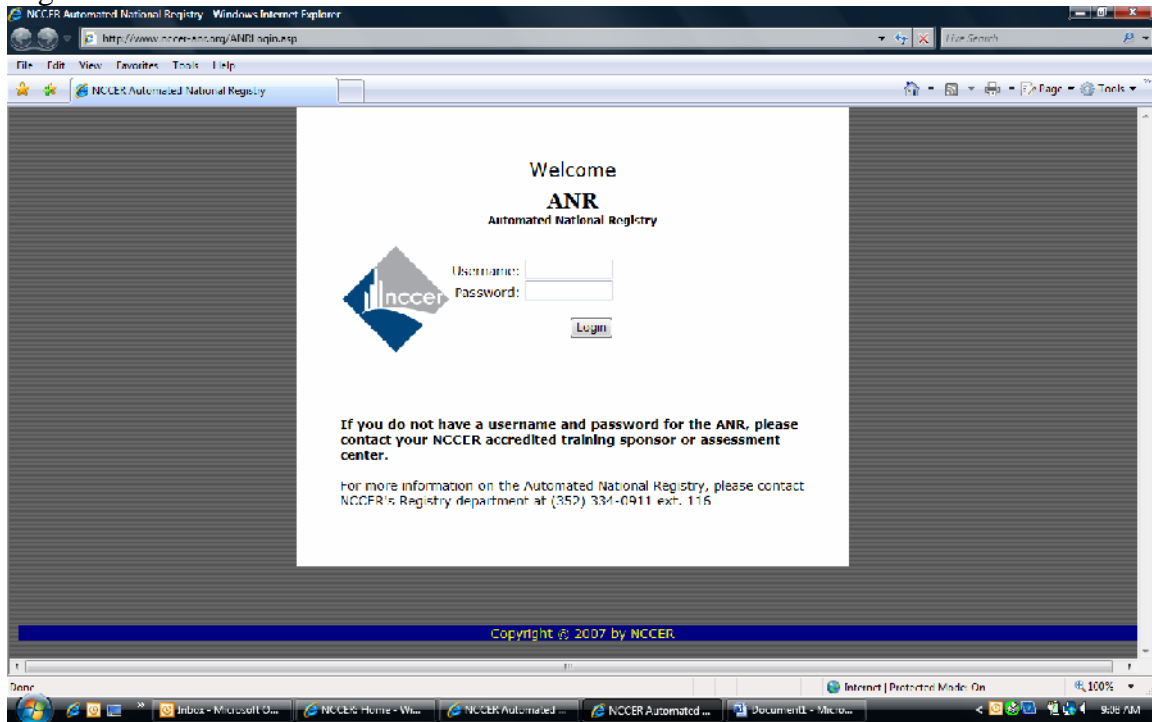
- Select "Sponsor" to submit training records



Submitting Form 200 online

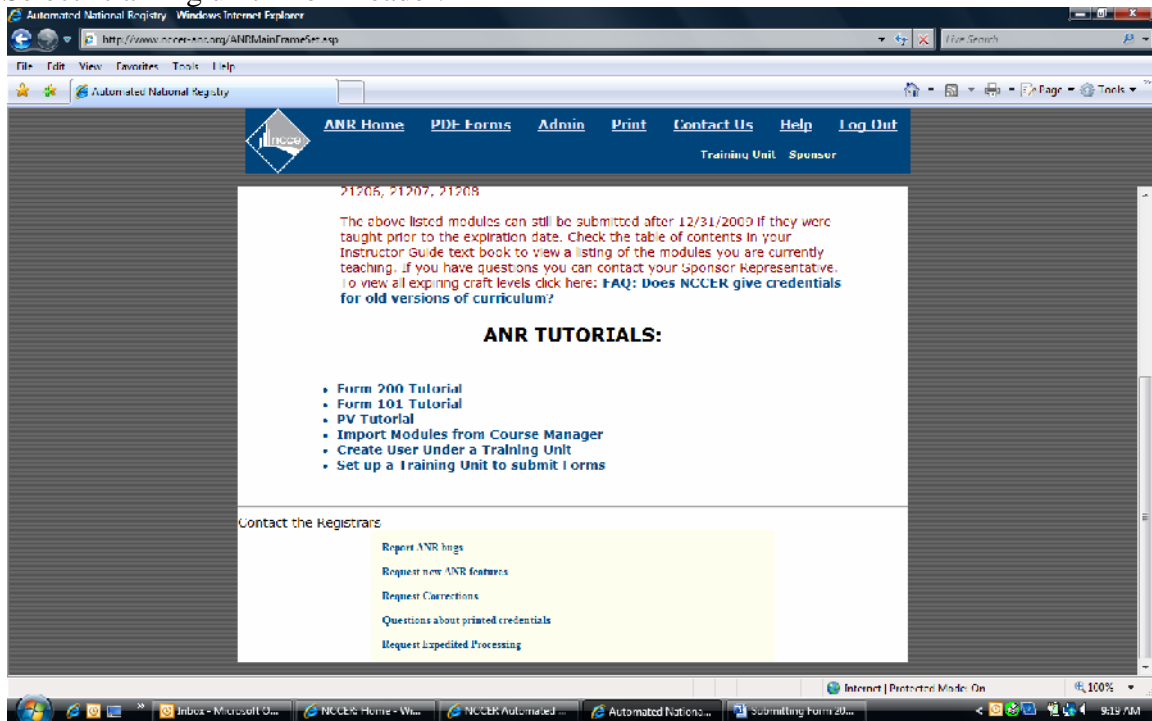
Step 3.

