Instructions for pulling reports

Definitions

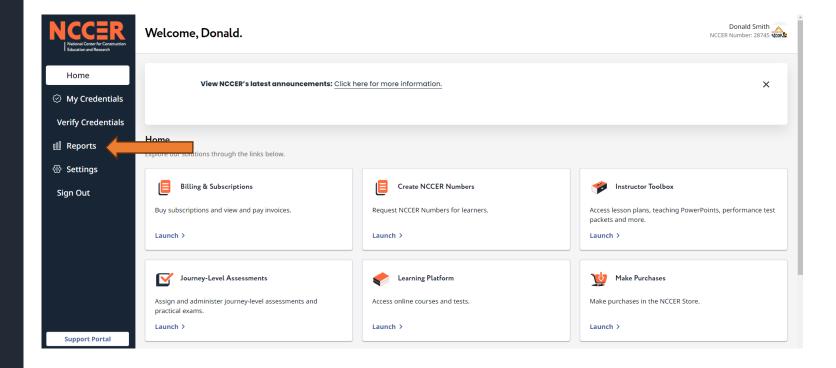|	
Craft Completions	This report shows NCCER craft completions earned during a selected date range. An NCCER craft completion is earned when a learner has completed all levels of an NCCER craft training Program.
Level Completions	This report shows NCCER level completions earned during a selected date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

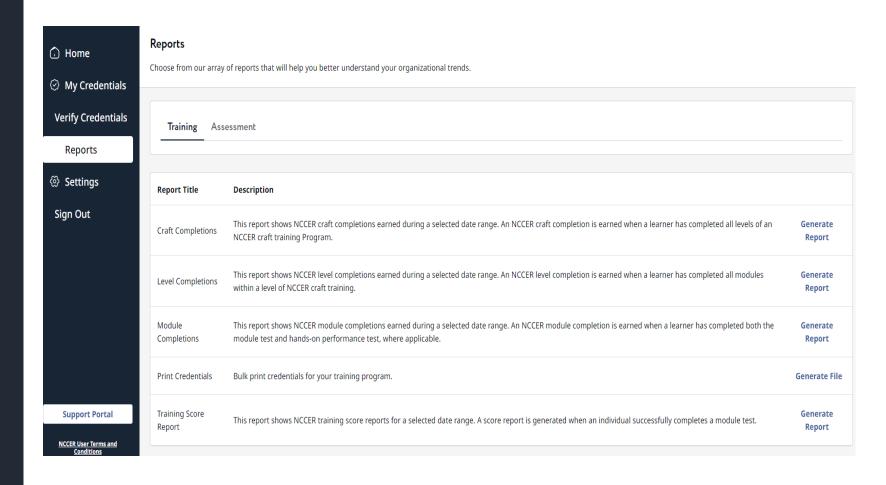# Log on to your NCCER account at NCCER.org

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

1

Choose Reports
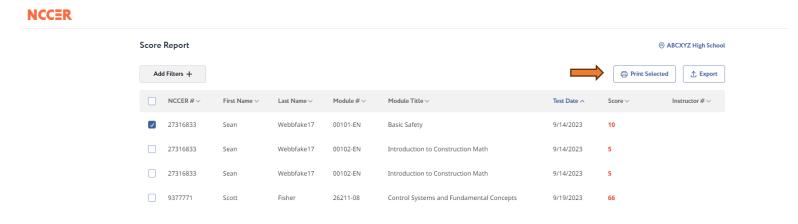
2

Choose the report you want to run

3

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

4

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

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

NCCER

Score Report

⊙ ABCXYZ High School

Add Filters +   🖶 Print Selected   ⬆ Export

	NCCER # ⌄	First Name ⌄	Last Name ⌄	Module # ⌄	Module Title ⌄	Test Date ⌃	Score ⌄	Instructor # ⌄
☐	27316833	Sean	Webbfake17	00101-EN	Basic Safety	9/14/2023	10	
☐	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
☐	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
☐	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

5

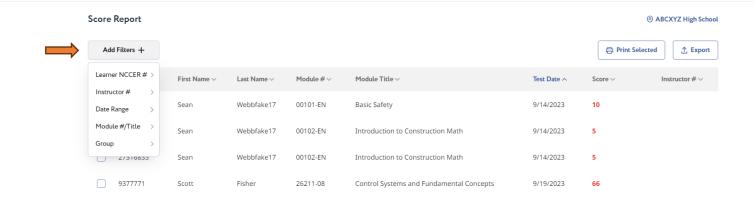NCCER

Score Report   ⊙ ABCXYZ High School

[Add Filters +]   [🖶 Print Selected] [⬆ Export]

☐	NCCER # ⌄	First Name ⌄	Last Name ⌄	Module # ⌄	Module Title ⌄	Test Date ⌃	Score ⌄	Instructor # ⌄
☑	27316833	Sean	Webbfake17	00101-EN	Basic Safety	9/14/2023	10	
☐	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
☐	27316833	Sean	Webbfake17	00102-EN	Introduction to Construction Math	9/14/2023	5	
☐	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   ⊙ ABCXYZ High School

[Add Filters +]   [🖶 Print Selected] [⬆ Export]

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

6

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

7

You can also download a copy of your report in Excel

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