

Uploading a copy of a Member's Certification using Load Scanned Cert Cards



1 Click "Admin"

Iron Workers Online Apprenticeship Tracking System

Reports Admin Security

Local Information

City: State: Zip Code: Serving: Local: Special Local IW Code:

Staff Info

Apprenticeship Coordinator: (click here if full time)

Contact Info

Name: Title:

Phone: Fax: Mobile:

2 Click "Certifications"

IATC Member Reports

Select A Course

Course Type Selection: Refresh Show Addendums

Course ID	Course Name	Credit Hours
000SAF31	24 Hr EM385-1-1 Fall Protection Competent Person	2
000SAF32	40 Hr EM385-1-1 Construction Safety & Health	4
000STC4	40-Hour Hazmat Worker Training	4
000SAF33	8 Hr EM385-1-1 Construction Safety & Health Refres	
000SHP4	Advanced Fabrication Fundamentals	2
000SHP5	Advanced Fabrication Procedures	4
000MT3	Advanced Layout and Total Station Training	4
000WLD7	Advanced Welding Technology	1
000SAF21	Aerial and Scissor Lift (MEWP) Training	
000RPT5	ASBI Grouting Technician Training	
000SD8	Basic Math for Ironworkers	1
000SD11	Bidline & Contractor Competitiveness	

3 Click this drop-down to select local or all if you do not see the Certification listed.

The screenshot shows a web application interface with a navigation bar at the top containing 'JAIC', 'Member', and 'Reports'. On the left, there is a sidebar with various menu items. The main content area is titled 'Certification Type Selection: NTF Certifications' and includes two checkboxes: 'Include Older Certifications?' and 'Include Empty Certifications?'. Below these is a table with two columns: 'Code' and 'Description'.

Code	Description
EM385CSH	EM385-1-1 Construction Safety & Health
EM385CSHR	EM385-1-1 Construction Safety & Health Refresher
EM385FP	EM385 Fall 1-1 Fall Protection Competent Person
3PTWIC	Transportation Worker ID Credential
CHST	Construction Health & Safety Technician
EPRIND03	EPRI RIGGING
3PCGT	ASBI Certified Grouting Technician
IWCRANS	Crane Signaling Hand and Voice
IWCSP	Confined Spaces in Construction
IWFIREW	Fire Watch
IWFKLT	Forklift Hazard Awareness Training
IWFLAGR	Traffic Flagger
IW-FP	Fall Protection for Construction
IWLEADH	Lead Hazard Awareness
IWLEADW	Lead Worker
IWMIEWP	Aerial and Scissor lift (MEWP) Training
IWPICGR	Qualified Rigger

4 Select the Certification you need to upload a copy to the member record for.

The screenshot shows a web application interface with a navigation bar at the top containing 'Member' and 'Reports'. On the left, there is a sidebar with various menu items. The main content area is titled 'Certification Type Selection: Local Certifications' and includes two checkboxes: 'Include Older Certifications?' and 'Include Empty Certifications?'. Below these is a table with two columns: 'Code' and 'Description'.

Code	Description
AERIA	AERIAL BOOMLIFT AND SCISSOR
CPR	CPR Certification
HAZ-WH	HAZ-WHOPPER
HILTI	Hilti-Qualified Operator
osha10	OSHA 10 hour
osha30	OSHA 30 hour
HAZ-WH	HAZ-WHOPPER
CWT	Curtain Wall Training
CWT	Curtain Wall Training
EM385-8	EM 385 Fall Protection
FORKL	Fork Truck
IPAF	Operator Training Certificate
MSHA	MSHA 24-hr. New Miner (exceptions)
osha0	OSHA 510
OSHA5	OSHA 502
osha30	OSHA 500
oshaR	OSHA Sub Part R

5 Click "Load Scanned Cert Cards"

!!! ALERTS AND SUPPORT !!!