- Log in.



Step 4.

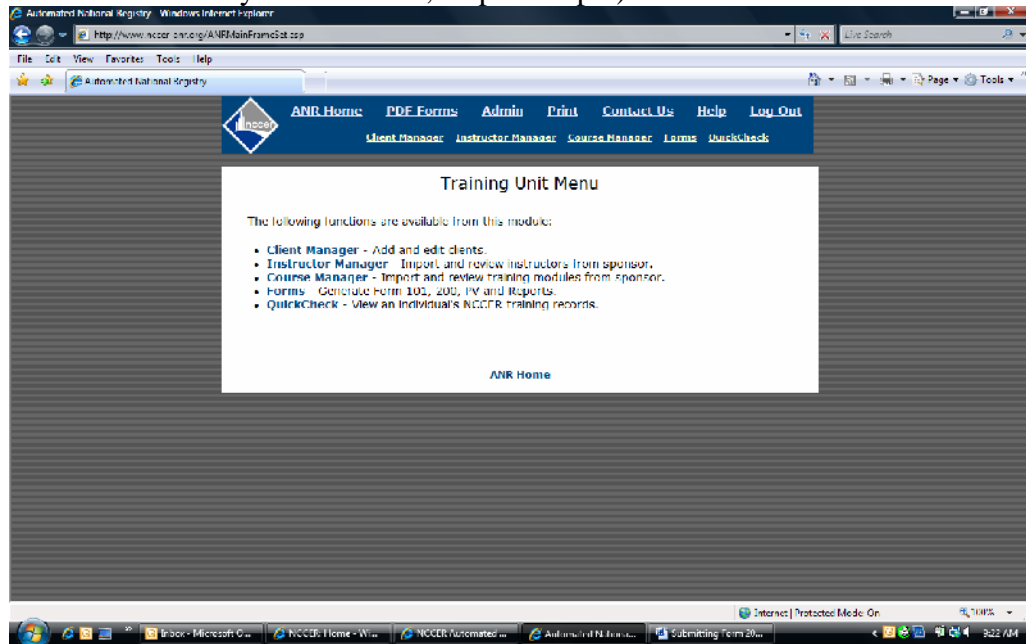
- Select "training unit" from header.



