ONLINE ROSTER RECORDING SYSTEM

Trades Education Roster Recording System

This document provides users with information regarding the use of the TERRS system for recording continuing education rosters to the Department of Labor & Industries

Phyllis Cooper Updated 6/2017

Changes to Creating and Submitting Course rosters in the Online Roster Recording system for the Department of Labor & Industries.

Updates: Effective June 2017

Overview: The only change to the TERRS system is the removal of being able to search for a person by SSN, this has been done to adhere to privacy standards.

Login to: <u>Secure Access Washington</u>

	SAW	<mark>SecureAccess</mark> WASHINGTON®							
		My Secu	ire Services Acc	count Management	<u>Help</u>	About SecureAccess	Logout		
H	ello pycooper								
	My Services	Add a New Service							
		Service	Agency			Description		User Status	Action
	Electronic Perm	nit and Inspection System	Department of Labor and Industries	Purchase electrical and contractor deposit account	alteration o unts. Manag	f manufactured home perm ge and review related inspe	its with credit cards and ection activity.	Active	Remove
	Trades Educati	on Roster Reporting System	Department of Labor and Industries	Online application devel attendees to required in industries specialty com	oped to ena structional c pliance divi	able approved course spor classes approved by the de ision.	nsors to manage and report epartment of labor and	Active	Remove

Select Trades Education Roster Reporting System from your list of services.

OR

Login to: My L&I

Select Manage/Report Continuing Education for Electrical Trade from your Tasks:



The Application is displayed for use:

Washington State Department of		QC Trade and Education Roster Reporting System Welcome, Velcome		
Labor & Industries	Safety Claims & Insurance	Workplace Rights Trades & Licensing		
Locate Course				
Phyllis's Courses logged in as testcity		UPDATE MY INFO		
Course Type	2 Backflow Electrical Electrical Basic Classroom Electrical Pump Installer	×		
Class Id	l:	(ex. WA2006 or WA2006-123)		
		NEXT >		
© Washington State Dept. of Labor & Industries. Use of th Access Agreement Privacy & Security Statement	is site is subject to the laws of the state of Was Intended Use/External Content Policy i Staff	shington. Access I Only Official State Covernment Web S		

Select the Update My Info Button

UPDATE MY INFO

A List of all the courses associated with your Sponsor record is listed.

You can use this page to update your phone number/email address etc with the department. AND you can select the class from the list and be taken directly to the "Get or Create a Roster" page



To Create a Roster you must either select a course from the list as shown above or Select the Course type and enter the course number.

To Create a Roster you must either select a course from the list as shown

Washington State Department of		QC Trade and Education Roster Reporting System Welcome, ▼ LOG OFF
Labor & Industries	Safety Claims & Insurance	Workplace Rights Trades & Licensing
Locate Course		Select the Course Type from the selection list.
Phyllis's Courses logged in as testcity Course T	ype: Backflow Electrical Electrical Basic Classroom	Then type in the Course ID number: example: WA2012-392 Select Next
Clas	s Id: WA2012-392	(ex. WA2006 of WA2006-123)
		NEXT ->

The course will be displayed for selection:

	S Safety	Claims & Insurance	Workplace Rights	Trades & Lice	ensing
Select Course					
sponsor	Title		Ident.	Begin Date	Expires
Phyllis's Courses	new WAC F	YLUS	WA2012 392	- 08/01/2011	08/01/2014

Click on the Course to begin the Create A Roster process:

Washington State Department of			■ QC Trade and Education Roster Reporting System Welcome, ▼ LOC OFF		
	Safety	Claims & Insurance	Workplace Rights	Trades & Licensing	
Roster					
Course credit will be applied based upo	on individual li	icense renewal require	ements.		
Course Type: Electrical (EL)					
Class ID: WA2012-392	(ex. WA2006	or WA2006-123)		SEARCH CLASSES	
Details	202		Course Datase (1)	2011 0/1/2014	
Title:new WAC	PLUS		Course Dates:8/1/	2011-8/1/2014	
Provider: Phyllis's C	ourses		Course Type:Elect	rical	
				Completion Date:	
				MM/DD/YYYY	
				GET OR CREATE ROSTER	
<- PREV					
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After selecting the course from the list or selecting the course type and entering the course ID

- Enter the course Completion date.
 Then Click on Get or Create Roster to begin selecting names to add to the roster.

