

Notice to Instructors using the Instructor Resource Center for uploading rosters and printing completion certificates

In order for IRC roster submission to function optimally, there are three (3) essential “Save” points that you must click to make certain that the roster you submit will be available for retrieval at a later date:

1. The Upload or Manually Add Students screen
2. The Enter Students Name, Address, Etc. screen
3. The Save Roster Screen

Failure to properly save at any of these points will result in the roster not being available to retrieve at a later date.

Regarding Completion Certificate printing

Once your roster has been successfully entered and you can see the student’s name on the roster, there will be a “Print Card” button next to the student’s name. Clicking on the Print Card button will automatically create a completion certificate template with that student’s name already populated as well as your name and instructor number. The template can then be adjusted as necessary.

For best results, it is recommended that you use the provided Excel spreadsheet template. The following fields must be populated in order for the spreadsheet information to be transferred to the electronic roster:

1. First Name
2. Last Name
3. Company
4. Address line 1
5. City
6. State
7. Zip Code
8. Email Address
9. Grade (pass/fail)