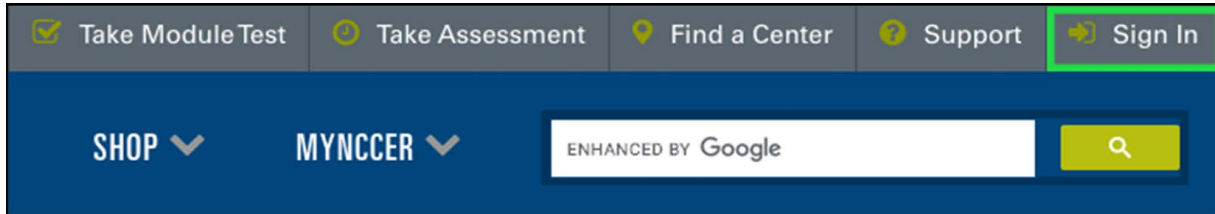




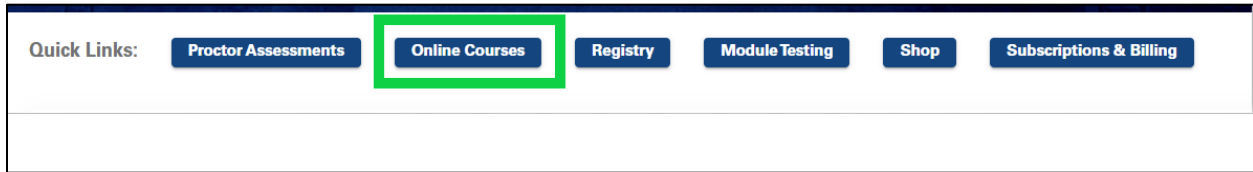
NAVIGATION GUIDE

Here are the steps to complete your Secondary Administrator Training:

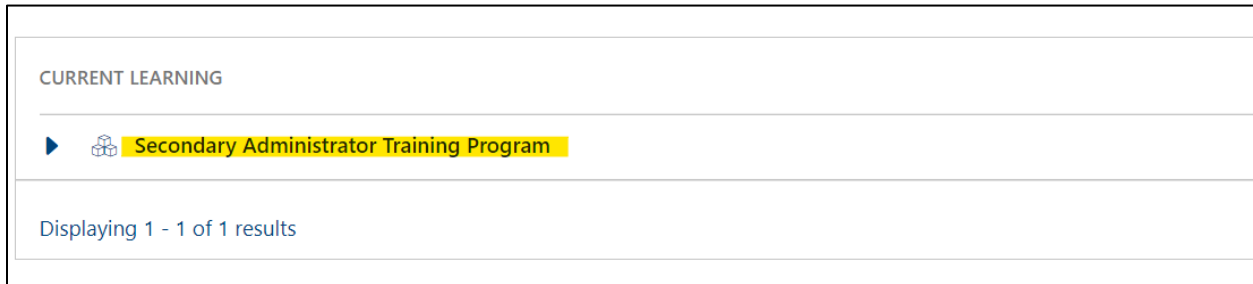
1. Sign in to your **NCCER account**.



2. Select **online courses**



3. Select the **Secondary Administrator Training Program**.



4. Once you are inside the program you will need to navigate to the Intro to NCCER Seminar and **Launch Course**





NAVIGATION GUIDE

- Once inside the Introduction to NCCER course you will see 5 blue bars. Each of those bars are an “activity” you need to interact with.

The screenshot shows the 'Introduction to NCCER Course Overview' page. At the top, it says 'Introduction to NCCER Course Overview' and 'A three-hour Zoom seminar, led by one of NCCER's top trainers, that will provide an overview of NCCER and its workforce development system.' Below this, there are controls for 'Open all' and 'Close all'. A note states: 'Instructions: Clicking on the section name will show / hide the section.' There are five blue bars, each representing an activity. The first bar is 'Registration and Release Statement' with a note: 'This form releases and holds NCCER harmless for the disclosure of any information in connection with the verification process of the individual's training and/or assessment records. You must expand this section and agree to the statement before you can complete the Introduction to NCCER and Workforce Development Virtual Training section.' The second bar is 'Required Resources' with a note: 'Not available unless: The activity YOU MUST CHECK THE BOX TO THE RIGHT TO ATTEST ... is marked complete'. Below it is a link for 'Required Resources'. The third bar is 'Introduction to NCCER and Workforce Development Virtual Training' with a note: 'This training is delivered live via Zoom outside of the NCCER Learning Management System. By signing up for an event, you commit to the training. After the training the next section opens.' The fourth bar is 'After Training Test' with a note: 'The test consists of 12 questions. To access the test, you must first confirm you have attended the virtual training and attest by clicking the box. Once you have completed the Introduction to NCCER and Workforce Development Virtual Training section, expand this section, and then click the Test link below to begin.' The fifth bar is 'Course Complete' with a note: 'Not available unless: The activity Test is marked complete'.