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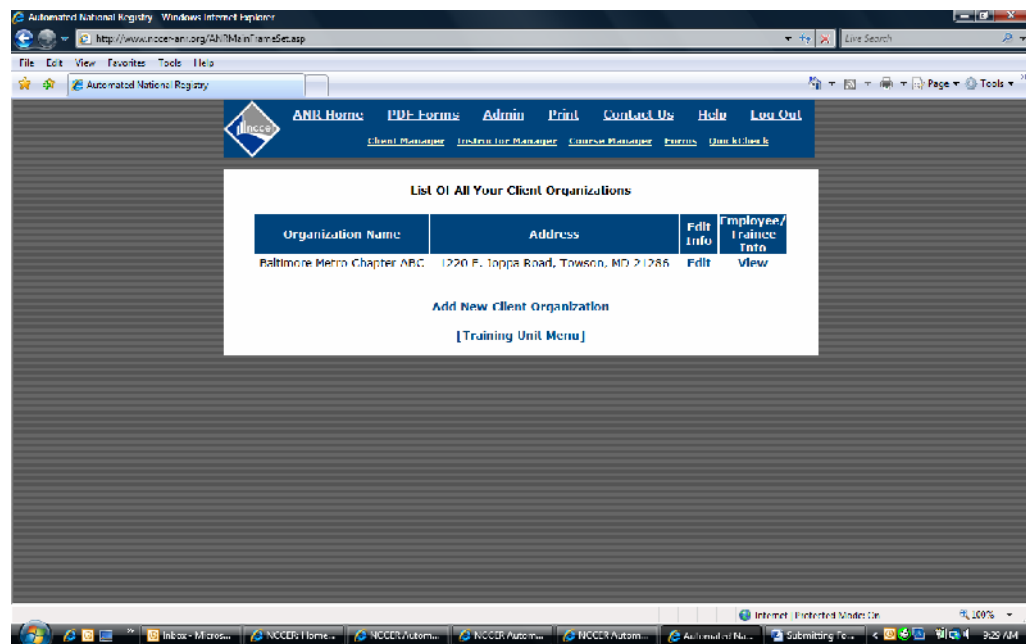
Step 5.

- Select client manager (This will only need to be done when entering students' name and social security numbers/system generated numbers for the first time. If you are reporting for students that have already been entered, skip to Step 9)



Step 6.

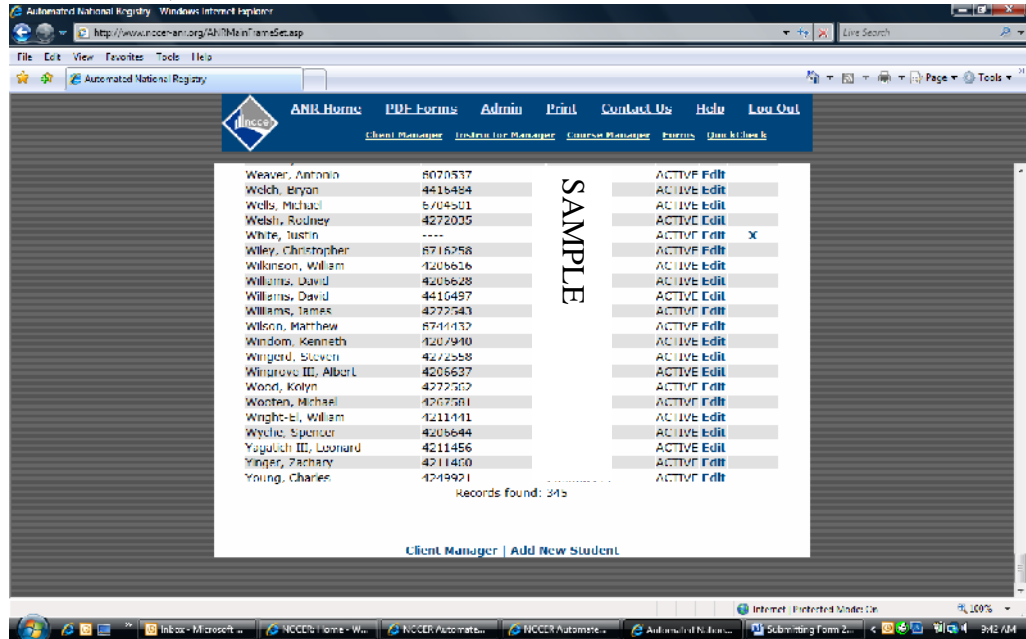
- If your school is not listed, select “add new client organization” and input required information. Save information.
- Once the school is listed, select “view” under “employee/trainee info” to enter student information.