Security Weld Cert Logoff

Edit This Cert Add A Cert

Card Stock: - NONE -

Certify Members
Load Scanned Cert Cards

Class Start: To: Class Search Date Range

Select A Class Class Search

✓	Course Name	Class Date	Attendees
	Shielded Metal Arc Welding 2	1/22/2024	
	Erecting Structural Steel	1/22/2024	
	Erecting Structural Steel	1/22/2024	
	Placing Reinforcing Steel	1/18/2024	
	Placing Reinforcing Steel	1/18/2024	
	Foreman Training	1/16/2024	
	Erecting Structural Steel	1/19/2024	
	Placing Reinforcing Steel	1/17/2024	
	Placing Reinforcing Steel	1/15/2024	
	Scaffold Erector & Dismantler	1/22/2024	
	Scaffold Erector & Dismantler	1/19/2024	
	Scaffold Erector & Dismantler	1/19/2024	
	Shielded Metal Arc Welding 1	1/18/2024	
	Lead Hazard Awareness Training	1/18/2024	
	Introduction to Steel Erection	1/16/2024	
	Introduction to Steel Erection	1/16/2024	
	Oxy-Fuel Gas Welding	1/16/2024	
	Shielded Metal Arc Welding 1	1/17/2024	
	Shielded Metal Arc Welding 1	1/17/2024	
	Lead Hazard Awareness Training	1/17/2024	

6 Enter the member Book Number or Last Name. Then, click "Search".

Cert Type: OSHA 10 hour

Member Search

Book Number or Last Name: Search

These members already have this certification. Select a member here to recertify.

	Member Name	Book Number	Current Status	Cert Date	Expire Date	Card Doc
<input type="radio"/>	A	1	Apprentice	09/30/2021		Y
<input type="radio"/>	A	1	Apprentice	06/15/2021		Y
<input type="radio"/>	A	1	Journeyman	09/27/2008		
<input type="radio"/>	A	1	JOURNEYMAN	04/14/2007		
<input type="radio"/>	A	1	Journeyman	09/27/2008		
<input type="radio"/>	A	1	Journeyman	11/10/2010		
<input type="radio"/>	A	1	Apprentice	07/06/2022		Y
<input type="radio"/>	A	1	Apprentice	07/24/2020		Y

Please provide the following information for the certification.

Card Number	Effective Date	Years	Expiration Date
<input type="text"/>	<input type="text"/>	- None -	<input type="text"/>

Browse to and select the document that verifies the member certification.

No file chosen
Select a document and load it to the selected member.
By loading, you will be giving the selected member this certification.

7 Select the member you would like to upload the certification for.

Cert Type: OSHA 10 hour

Member Search

Book Number or Last Name: Search

These members already have this certification. Select a member here to recertify

Member Name	Book Number	Current Status	Cert Date	Expire Date	Card Doc
A	1	Apprentice	09/30/2021		Y
A	1	Apprentice	06/15/2021		Y
A	1	Journeyman	09/27/2008		
A	1	JOURNEYMAN	04/14/2007		
A	1	Journeyman	09/27/2008		
A	1	Journeyman	11/10/2010		
A	1	Apprentice	07/06/2022		Y
A	1	Apprentice	07/24/2020		Y

Please provide the following information for the certification.

Card Number:

Effective Date:

Years:

Expiration Date:

Browse to and select the document that verifies the member certification.

No file chosen

Select a document and load it to the selected member.

By loading, you will be giving the selected member this certification.

8 If applicable: Enter the Card Number, Effective Date, and Expiration Date.

Cert Type: OSHA 10 hour

Member Search

Book Number or Last Name: Search

These members already have this certification. Select a member here to recertify

Member Name	Book Number	Current Status	Cert Date	Expire Date	Card Doc
A	1	Apprentice	09/30/2021		Y
A	1	Apprentice	06/15/2021		Y
A	1	Journeyman	09/27/2008		
A	1	JOURNEYMAN	04/14/2007		
A	1	Journeyman	09/27/2008		
A	1	Journeyman	11/10/2010		
A	1	Apprentice	07/06/2022		Y
A	1	Apprentice	07/24/2020		Y

Please provide the following information for the certification.

Card Number:

Effective Date:

Years:

Expiration Date:

Browse to and select the document that verifies the member certification.

No file chosen

Select a document and load it to the selected member.

By loading, you will be giving the selected member this certification.

