

Adding Certification Cards to Member records using Cert Document Admin

JATC Member Reports Admin **1.** Security Weld Cert Logoff

Click on the Admin tab

Certification List Add A Cert

Certification Type Selection: **NTF Certifications**

Include Older Certifications? Include Empty Certifications?

Code	Description	Definition	Source	Prerequisites	Count Active	Count All	NFC	DOC
3PTWIC	Transportation Worker ID Credential	Certification	External		2	15	✓	✓
3PCGT	ASBI Certified Grouting Technician				0	0	✓	✓
IWCRANS	Crane Signaling Hand and Voice			✓	570	570	✓	✓
IWCSP	Confined Spaces in Construction			✓	0	0	✓	✓
IWFIREW	Fire Watch				0	0	✓	✓
IWFKLT	Forklift Hazard Awareness Training				81	81	✓	✓
IWFLAGR	Traffic Flagger				4	4	✓	✓
IW-FP	Fall Protection for Construction			✓	41	41	✓	✓
IWLEADH	Lead Hazard Awareness			✓	34	34	✓	✓
IWLEADW	Lead Worker			✓	0	0	✓	✓
IWMEWP	Aerial and Scissor lift (MEWP) Training			✓	125	150	✓	✓
IWRIGGR	Qualified Rigger			✓	560	560	✓	✓
IWSED	Scaffold Erector/Dismantler			✓	88	88	✓	✓
IWSIL	Silica For Construction			✓	71	71	✓	✓
IWSPR	OSHA Subpart R			✓	150	150	✓	✓
IWSU	Scaffold User			✓	56	56	✓	✓
NCCER	NCCER Qualified Rigger				0	0	✓	✓
OSHA510	OSHA 510 Standards for Construction				0	0	✓	✓
STSC	Safety Trained Supervisor Construction				0	0	✓	✓
3PPTB1	Level 1 Bonded PT - Field Installation				0	0	✓	✓
3PPTB2	Level 2 Bonded PT Field Specialist				0	0	✓	✓
3PPTU1	Level 1 Unbonded PT - Field Installation				0	0	✓	✓

— 3. Select the cert you wish to add

JATC Member Reports Admin Security Weld Cert Logoff

Certification List Member Certifications Cert Document Admin Edit This Cert Add A Cert

Certification

Code: IWMEWP Description Aerial and Scissor lift (MEWP) Training Card Stock: Aerial Lift Operator Hazard Training [Back to cert type list](#)

Member Certifications

Show: Just members from the selected class

Del	Pr	Name	Starts	Expires	Card Number	CARD	CARD

Certify Members

Class Search Date Range To: 01/13/2023 Class Search

Select A Class - All Courses -

8	✓	Oxy-Fuel Gas Cutting	8/31/2022	9
9		Oxy-Fuel Gas Cutting	8/30/2022	9
10		Oxy-Fuel Gas Cutting	8/30/2022	9
8		Oxy-Fuel Gas Welding	10/12/2022	8
4		Basic Math for Ironworkers	10/4/2022	4
4		Basic Math for Ironworkers	10/3/2022	4
4		Basic Math for Ironworkers	10/3/2022	4
4		Bonded Post Tensioning	10/4/2022	4
4		Bonded Post Tensioning	10/4/2022	4
4		Bonded Post Tensioning	10/3/2022	4
12		Forklift Operator Hazard Training	10/8/2022	12
22		COMET	10/8/2022	27
9		CPR and AED Training	10/8/2022	9
8		Orientation for Ironworkers	8/23/2022	8
8		Orientation for Ironworkers	8/23/2022	9
11		Orientation for Ironworkers	8/22/2022	10
9		Orientation for Ironworkers	8/22/2022	9
8	✓	Aerial and Scissor Lift (MEWP) Training	10/4/2022	8
8		Rigging for Ironworkers 2	8/29/2022	8
8		Rigging for Ironworkers 2	8/29/2022	10
11		Rigging for Ironworkers 2	8/26/2022	10

Click on the class date you need to print

Member Reports Admin Security Weld Cert Logoff

Certification List Member Certifications Cert Document Admin Edit This Cert Add A Cert

Certification [Back to cert type list](#)