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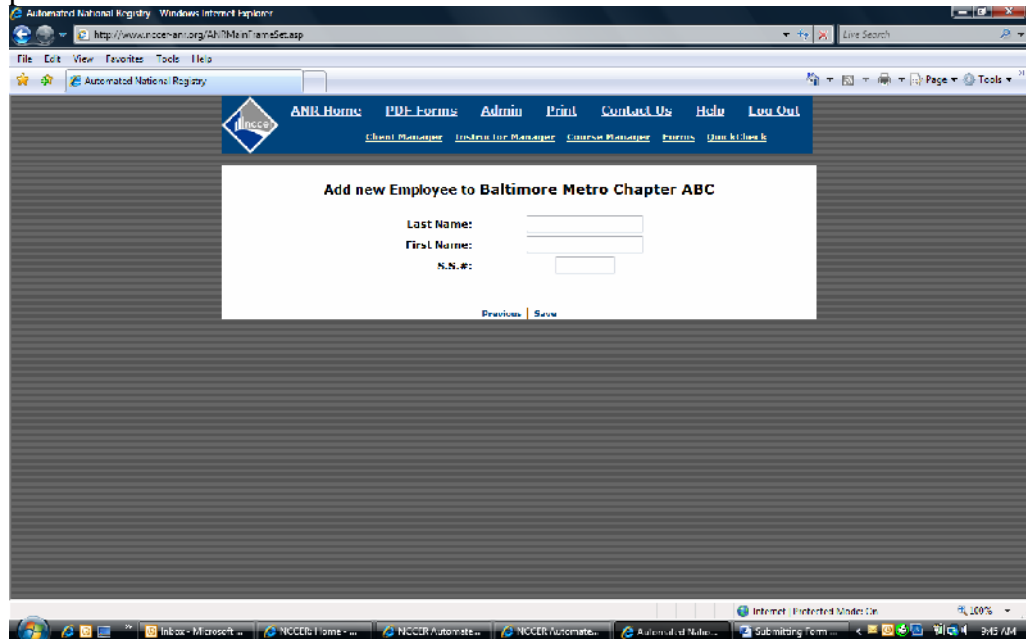
Step 7.

- To enter a new student, scroll to the bottom and select “add new student”.



Step 8.

- Enter student information. Be sure to spell name correctly and use the correct social security number/system generated number. Save.
- Repeat steps 7 and 8 for additional students.



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Step 9.

- Once all students' information has been entered, select "instructor manager" from the top header.
- If the instructor's name is already listed, skip to step 10.
- If not listed, scroll to the bottom and select "import instructors from sponsor". Search by last name. Select "import" next to the instructor's name.

Automated National Registry - Windows Internet Explorer

http://www.nccer.org/2/Menu/and5.asp

Automated National Registry

ANR Home PDF Forms Admin Print Contact Us Help Log Out

Client Manager Instructors Manager Course Manager Forms User Links

Training Unit Instructors

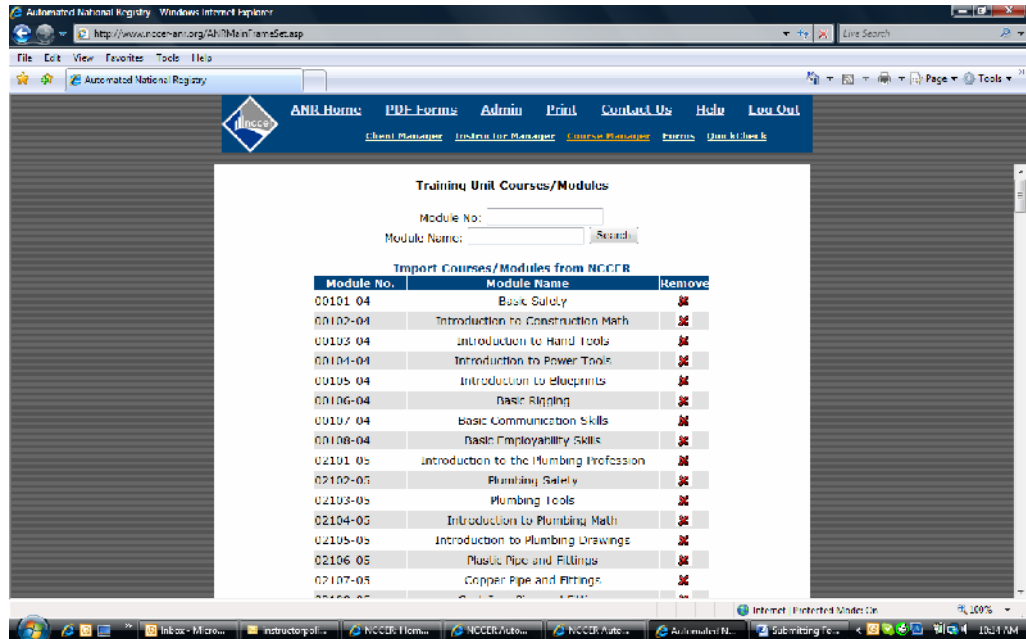
List of Instructors Search Last Name: SSN: Search