To add names to the roster, you can enter either the license number or name the person that took the course.

Do not enter more than one value.

If you enter the license number the person with that certificate number will be added to the Pending roster,

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	Washington State Department of Labor & Industries	Trades Education Roster Recording System	🕹 Phyllis Cooper 👻 🚺 😼 But	and the second second second second second second second second second second second second second second second
	Roxter Course credit will be applied based upon individual license rene Course Type: Electrical Basic Classroom (BC) Class BC (WA0013-498) (sr., WA2006 or W Details Class WA2013-498 Title: Is hours IC for LAB Provider Manually recorded courses	wal requirements. A2006-123) Course Dates 5 Course Type 1 Completion MJ/(20)TYP	1/2013-6/1/2016 etinci Base Classoon Date: 129/2015	
	Select People Ucons/Centificate: OR Name: Select People	SEARCH PEOPLE		
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Searching by Name will return a list that you will need to make your selection from

For example: I entered the Name Parker in the name field and selected Search People. A list of eligible names/certificate holders are displayed for selection.

Note: If a license cannot receive credit for the course the name will not appear on the list to select. For instance if
the course type is Electrical – Electrical Trainee names will not appear for selection

Washington State De Labor & Ind	partment of lustries		 Trades Education Roster Recording System 	上 Phyllis Cooper 👻 🚺 tog wet
Select License				
License (Status) PARKEAA889DE (ACTIVE)	Type Electrical Trainee	Name parker, adam alexander	Address 3858 E HOWE ST	Exp Date (Birthdate) 03/05/2018
PARKEAJ853LJ (ACTIVE)	Electrical Trainee	Parker, Adam J	TACOMA , WA 98404 540 NW Carolyn Ln	06/11/2017
PARKEAA881L6 (ACTIVE)	Electrical Trainee	Parker, Anson Allen	POULSBO , WA 98370 2712 w bonneville PASCO , WA 98301	06/26/2016
PARKEBM850L6 (ACTIVE)	Electrical Trainee	PARKER, BRENDAN M	S1518 36TH AVE SW	06/26/2017
PARKECS874jZ (ACTIVE)	Electrical Trainee	Parker, Cameron Scott	PD 60X 731531 PUYALLUP, WA 98373	05/10/2017
PARKECG902PO (EXPIRED)	Electrical Trainee	Parker, Carlos G	5224 Mithun Place SEATTLE , WA 98105	10/20/2012
PARKECA907MM (EXPIRED)	Electrical Trainee	Parker, Chance A	2828 S. Wiley Rd YAKIMA , WA 98903	07/13/2014
PARKECH873N6 (EXPIRED)	Electrical Trainee	Parker, Charles H	2486 CRESTVIEW DR WEST LINN , OR 97068	08/26/2015
PARKECD916RD (EXPIRED)	Electrical Trainee	Parker, Charley D	3597 McKinley Ave E TACOMA , WA 98404	12/04/2011
PARKECA858JW (ACTIVE)	Electrical Trainee	Parker, Chris Alan	11108 CHENNAULT BEACH RD APT 2121 MUKILTEO , WA 98275	04/16/2017
PARKEC*87204 (ACTIVE)	Electrical Trainee	Parker, Clair	17624 NE 15th Place BELLEVUE , WA 98008	09/24/2017
PARKEC8892KO (EXPIRED)	Electrical Trainee	Parker, Cody Blu	P.O. Box 784	05/20/2013

Select the Name on the list to add the person to the Pending Roster, by clicking on the name in the list. A message will appear at the top of the page:

Pending Roster Requests Updated.

