

How to download and print your NCCER Credentials, order your NCCER Wallet Card and more.

Sign in to your NCCER Account using your card number or email and your password.

This will bring you to your Home Page, you will see the NCCER logo at the top left of the page and Welcome, your Name at the top. This is your Home Page in the NCCER System.

Under the logo there are several options. Click on My Credentials, look for Certifications **1** in the center of the page, click on that.

This will take you to your Program Personnel Certification. Those that have **View/Print** can be downloaded and printed for your records. You can also use **View/Print Transcript**.

In the upper right corner, you will see Order Wallet Card. Click on this to order your first free wallet card. The card will be sent to the address you have in your profile.

As your NCCER Card will be sent to the address in your profile, you should check the address for correctness before ordering your Card.

These steps can be used by your students for them to print their Credentials and order their NCCER Card using their Number and password.

Additional information on your Home Page.

Other items of interest on the left side under the NCCER logo are as follows

Verify Credentials. This allows you to view the Credentials of others using their Card Number. You can search for multiple people by entering their numbers in a column.

Reports. This gives you the ability to generate reports in several categories. One of the more useful is the Training Score Report which is located at the bottom of this page. The How to for using this report is detailed on another sheet.

Settings. Open this to verify that all your information is correct in your profile. If needed, you can Edit Profile to make most changes to your profile. Email and Password changes can be made with the tabs at the top of the page. You can also download a photo that can be shown on your NCCER Card. This option is at the bottom of this page.

Home. This brings you back to the page with several “tiles” that you can use to access the Learning Platform, **Instructor Toolbox**, Billing & Subscriptions and more. We have additional How Tos that we can send you with additional details for your Role in the NCCER System.

Sign Out. This should be used at the end of your session to log out of the system.

Questions? Contact Florida Masonry; Dennis Neal 941-809-6677 or Sandy Cinque at 561-305-0892. For NCCER call Customer Service at 888-622-3720