Instructor Name	Instructor SSN	Instructor Type	Master Trainer?	Performance Evaluator Only?	More
Adams, Michael	XXX-XX-8305	NCCER	No	No	More
Adams, Ralph	XXX-XX-5121	NCCER	No	No	More
Adams, William	XXX-XX-5721	NCCER	No	No	More
Alder, Charles	XXX-XX-6164	NCCER	No	No	More
Allen, Steve	XXX-XX-1740	NCCER	No	No	More
Allen, Mark	XXX-XX-3176	NCCER	No	No	More
Daniel, Joseph	XXX-XX-4922	NCCER	No	No	More
Bennett, King	XXX-XX-1977	NCCER	No	No	More
Benton, Ira	XXX-XX-6141	NCCER	No	No	More
Berg, John	XXX-XX-7782	NCCER	No	No	More
Boyle, Richard	XXX-XX-3989	NCCER	No	No	More
Dieckmann, Michael	XXX-XX-0328	NCCER	No	No	More
Doss, Charles	XXX-XX-2192	NCCER	No	No	More
Billings, Stephen	XXX-XX-5371	NCCER	No	No	More
Howard, Robert	XXX-XX-3470	NCCER	No	No	More
Humber, Lillian	XXX-XX-2480	NCCER	No	No	More
Duane, Gary	XXX-XX-8340	NCCER	No	No	More
Coyne, Patrick	XXX-XX-1806	NCCER	No	No	More
Brennan, David	XXX-XX-2320	NCCER	No	No	More
Homemaker, Thomas	XXX-XX-1347	NCCER	No	No	More
Hyatt, Michael	XXX-XX-8761	NCCER	No	No	More
Thompson, Andrew	XXX-XX-7166	NCCER	No	No	More

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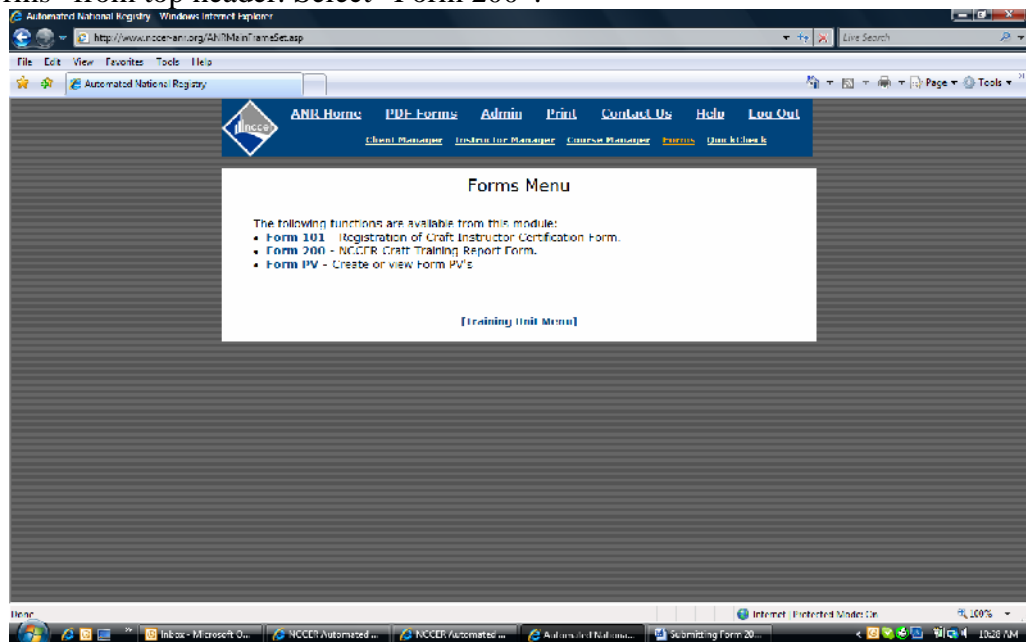
Step 10.

- Select “course manager” from the top header.
- If the module numbers are already listed, skip to step 11.
- If not, select “import courses/modules from NCCER”. Search by module number and import



Step 11.