Attention: Pending Roster has not been submitted to the department. This means the roster has been created but not yet submitted to the department.

Once the name has been selected repeat this process until all names have been added.

Search

Locate

Select

If you are unable to locate the person you are looking for in the list you can scroll to the bottom of the page and select Cancel to be returned to your search page to start over.

If searching by name if you enter a name such as Johnson, you may get a message:

Too Many Records Found, Please Narrow the Search.

If this happens, try adding the first letter of the person's first name:

Example: Johnson, K

In most cases the names in the license database are formatted with last name, comma, First name.

Deleting a Name from a Pending Roster.

You can delete a person from the roster as long as the <u>roster has not been submitted</u>. To delete a Name from the Roster

Select the checkbox in the Delete column next to the name you wish to delete from the roster. Then Select the Update Roster Button to Delete the person from the Pending roster.



The page will be refreshed with your updates.

Note this is only enabled if the name is in the PENDING ROSTER REQUESTS list. If the roster has been submitted an error message will be displayed.

Cannot Delete Data Prior to Today

You must contact the department to have a correction made to a submitted roster.

Submitting your Completed Roster

Once you have completed adding your list of attendees to the Roster,

Select the Submit Roster Button for the course to be credited to the person(s) on the {Pending Roster.}

Course Datail	Hadates Windows Televant Evolution								- 6
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After Selecting the Submit Roster button; the Roster is submitted. The name should appear in the Submitted Roster list, the Print Roster Button is displayed at the top of the page:

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		Roster Course credit will be applied Course Type: Electrical (EL Class ID: WA2012:388	based upon individual licen:) (ex. WA2006 or WA	Print Roster	PRAIT ROSTER SEARCH CLASSES		
		Details					
		Class Title Provider	s:WA2012-388 e:Test NECCode Update r:Phyllis's Courses	Course Date Course Typ	e:Electrical		
	N	Select People License/Certificate:	OR Name:	OR SSN	SUITOR CREATE ROSTER SEARCH PEOPLE		
		Submitted Roster Li	st				
	Submitted Roster	Delete License	Туре	Licensee			
L		BLANKT*07	7PB Electrical Administrator	Tom Blankenship			
	٢	MUTCHBG8	91J8 Electrician	Byron Mutchler			
		SMITHRH94	3D1 Electrician	Robert Smith			
		SMITHRW06	6NL Electrician	Robert Smith			
		U	PDATE ROSTER				
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NOTE: You can add additional names to a submitted Roster, but you cannot remove names from a Submitted roster.

If a name needs to be removed from a Submitted Roster, you must contact the department to have the correction made at: 360-902-5259 or email the <u>ElectricalProgram@lni.wa.gov</u>.

If you select the Log Off button at the top of the page before submitting your roster a warning message will be display

	Welcome, Velcome	
Course Detail Update - Windows Internet Explorer		
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	Course credit will be applied based upon individual license renewal requirements.	
	Course Type: Electrical (EL)	
	Class ID: WA2012:392 (ex. WA2006 or WA2006-123) SEARCH CLASSES	
	Details Class:WA2012-392 Course Dates:8/1/2011-8/1/2014 Title:new WAC FLUS Provider: Phyllis S Courses Course Type:Electrical	
	Completion Date: 09/02/011 WM / DD / YYYY 015 OR CREATE ROSTER	
	Select People License/Certificate: OR Name: OR SSN SLAICH PKOPLE	
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	Delete License Type Licensee FLOWECR961X5 Electrician C Rick jr Flower	
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Message from webpage		

message ii	
?	The Pending Roster has not been submitted to the department for course WA2012-392. Is this OK?
	OK Cancel

Selecting OK will log you off and your course will be saved but not submitted to the department. Selecting Cancel takes you back to the page to submit your roster.