

Instructions for pulling reports



Definitions

Craft Completions

This report shows NCCER craft completions earned during a selected date range. An NCCER craft completion is earned when a learner has completed all levels of an NCCER craft training Program.

Level Completions

This report shows NCCER level completions earned during a selected date range. An NCCER level completion is earned when a learner has completed all modules within a level of NCCER craft training.

Module Completions

This report shows NCCER module completions earned during a selected date range. An NCCER module completion is earned when a learner has completed both the module test and hands-on performance test, where applicable.

Training Score Report

This report shows NCCER training score reports for a selected date range. A score report is generated when an individual successfully completes a module test.



1

Log on to your NCCER account at NCCER.org

NCCER

Welcome Back,
Sign in to Continue

Don't have an NCCER account? [Create an Account](#), it will only take a minute.

NCCER Number or Email Address

18274 or example@gmail.com

Password

Must contain at least 12 characters



Forgot your password? [Reset Password](#)

Sign in

[Find My NCCER Number](#)

By signing into your NCCER Account you agree to the test
Terms of Service and Privacy Policy

Choose Reports

2

The screenshot shows the NCCER user dashboard for Donald Smith. The dashboard includes a navigation sidebar on the left with the following items: Home, My Credentials, Verify Credentials, Reports (highlighted with an orange arrow), Settings, Sign Out, and Support Portal. The main content area features a welcome message, a banner for NCCER's latest announcements, and a grid of six service tiles: Billing & Subscriptions, Create NCCER Numbers, Instructor Toolbox, Journey-Level Assessments, Learning Platform, and Make Purchases. Each tile contains a brief description and a 'Launch >' link.

NCCER
National Center for Construction
Education and Research

Welcome, Donald.

Donald Smith
NCCER Number: 28745

View NCCER's latest announcements: [Click here for more information.](#)

Home
Explore our solutions through the links below.

- Billing & Subscriptions**
Buy subscriptions and view and pay invoices.
[Launch >](#)
- Create NCCER Numbers**
Request NCCER Numbers for learners.
[Launch >](#)
- Instructor Toolbox**
Access lesson plans, teaching PowerPoints, performance test packets and more.
[Launch >](#)
- Journey-Level Assessments**
Assign and administer journey-level assessments and practical exams.
[Launch >](#)
- Learning Platform**
Access online courses and tests.
[Launch >](#)
- Make Purchases**
Make purchases in the NCCER Store.
[Launch >](#)

[Support Portal](#)

3

Choose the report you want to run

Home

My Credentials

Verify Credentials

Reports

Settings

Sign Out

Support Portal

[NCCER User Terms and Conditions](#)

Reports

Choose from our array of reports that will help you better understand your organizational trends.

Training Assessment

Report Title	Description	
Craft Completions	This report shows NCCER craft completions earned during a selected date range. An NCCER craft completion is earned when a learner has completed all levels of an NCCER craft training Program.	Generate Report
Level Completions	This report shows NCCER level completions earned during a selected date range. An NCCER level completion is earned when a learner has completed all modules within a level of NCCER craft training.	Generate Report
Module Completions	This report shows NCCER module completions earned during a selected date range. An NCCER module completion is earned when a learner has completed both the module test and hands-on performance test, where applicable.	Generate Report
Print Credentials	Bulk print credentials for your training program.	Generate File
Training Score Report	This report shows NCCER training score reports for a selected date range. A score report is generated when an individual successfully completes a module test.	Generate Report

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Click on Generate Reports and Assure you choose the correct Location/Program

Training Assessment

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Print Credentials	Bulk print credentials for your training program.	Generate File
Training Score Report	This report shows NCCER training score reports for a selected date range. A score report is generated when an individual successfully completes a module test.	Generate Report

NCCER

Score Report

ABCXYZ High School

Add Filters +

Print Selected Export

<input type="checkbox"/>	NCCER #	First Name	Last Name	Module #	Module Title	Test Date	Score	Instructor #
<input type="checkbox"/>	27316833	Sean	Webbfake17	00101-EN	Basic Safety	9/14/2023	10	
<input type="checkbox"/>	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
<input type="checkbox"/>	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
<input type="checkbox"/>	9377771	Scott	Fisher	26211-08	Control Systems and Fundamental Concepts	9/19/2023	66	

Choose the student or students you want the report for and click Print Selected

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NCCER

Score Report

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Add Filters +



Print Selected

Export

<input type="checkbox"/>	NCCER #	First Name	Last Name	Module #	Module Title	Test Date	Score	Instructor #
<input checked="" type="checkbox"/>	27316833	Sean	Webbfake17	00101-EN	Basic Safety	9/14/2023	10	
<input type="checkbox"/>	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
<input type="checkbox"/>	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
<input type="checkbox"/>	9377771	Scott	Fisher	26211-08	Control Systems and Fundamental Concepts	9/19/2023	66	

* You can also use the filters to sort your reports

Score Report

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Add Filters +

Print Selected

Export

<input type="checkbox"/>	Learner NCCER #	First Name	Last Name	Module #	Module Title	Test Date	Score	Instructor #
<input type="checkbox"/>	27316833	Sean	Webbfake17	00101-EN	Basic Safety	9/14/2023	10	
<input type="checkbox"/>	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
<input type="checkbox"/>	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
<input type="checkbox"/>	9377771	Scott	Fisher	26211-08	Control Systems and Fundamental Concepts	9/19/2023	66	

A Report will generate as a PDF to allow you to save or print

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National Center for Construction
Education and Research

Score Report & Training
Prescription - Module

NCCER #: 27316833 Name: Sean Webbfake17
Testing Location: ABCXYZ High School

Module Number	Module Title	Module Test Date	Score	Minimum Passing Score	Status
00101-EN	Basic Safety	9/14/2023	10		TR

TRAINING PRESCRIPTION

Module section number(s) listed below represent area(s) of needed knowledge and competencies and provide for focused remediation.

Module Section Number

2.2.4
2.1.2
3.2.1
4.2.0
6.2.4
2.2.2
1.0.0
5.1.5
6.5.0
6.2.3
6.1.1
6.3.2
5.2.1
1.3.2
3.2.1

NCCER module tests and/or assessments should not be used as the only criteria to qualify or disqualify an applicant or employee from being hired or continued employment. While specific references to training content are provided in this Training Prescription, it is recommended that candidates who have received a result of "Training Recommended" re-train on all content in the applicable module in order to achieve minimal competency. While NCCER makes every effort to provide accurate section references in its training prescriptions, up-to-the-minute accuracy cannot be guaranteed.

2.2.3
4.1.1
5.1.1

13614 Progress Boulevard, Alachua, FL 32615 P. 888.622.3720 F. 386.518.6303

If you have any questions,
please contact your
Program Director or NCCER
SUPPORT

NCCER Support (386) 518-6500

Toll Free (888) 622-3720

Support email support@nccer.org

