Step 1.

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



Step 2.



<u>Step 3</u>.



Step 4.

• Select "training unit" from header.



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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<u>Step 7.</u>

• To enter a new student, scroll to the bottom and select "add new student".

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<u>Step 8.</u>

- 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.

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	Adams, Michael	XXX XX 9005	NCCER	No	No	More	
	Adams , Ralph	000-00-5121	NCCER	No	No	More	
	Alban, William	2006-006-5724	NCCER	No	No	More	
	Alder, Charles	3004-304-9154	NCCER	No	No	More	
	Allon , Stove	288 23 5749	NOOFH	No	No	More	
	Barer , Mark	XXX XX 0175	NCCER	No	No	More	
	Darrell, Joseph	000-300-6923	NCCER	No	No	More	
	Dennett, King	2006-00-1977	NCCER	No	No	More	
	Benton, Ira	200-00-5141	NCCER	No	No	More	
	Herry, John	XXX XX //282	NOCER	No	No	More	
	Betro, Richard	XXX XX 3669	NCCER	No	No	More	
	Diedermann, Michael	2006-206-6026	NCCER	No	No	More	
	Diles, Charles	2006-00-2492	NCCER	No	No	More	
	Billings , Slephen	200-00-3571	NCCER	No	No	More	
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	Humberg, Lauren	XXX XX 3859	NCCER	No	No	More	
	Doggs, Gary	XXXX-8040	NCCER	No	No	More	
	Doyer, Patrick	XXXX-1500	NCCER	No	No	More	
	Brennan , David	200-201-2020	NCCER	No	No	More	
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<u>Step 10.</u>

- 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

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	00106-04	Basic R	igging	*		
	00107 04	Basic Commu	ucation Skills	*		
	00108-04	Basic Employ	ability Skills	*		
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<u>Step 11.</u>

• Select "forms" from top header. Select "Form 200".

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<u>Step 12.</u>

- 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.

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<u>Step 13.</u>

- 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"

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<u>Step 14</u>

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

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<u>Step 15</u>

• Select employer/school from the pull-down menu



<u>Step 16</u>

- 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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<u>Step 17</u>

- 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.

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