

# How to submit performance profiles completed on paper

🕒 Oct 9, 2023 · Knowledge

## 'How to' submit performance profiles completed on paper.

If your organization is administering performance profiles using the **paper** performance profile packet, completed performance profiles should be submitted using **Make Bulk Submission**. Program Directors, Managers, Program Contacts, Instructors and Curriculum Performance Evaluators have access to **Make Bulk Submission**.

**Step 1:** Sign in to your NCCER Account.

**Step 2:** Select **Performance Evaluations**



**Step 3:** Select applicable program. NOTE: if you are only associated with 1 program, then this step is not required.



**STEP 4:** Select **Make Bulk Submission**



**STEP 5:** Follow screen navigation to select each of the following, clicking **Continue** after each selection.

- Select **Instructor/Evaluator**
- Select **group(s), individuals, and/or add trainees** by entering their NCCER #. NOTE: a single submission can include **up to 50 trainees**.
- Select **Craft**
- Select **Level**
- Select **Module**
- Select **Edition** – This will open folders/modules for all valid (active) editions. **Select the module edition that matches the edition of the textbook your trainees are using.**
  - click on the folder with the module name
  - then click in the box next to the module number.

Select Edition

Select edition for this publication.

Millwright Hand Tools

4th edition

15162-EN4

3rd edition

15162-06

**STEP 6: Review and Submit** – review the information on screen to ensure accuracy of module # and name, trainees to be submitted and completion date.

**IMPORTANT NOTE:** the completion date defaults to today's date. To change the completion date, click inside the box where the date is listed and select the appropriate date.

Click **Submit to NCCER**



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**URL Name**

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