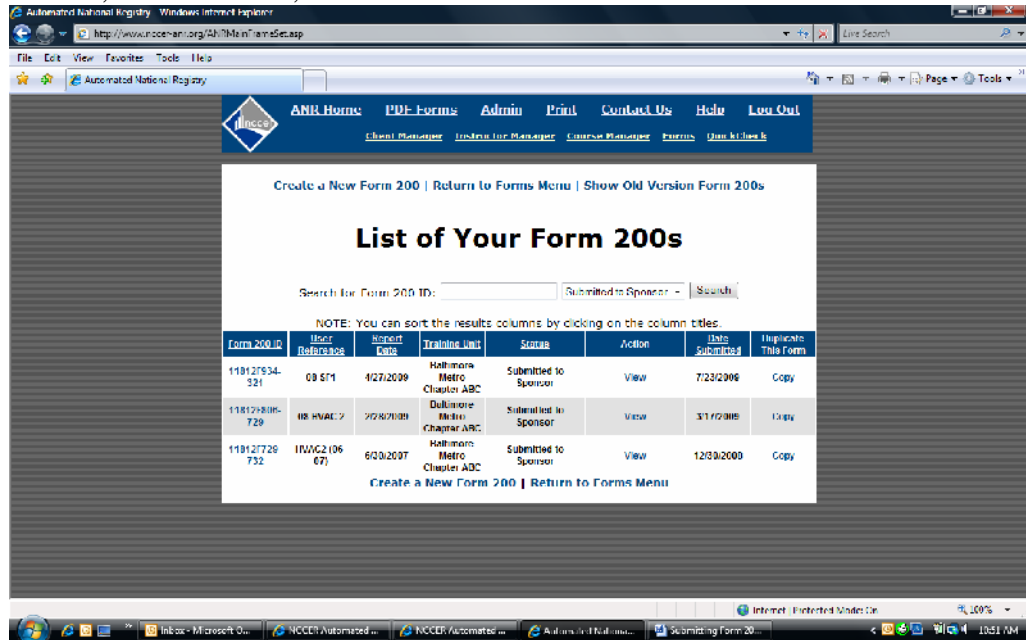
- Select “forms” from top header. Select “Form 200”.



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Step 12.

- To create a new form, select “create a new form 200” on the bottom of the page.
- The pull-down menu allows you to search forms that were submitted to sponsor, submitted to NCCER, declined by sponsor, declined by NCCER, accepted by NCCER, incomplete forms, deleted forms, and all records.



Automated National Registry - Windows Internet Explorer

http://www.nccer.org/AM/Template.cfm?Section=Forms

File Edit View Favorites Tools Help

Automated National Registry

ANR Home PDF Forms Admin Print Contact Us Help Log Out

Client Manager Training for Manager Course Manager Forms User Links

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: Search

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

Form 200 ID	User Reference	Submit Date	Training Unit	Status	Action	Date Submitted	Duplicate This Form
118127634-521	09 SF1	4/27/2009	Haltomam Metro Chester ABC	Submitted to Sponsor	View	7/23/2009	Copy
118127806-729	08 HVAC2	2/28/2009	Dulles Metro Chaparral ABC	Submitted to Sponsor	View	3/17/2009	Copy
118127728-732	IMWC2106-07	6/20/2007	Haltomam Metro Chester ABC	Submitted to Sponsor	View	12/20/2008	Copy

Create a New Form 200 | Return to Forms Menu

Internet - Protected Modes On 100%

Taskbar: haloo - Microsoft O... NCCER Automated... NCCER Automated... Admin in F... Submitting Form 20...

10:51 AM

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Step 13.

- Select instructor from list
- Indicate date of report (that will be listed on NCCER records)
- Assign a reference that is beneficial to you
- Select “next”

Your Form 200 ID is: 11812F940-161

Instructor of Record

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

Adams, Michael	XXXXXX-9805
Adams, Ralph	XXXXXX-5121
Allen, William	XXXXXX-9424
Allen, Charles	XXXXXX-6154
Allen, Steve	XXXXXX-5740
Allen, Mark	XXXXXX-6176

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

Date of Report: _____

Do Not Print Credentials

Use the References field to give your form a useful and meaningful reference.

