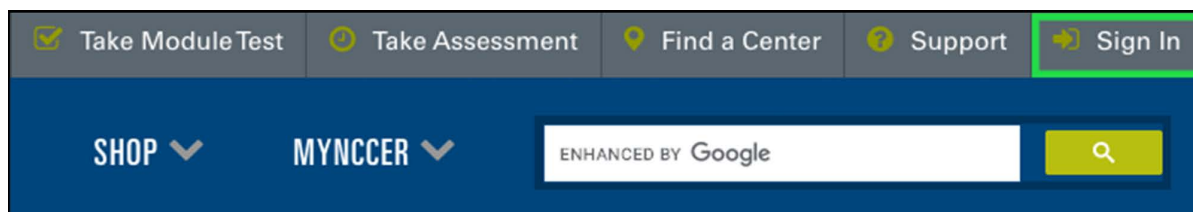




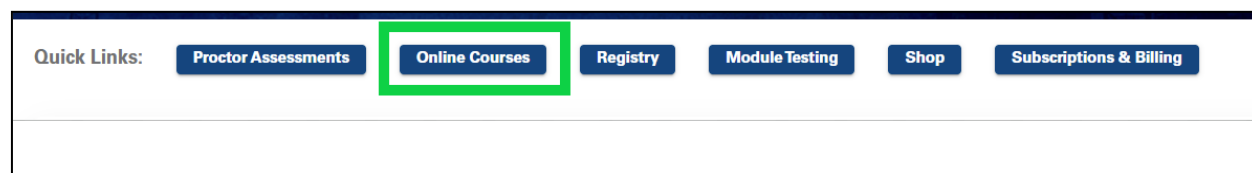
NAVIGATION GUIDE

Here are the steps to complete your Secondary Sponsor Representative Training:

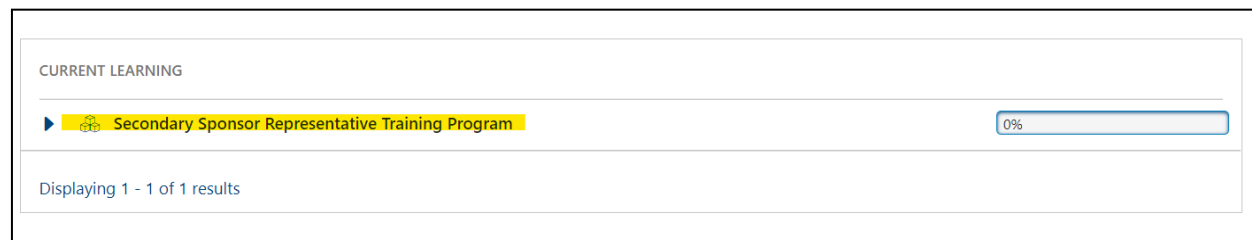
1. Sign in to your **NCCER account**.



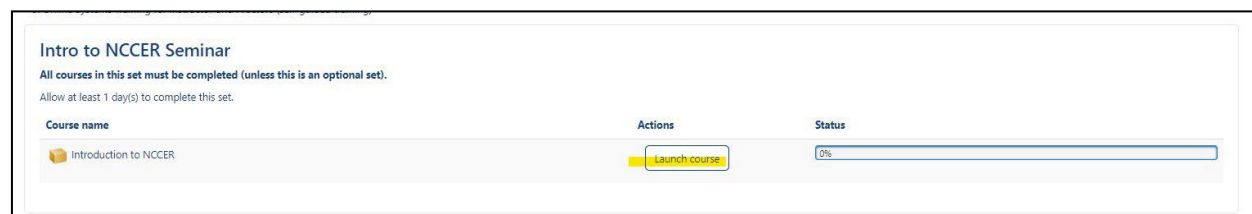
2. Select **online courses**



3. Select the **Secondary Sponsor Representative 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.

Introduction to NCCER Course Overview

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.

Open all Close all

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.
- 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.
- Introduction to NCCER and Workforce Development Virtual Training**
Not available unless: The activity YOU MUST CHECK THE BOX TO THE RIGHT TO ATTEST ... is marked complete
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.
- After Training Test**
Not available unless: The activity INTRO TO NCCER ZOOM ATTENDANCE ... is marked complete
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.
- Course Complete**
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:

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.



NAVIGATION GUIDE

- 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.

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 Timezone: America/New_York	Welcome and Introduction to NCCER		Upcoming	Go to event
Upcoming Booking open	48		August 9, 2022, 11:00 AM - 2:00 PM Timezone: America/New_York	Welcome and Introduction to NCCER		Upcoming	Go to event
Upcoming Booking open	50		September 6, 2022, 11:00 AM - 2:00 PM Timezone: America/New_York	Welcome and Introduction to NCCER		Upcoming	Go to event
Upcoming Booking open	50		October 4, 2022, 11:00 AM - 2:00 PM Timezone: America/New_York	Welcome and Introduction to NCCER		Upcoming	Go to event

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

Your progress 1

Introduction to NCCER Course Overview

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.

🔍 Open all 🗄 Close all

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.

Required Resources

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

Introduction to NCCER and Workforce Development Virtual Training

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.

After Training Test

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.

Course Complete

Not available unless: The activity is marked complete

[Accreditation Department] You are logged in as Mark Torossain Log out



NAVIGATION GUIDE

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 Sponsor Representative Program, you will need to complete the following courses:
 - a. Policies and Procedures Training (same registration process as Intro to NCCER)
 - b. Navigating NCCER Learning Resources
 - c. Module Test Proctor Training
 - d. Curriculum Performance Evaluator Training
 - e. System Trainings
 - f. Feedback

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