

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

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4/15/2011

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

Login to Secure Access Washington.

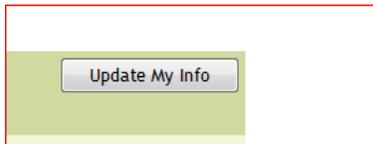
The screenshot shows the Secure Access Washington (SAW) interface. At the top, there is a header with the SAW logo and the text 'SecureAccess WASHINGTON®'. Below the header is a navigation bar with links for 'My Secure Services', 'Account Management', 'Help', 'About SecureAccess', and 'Logout'. The user is logged in as 'pycooper'. Below the navigation bar, there is a section titled 'My Services' with an 'Add a New Service' button. A table lists the services:

Service	Agency	Description	User Status	Action
Electronic Permit and Inspection System	Department of Labor and Industries	Purchase electrical and alteration of manufactured home permits with credit cards and contractor deposit accounts. Manage and review related inspection activity.	Active	Remove
Trades Education Roster Reporting System	Department of Labor and Industries	Online application developed to enable approved course sponsors to manage and report attendees to required instructional classes approved by the department of labor and industries specialty compliance division.	Active	Remove

A yellow arrow points to the 'Trades Education Roster Reporting System' entry.

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

Select the Update My Info Button



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

Sponsor Information Update My Info

Company Name: Manually recorded courses
 Last Name: Verified by L&I
 First Name:
 Middle/Other Name:
 Address: 7273 Linderson Way
 PO Box 44460
 City: Tumwater
 State: WA
 Zip: 98504
 Phone: (360) 902-6296
 Phone Ext:
 Fax: (360) 902-6296
 Email:

Courses

Title	Idno	Level	Begin Date	Expires
First Aid CPR	WA2006-911	EL	01/01/2006	01/01/2009
Verified Indentured Apprenticeship 10 hrs	WA2007-012	BC	01/01/2007	12/31/2015
Verified Indentured Apprenticeship status	WA2007-017	BC	01/01/2007	12/31/2015
expired retest WAC	WA2007-148	EL	01/01/2007	12/31/2015
expired retested	WA2007-147	EL	01/01/2007	12/31/2015
Dept credit for renewal prior to 12/31/2007	WA2008-002	BC	12/30/2007	12/31/2007
Credit for previous courses	WA2008-569	EL	01/01/2008	12/31/2008
First Aid CPR	WA2008-411	ET	06/14/2008	11/01/2009

Update your company address, email or phone number click on Update my Info for information to be saved

Click on the course name to 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

Locate Course Update My Info

Manually recorded courses logged in as pycoper

Course Type: Backflow
 Electrical
 Electrical Basic Classroom
 Electrical Pump Installer

Class Id: (ex. WA2006 or WA2006-123)

Next ->

Select the Course Type from the selection list.

Then type in the Course ID number: example: WA2009-111

Select Next

Creating a Roster:

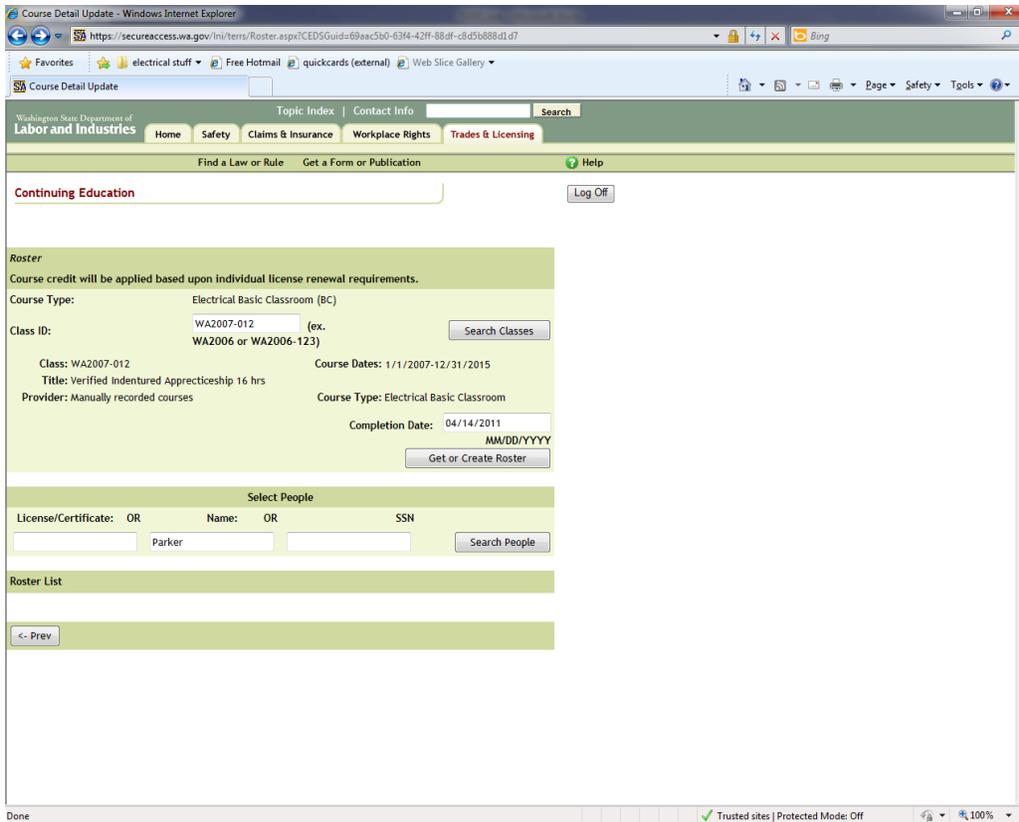
After selecting the course from the list or selecting the course type and entering the course ID