References: _____

[Previous] [Next]

Last Name: _____

SSN or SGN: _____

[Search]

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

- You can search for just the first few numbers in a list (searchable for "sm" will find Smith, Smith, Smith, etc.)
- To start a search, click on one of these fields and click "search"

Step 14

- Select modules (uses the control key to select more than one module)
- Click “next”

Select Modules

Your Form 200 ID: 11812F940-161
YOUR REFERENCE TAG: Sample form

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

[0001-01] Intro. Study
[0002-01] Introduction to Construction Math
[0003-04] Introduction to Basic Tools
[0004-04] Introduction to Power Tools
[0005-01] Introduction to Blueprint
[0006-04] Basic Wiring

[Previous] [Next]

You can narrow down this list of modules by selecting a level, or by entering the first few characters of the module number or name.

Level: (Advanced Carpenter 02) _____

Module ID: _____

Module Name: _____

[Search]

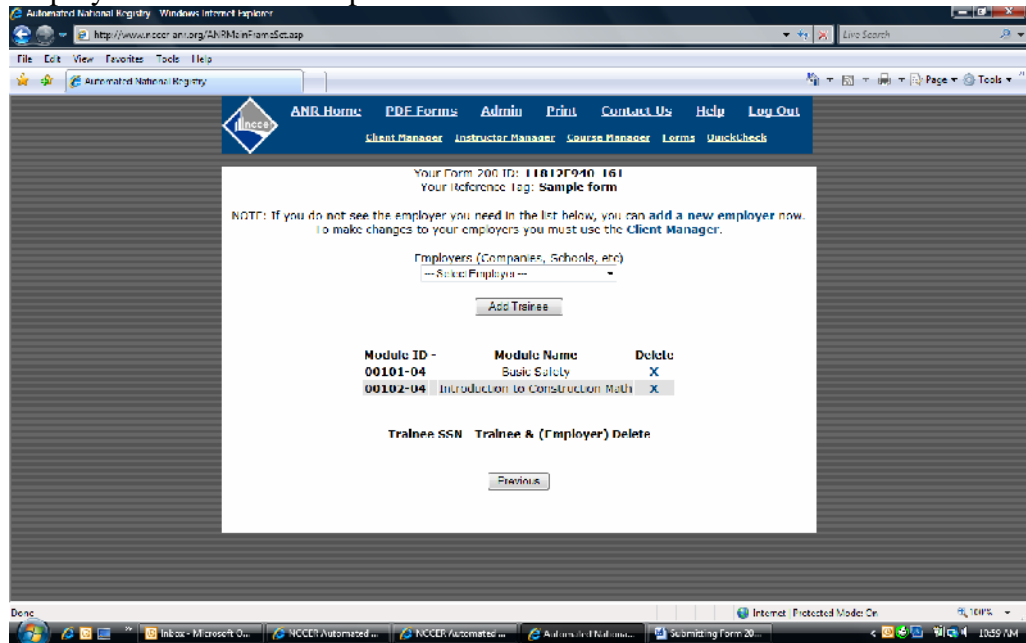
If you do not see the modules you expect to see in the list above, they may not have been added to your curriculum. Use the Course Manager to view and change your available modules.

Module ID - Module Name Delete

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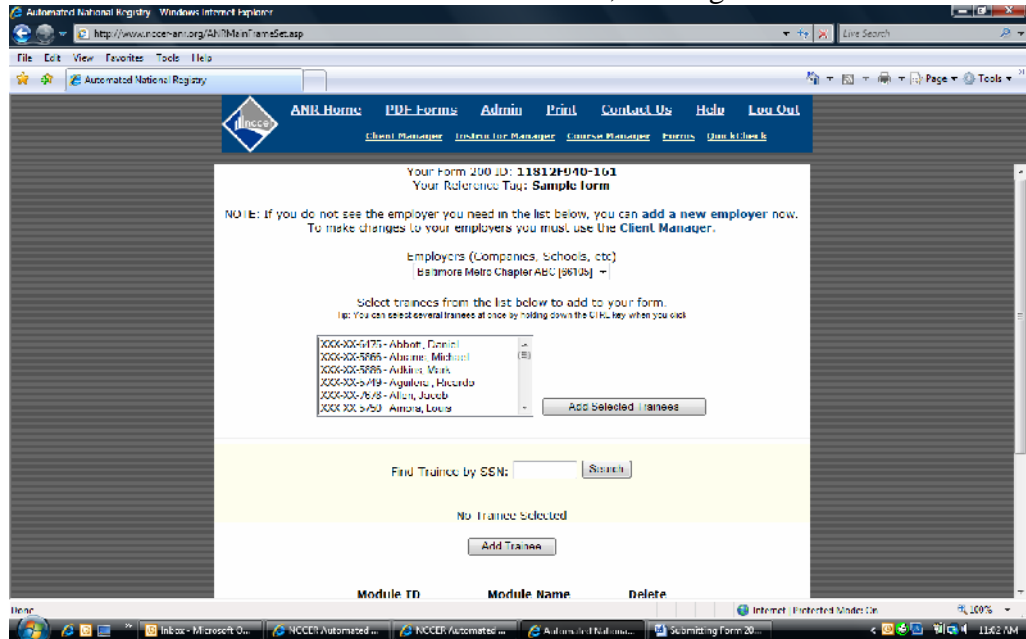
Step 15