- You will need to click the blue bar that says, “Registration and Release Statement”. There you will read the contents and check the box to the right attesting to comply with the information:



NAVIGATION GUIDE

Instructions: Clicking on the section name will show / hide the section.

⊞

Registration and Release Statement

This form releases and holds NCCER harmless for the disclosure of any information in connection with the verification process of the individual's training and/or assessment records. You must expand this section and agree to the statement before you can complete the **Introduction to NCCER and Workforce Development Virtual Training** section.

You must check the box to the right to attest to comply with all conditions as listed and agree to abide by Release. ☐

I hereby authorize the Accredited Training Sponsor and/or Accredited Assessment Center to release my training and/or assessment records to NCCER. Further, I hereby authorize NCCER to rely upon this information to maintain my training/assessment records in its Registry System. I hereby release and hold harmless NCCER from any and all liability resulting from its reliance on such information provided by the Accredited Training Sponsor and/or Accredited Assessment Center. I confirm my understanding that any and all NCCER credentials and/or certifications I receive may be revoked by NCCER at any time, with or without notice, if it is determined that the organization through which I received them has violated the NCCER Accreditation Guidelines & Program Compliance standards or any other applicable policies and procedures promulgated by NCCER. I also understand and agree that NCCER shall have no legal, financial, or other liability to me for the revocation of any certification or credential, and that financial liability for any funds paid to an organization for training, testing, assessment, or other services associated with the issuance of such certifications, or credentials shall rest solely with said organization.

- You will then unlock the blue bar for "Required Resources". There you will need to click on the link for the required resources. There you will find all of the documents and resources needed for the training. Feel free to bookmark, download, or print these, as necessary.

⊞

Required Resources

Not available unless: The activity **YOU MUST CHECK THE BOX TO THE RIGHT TO ATTEST ...** is marked complete

To access the required resources expand this section, and then click the **Required Resources** link below.

🔗 Required Resources

☑

- You will then click on the blue bar "**Introduction to NCCER and the Workforce Development Virtual Training**". Click "**Go to Event**" next to the session you would like to attend. Follow the directions and register for the session. You should receive an email confirmation once you are registered. **DO NOT** click the check box for attendance yet. You will return to the LMS and check that box after the live training is over.

Upcoming events							
Event status	Seats available	Sign-up period	Session times	Rooms	Facilitators	Session status	Actions
Upcoming Booking open	44		July 26, 2022, 11:00 AM - 2:00 PM <small>Timezone: America/New_York</small>	Welcome and Introduction to NCCER		Upcoming	Go to event
Upcoming Booking open	48		August 9, 2022, 11:00 AM - 2:00 PM <small>Timezone: America/New_York</small>	Welcome and Introduction to NCCER		Upcoming	Go to event
Upcoming Booking open	50		September 6, 2022, 11:00 AM - 2:00 PM <small>Timezone: America/New_York</small>	Welcome and Introduction to NCCER		Upcoming	Go to event
Upcoming Booking open	50		October 4, 2022, 11:00 AM - 2:00 PM <small>Timezone: America/New_York</small>	Welcome and Introduction to NCCER		Upcoming	Go to event



NAVIGATION GUIDE

9. You will navigate to the **After Training Test** activity and complete the 12-question test.

A screenshot of a Learning Management System (LMS) interface. At the top, it says 'Introduction to NCCER Course Overview' with a 'Your progress' indicator. Below this is a sub-header 'Registration and Release Statement' with a description. Next is 'Required Resources' with a description. Then 'Introduction to NCCER and Workforce Development Virtual Training' with a description. The 'After Training Test' section is highlighted in yellow and has a checkmark icon. Below it is 'Course Complete' with a note that it is not available unless the activity is marked complete. At the bottom, there is a footer with the text '(Accreditation Department) You are logged in as Mark Torossain log out'.

10. Once you have successfully completed the After Training Test, you will be able to continue to navigate through the remainder of your courses. In order to successfully complete your Secondary Administrator Program, you will need to complete the following courses:
- Policies and Procedures Training (same registration process as Intro to NCCER)
 - Assessment Proctor Training
 - Assessment Performance Evaluator Training
 - System Trainings
 - Feedback

***Once you have completed your LMS program, your NCCER Workforce Development Manager will reach out to schedule your one-on-one closeout session.**