1. Enter the course Completion date.
2. Then Click on Get or Create Roster

The screenshot shows a web browser window titled "Course Detail Update - Windows Internet Explorer". The address bar shows a URL from "secureaccess.wa.gov". The page content includes a navigation menu with "Home", "Safety", "Claims & Insurance", "Workplace Rights", and "Trades & Licensing". Below this is a "Continuing Education" section with a "Log Off" button. The main content area is titled "Roster" and contains the following information:

- Course credit will be applied based upon individual license renewal requirements.
- Course Type: Electrical Basic Classroom (BC)
- Class ID: WA2007-012 (ex. WA2006 or WA2006-123) with a "Search Classes" button.
- Class: WA2007-012
- Title: Verified Indentured Apprenticeship 16 hrs
- Provider: Manually recorded courses
- Course Dates: 1/1/2007-12/31/2015
- Course Type: Electrical Basic Classroom
- Completion Date: MM/DD/YYYY (highlighted with a red box and labeled '1')
- Get or Create Roster (button highlighted with a red box and labeled '2')

At the bottom left of the form area, there is a "< Prev" button. The browser status bar at the bottom indicates "Trusted sites | Protected Mode Off" and "100%" zoom.



To add names to the roster, you can enter either the license number
Or name **Or** SSN of 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,

Searching by Name or SSN 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:

License (Status)	Type	Name	Address	UBI/SSN	Exp Date (Birthdate)
PARKEDD945M6 (EXPIRED)	Electrical Trainee	PARKER, DREW D	P O BOX 784 NEWMAN LAKE, WA 99025	***-**-7468	07/26/2008
PARKEDJ907C4 (ACTIVE)	Electrical Trainee	PARKER, DAN J	5271 CHAPMAN ST SOUTH SALEM, OR 97306	***-**-1866	02/24/2012
PARKEDL905QN (ACTIVE)	Electrical Trainee	PARKER, DEVIN L	2525 E 53RD AVE APT C-110 SPOKANE, WA 99223	***-**-2204	11/15/2012
PARKEDL967M7 (INACTIVE/NEED CONTG ED UPDATE)	Electrical Trainee	PARKER, DAVID L	13911 SEATTLE HILL RD SNOHOMISH, WA 98296	***-**-1681	12/09/2012
PARKEDR927KL (EXPIRED)	Electrical Trainee	PARKER, DEREK R	6510 86TH AVE CT W UNIVERSITY PLACE, WA 98467	***-**-6813	05/13/2010
PARKEDW934KS (EXPIRED)	Electrical Trainee	PARKER, DERECK WADE	2100 112th ST S Apt I-1 TACOMA, WA 98444	***-**-4008	05/10/2009
PARKEDW941K			4553 GLENDALE RD		

Select the Name on the list to add the person to the Pending Roster.

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 roster has not been submitted.

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.

Course Detail Update - Windows Internet Explorer
https://secureaccess.wa.gov/Initiators/Roster.aspx?CEDSGuid=69aac560-6394-429f-88df-c0d3d888d1d7

Washington State Department of Labor and Industries
Home Safety Claims & Insurance Workplace Rights Trades & Licensing

Find a Law or Rule Get a Form or Publication Help

Continuing Education Log Off

Roster Updated.