- Select employer/school from the pull-down menu



Step 16

- Select trainees from menu. Use the control button to select multiple students.
- Click “Add selected trainees”
- Confirm trainees and modules listed at bottom. If OK, click “generate Form 200”



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Step 17

- Review information on top of form 200. List any additional NCCER instructors that taught the modules. Be sure to include their social security number/system generated number.
- Check the box to indicate that a Registration and Release Form is on file for the student. Note: NCCER will not process the form unless the box is checked, so it is imperative that the form has been properly completed and is on file for each student.
- Indicate the date of module completion. This date will be in reported on the student's NCCER transcript. Note: A student has to pass the module in order to receive credit.
 - By selecting the "all" button, all dates will automatically default to the report date that was listed in step 13.
 - Customize the dates if you choose
- When complete, select "submit this form for approval" and select "finish". The form is sent to ABC Baltimore for review and approval
 - You can choose to save the form and not submit it at this time.

The screenshot shows a web browser window displaying the NCCER Automated National Registry website. The page title is "Automated National Registry" and the URL is "http://www.nccer-anr.org/AM/Template.cfm?..." The page content includes a navigation menu with links for "AMR Home", "PDF Forms", "Admin", "Print", "Contact Us", "Help", and "Log Out". Below the menu, there is a section for "Your Form 200 ID: 11812F940-161" and "Your Reference Tag: Sample form". The form details include "Sponsor: Baltimore Metro Chapter ABC", "Training Unit: Baltimore Metro Chapter ABC", and "Instructor: Blumberg, Lauren SSN: XXX-XX-3559". There are input fields for "Performance Evaluator" and "Additional Instructor" with their respective SSN fields. The "Date of Report" is set to "0/22/2009". A table for "Trainee" information is shown with columns for "Written (all) items" and "Performance (all) items". The trainee is "Student, Sally" with SSN "XXX XX 0000". There are checkboxes for "Release on File" and "Employer: Baltimore Metro Chapter ABC". Below the table, there are input fields for "Total registered" and "Training Unit Rep: Blumberg, Lauren". A disclaimer at the bottom states: "*By checking this box next to a trainee's name, you affirm that the NCCER Registration and Release Form has been signed by the trainee and is on file with either the Sponsor or NCCER." The browser's taskbar at the bottom shows several open windows, including "Inbox - Microsoft O...", "NCCER Automated...", "NCCER Automat...", "Admin in HTML...", and "Submitting Form 20...".

Automated National Registry

AMR Home PDF Forms Admin Print Contact Us Help Log Out

Your Form 200 ID: 11812F940-161
Your Reference Tag: Sample form

FORM 200 - NCCER Credit Training Report Form ANR Version

Sponsor: Baltimore Metro Chapter ABC Training Unit: Baltimore Metro Chapter ABC
Instructor: Blumberg, Lauren SSN: XXX-XX-3559

Performance Evaluator: SSN:
Additional Instructor: SSN:

Date of Report: 0/22/2009

	Written (all) items	Performance (all) items
Trainee: Student, Sally SSN: XXX XX 0000		
Release on File: <input type="checkbox"/> Employer: Baltimore Metro Chapter ABC		
	Written	Performance
	Grade	Grade (Optional)
00101 04	<input type="text"/>	<input type="text"/>
00102 04	<input type="text"/>	<input type="text"/>

Total registered:
Training Unit Rep: Blumberg, Lauren

*By checking this box next to a trainee's name, you affirm that the NCCER Registration and Release Form has been signed by the trainee and is on file with either the Sponsor or NCCER.