9 Click "Choose File" to select the file copy of the cert you are uploading.

Cert Type: OSHA 10 hour

Member Search

Book Number or Last Name: Search

These members already have this certification. Select a member here to recertify

Member Name	Book Number	Current Status	Cert Date	Expire Date	Card Doc
A	1	Apprentice	09/30/2021		Y
A	1	Apprentice	06/15/2021		Y
A	1	Journeyman	09/27/2008		
A	1	JOURNEYMAN	04/14/2007		
A	1	Journeyman	09/27/2008		
A	1	Journeyman	11/10/2010		
A	1	Apprentice	07/06/2022		Y
A	1	Apprentice	07/24/2020		Y

Please provide the following information for the certification.

Card Number:

Effective Date:

Years:

Expiration Date:

Browse to and select the document that verifies the member certification.

No file chosen

Select a document and load it to the selected member.

By loading, you will be giving the selected member this certification.

10 Click "Load"

Cert Type: OSHA 10 hour

Member Search

Book Number or Last Name: Search

These members already have this certification. Select a member here to recertify

	Member Name	Book Number	Current Status	Cert Date	Expire Date	Card Doc
<input checked="" type="radio"/>	A	1	Apprentice	09/30/2021		Y
<input type="radio"/>	A	1	Apprentice	06/15/2021		Y
<input type="radio"/>	A	1	Journeyman	09/27/2008		
<input type="radio"/>	A	1	JOURNEYMAN	04/14/2007		
<input type="radio"/>	A	1	Journeyman	09/27/2008		
<input type="radio"/>	A	1	Journeyman	11/10/2010		
<input type="radio"/>	A	1	Apprentice	07/06/2022		Y
<input type="radio"/>	A	1	Apprentice	07/24/2020		Y

Please provide the following information for the certification.

Card Number	Effective Date	Years	Expiration Date
<input type="text" value="104111574"/>	<input type="text" value="01/22/2024"/>	<input type="text" value="- None -"/>	<input type="text"/>

Browse to and select the document that verifies the member certification.

Choose File 97 ref.pdf

Select a document and load it to the selected member.

By loading, you will be giving the selected member this certification.



11 Select or search for the next member and repeat the steps to load their certification.

Cert Type: OSHA 10 hour

Member Search

Book Number or Last Name: Search

These members already have this certification. Select a member here to recertify

	Member Name	Book Number	Current Status	Cert Date	Expire Date	Card Doc
<input type="radio"/>	A	1	Apprentice	09/30/2021		Y
<input type="radio"/>	A	1	Apprentice	06/15/2021		Y
<input type="radio"/>	A	1	Journeyman	09/27/2008		
<input type="radio"/>	A	1	JOURNEYMAN	04/14/2007		
<input type="radio"/>	A	1	Journeyman	09/27/2008		
<input type="radio"/>	A	1	Journeyman	11/10/2010		
<input type="radio"/>	A	1	Apprentice	07/06/2022		Y
<input type="radio"/>	A	1	Apprentice	07/24/2020		Y

Please provide the following information for the certification.

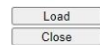
Card Number	Effective Date	Years	Expiration Date
<input type="text"/>	<input type="text"/>	<input type="text" value="- None -"/>	<input type="text"/>

Browse to and select the document that verifies the member certification.

Choose File No file chosen

Select a document and load it to the selected member.

By loading, you will be giving the selected member this certification.



12 When you are finished uploading the certification for all members, click "Close".

Cert Type: OSHA 10 hour

Member Search

Book Number or Last Name: Search

These members already have this certification. Select a member here to recertify

	Member Name	Book Number	Current Status	Cert Date	Expire Date	Card Doc
<input type="radio"/>	A	1	Apprentice	09/30/2021		Y
<input type="radio"/>	A	1	Apprentice	06/15/2021		Y
<input checked="" type="radio"/>	A	1	Journeyman	09/27/2008		
<input type="radio"/>	A	1	JOURNEYMAN	04/14/2007		
<input type="radio"/>	A	1	Journeyman	09/27/2008		
<input type="radio"/>	A	1	Journeyman	11/10/2010		
<input type="radio"/>	A	1	Apprentice	07/06/2022		Y
<input type="radio"/>	A	1	Apprentice	07/24/2020		Y

Please provide the following information for the certification.

Card Number	Effective Date	Years	Expiration Date
<input type="text"/>	<input type="text"/>	- None -	<input type="text"/>

Browse to and select the document that verifies the member certification.

No file chosen
Select a document and load it to the selected member.
By loading, you will be giving the selected member this certification.