



# AGENDA

2018 NCCER Registry and Testing System Training  
04/19/2018 • 8:30 a.m. – 5:00 p.m.

TIME	TOPIC	PRESENTER
8:30 a.m.	<b>Welcome and Introduction</b>	Allyson Butts
	<b>Registry System</b> <ul style="list-style-type: none"><li>• Activating User Accounts<ul style="list-style-type: none"><li>- Alternate IDs</li></ul></li><li>• Assigning User Roles (refer to handout)</li><li>• Registration of Training Locations</li><li>• Adding Curriculum Titles to the Organization</li><li>• Certifying Personnel<ul style="list-style-type: none"><li>- Create <b>Registration of Curriculum/Assessment Certification</b></li><li>- Create a New User – from within a form</li></ul></li><li>• Submitting training module tests and performance profiles<ul style="list-style-type: none"><li>- Create <b>Registration of Training Modules</b></li><li>- Create a New User – from within a form</li></ul></li><li>• Credentials<ul style="list-style-type: none"><li>- Printed Credentials/Batch Reports</li><li>- Transcripts</li></ul></li><li>• QuickCheck</li></ul>	Allyson Butts
12:00 p.m.	<b>Lunch (30 minutes)</b>	Allyson Butts
	<b>Testing System</b> <ul style="list-style-type: none"><li>• Benefits</li><li>• Sponsor Representative role/responsibilities</li><li>• User Access</li><li>• System Walkthrough<ul style="list-style-type: none"><li>- Group Management</li><li>- Test Assignments<ul style="list-style-type: none"><li>▪ Pipeline paper tests</li></ul></li><li>- Performance Profiles</li><li>- Proctor Console</li><li>- Score Reports</li><li>- Billing Report</li></ul></li></ul>	Allyson Butts
	<b>Instructor Resources</b>	Allyson Butts
	<b>NCCER Support</b> <ul style="list-style-type: none"><li>• Knowledge Base</li><li>• Webinars/Workshops</li><li>• Customer Service Department</li><li>• <a href="mailto:support@nccer.org">support@nccer.org</a></li></ul>	Allyson Butts
	<b>Questions &amp; Answers</b>	Allyson Butts
5:00 p.m.	<b>Adjourn</b>	Allyson Butts