

How to obtain Score Reports & Training Prescription

Log into your account and the page that you use to access the links that you have access to for your testing will appear.

For Score reports you need to use the Reports link on the left side of the page under the NCCER logo. Click on Reports. You will find several options for the reports that you are looking for. The Training Score Report will get you to the information you are looking for. Click on Generate Report on the right side of the screen.

This will bring up a significant amount of data for your program and can take a while to download. You can use the Add Filter + to limit the data you are looking for. Filters you can use are, Learner NCCER # , Instructor #, Date Range, Module/Title, or Group. You can use multiple Filters to narrow down your search.

Tip. If you are using a device with a smaller screen, you may not be able to see the complete Date Range dropdown. Below the two calendars you should see Today Yesterday Last 7 days Last Year and the Ok button. If not showing on your screen decrease the size of Your Zoom number to a smaller number until these quick links appear.

From this screen you can also Print Selected and Export the data into a Csv Report. Both appear in the upper right of the information.

Print Selected can be used by selecting the students you would like to see their Score Report & Training Prescription, by clicking the box next to the student's NCCER #. This gives you the sections from the module that they missed questions came from along with other details for the student that tested.