Code: IWMEWP Description Aerial and Scissor lift (MEWP) Training Card Stock: Aerial Lift Operator Hazard Training

Member Certifications

Member List

Show: Just members from the selected class

Del	Prt	Name	Starts	Expires	Card Number	CARD	CARD
1. Select the members you wish to print							

Certify Members

Class Search Date Range
 Class Start: 07/13/2022 To 01/13/2023

[Back To Classes List](#)

Aerial and Scissor Lift (MEWP) Training - Start Date: 1/9/2023

Add	Name	Card Number	Grade	Passed	Missed	Hours
<input checked="" type="checkbox"/>	.		0	Y		4.00
<input checked="" type="checkbox"/>	.		0	Y		4.00

Each cert added will have this information

Effective Date: 01/09/2023 Default Term: 05 Expire Date: //

Update member certification lists:

2. Click submit

Member Reports Admin Security Weld Cert Logoff

Certification List Member Certifications **Cert Document Admin** Edit This Cert Add A Cert

Certification [Back to cert type list](#)

Code: IWMEWP Description Aerial and Scissor lift (MEWP) Training Card Stock: Aerial Lift Operator Hazard Training

Member Certifications

Member List

Show: Just members from the selected class

Prt	Name	Starts	Expires	Card Number	CARD	CARD
<input type="checkbox"/>	.	10/4/2022			View	Add
<input type="checkbox"/>	.	10/4/2022			View	Add
<input type="checkbox"/>	.	10/4/2022			View	Add
<input type="checkbox"/>	.	10/4/2022			View	Add
<input type="checkbox"/>	.	10/4/2022			View	Add
<input type="checkbox"/>	.	10/4/2022			View	Add
<input type="checkbox"/>	.	10/4/2022			View	Add
<input type="checkbox"/>	.	10/4/2022			View	Add

[Print/Re-print Aerial Lift Operator Hazard Training cards](#) | [Print](#)

Certify Members

Class Search Date Range
 Class Start: 07/13/2022 To 01/13/2023

[Back To Classes List](#)

Aerial and Scissor Lift (MEWP) Training - Start Date: 10/4/2022

Each cert added will have this information

Effective Date: 10/04/2022 Default Term: 05 Expire Date: //

Update member certification lists:

Click on Cert Document Admin tab

Member	Reports	Admin	Security	Weld Cert	Logoff
Certification List		Member Certifications	Cert Document Admin	Edit This Cert	Add A Cert
Back to cert type list					
113			10/08/2020		✓
114			04/23/2019		✓
115			08/25/2022		✓
116			10/04/2022		✓
117			01/09/2023		✗
118			01/09/2023		✗
119			10/04/2022		✓

Check the members to add cert



Member	Reports	Admin	Security	Weld Cert	Logoff
Certification List		Member Certifications	Cert Document Admin	Edit This Cert	Add A Cert
Back to cert type list					
Aerial and Scissor lift (MEWP) Training IWMEWP					
After selecting members, scroll to the top of the screen. Then, click on Create Documents				Create Documents	
Member Name	Mbr. No.	Cert Date	Exp. Date	Documented	Document
1		12/01/2021	12/01/2026	✓	
2		08/24/2022			i
3		08/24/2022		✓	

Member Information

SSN * Book Number * Indenture Local #

First Name Address1 House Phone

Middle Name Address2 Cell Work Phone

Last Name City Birth Date

Post Name State Gender

Zip Ethnicity

Email: Status Memo:

Status: Journeyman | Exp: 01/2023

Save changes to member biographic

International Status: [ACTIVE] Class: [JOURNEYMAN] Skill: [IRONWORKER] Paid Thru: [OCT 2023]

Will expire in: months (optional to) months Show Keys Search

Certification	Code	Source	Certification Date	Expiration Date	Years	Card Number	JATC	Card View	Card Doc	Create Date	Created By
* Aerial and Scissor lift (MEWP) Training	IWMEWP	External	01/16/2018	01/16/2023						02/20/2019	

[View](#) [Remove This Doc](#)

Aerial and Scissor lift (MEWP) Training

The certification card will now appear when the Member's QR code is scanned on their membership card, or if you click on the member's QR code. It will also appear on their dues receipts.