Roster
Course credit will be applied based upon individual license renewal requirements.
Course Type: Electrical Basic Classroom (BC)
Class ID: WA2007-012 (ex. WA2006 or WA2006-123) Search Classes
Class: WA2007-012 Course Dates: 1/1/2007-12/31/2015
Title: Verified indentured Apprenticeship 16 hrs Course Type: Electrical Basic Classroom
Provider: Manually recorded courses Completion Date: 04/14/2011
MA/DD/YYYY
Get or Create Roster

Select People
License/Certificate: OR Name: OR SSN Search People

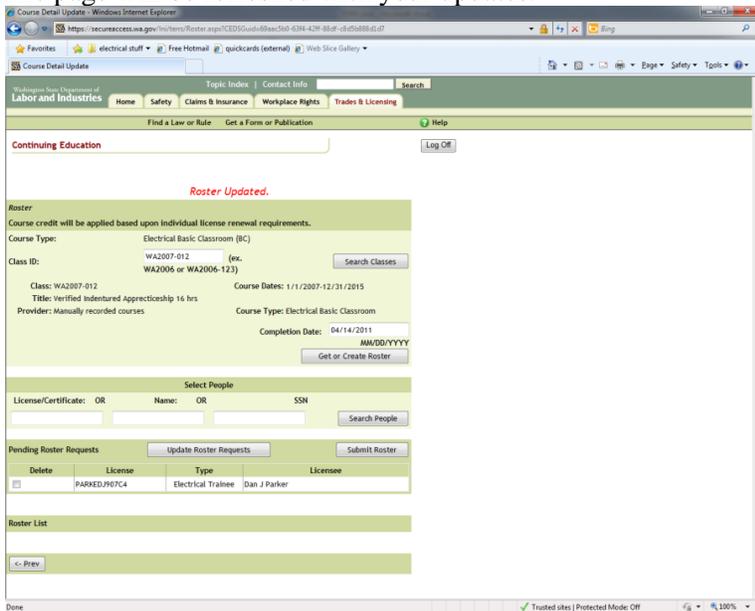
Pending Roster Requests Update Roster Requests Submit Roster

Delete	License	Type	Licensee
<input checked="" type="checkbox"/>	JAMESD79429N	Electrical Trainee	Derek A. Jameson
<input checked="" type="checkbox"/>	PARKEDJ907C4	Electrical Trainee	Dan J Parker

Roster List
<- Prev

Trusted sites | Protected Mode: Off 100%

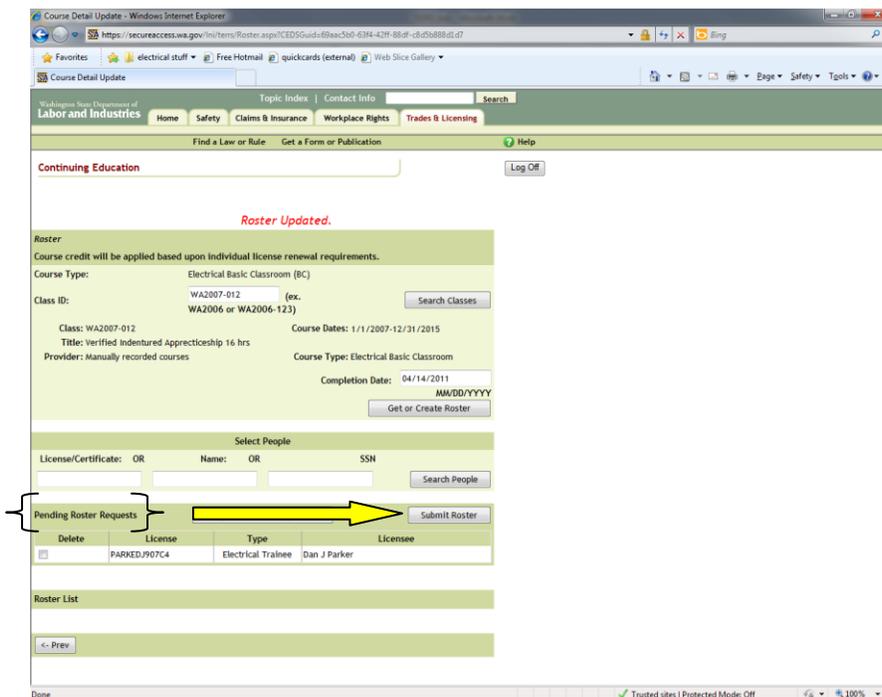
The page will be refreshed with your updates.



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. }**



After Selecting the Submit Roster button; the Roster is submitted and the Print Roster Button is displayed at the top of the page:

Print Roster

Course credit will be applied based upon individual license renewal requirements.

Course Type: Electrical Basic Classroom (BC)

Class ID: WA2007-012 (ex. WA2006 or WA2006-123) Search Classes

Class: WA2007-012 Course Dates: 1/1/2007-12/31/2015

Title: Verified Indentured Apprenticeship 16 hrs

Provider: Manually recorded courses Course Type: Electrical Basic Classroom

Completion Date: 04/14/2011 MM/DD/YYYY

Get or Create Roster

Select People

License/Certificate: OR Name: OR SSN

Search People

Roster List

License	Type	Licensee
ENNI1932M2	Electrical Trainee	Imbler Jennifer

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 ElectricalProgram@lni.wa.gov.