



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