

# IWATS-Adding a Local or External Certification



1 Follow the steps below to add a Local or Third Party Certification in IWATS so it appears on the member record, QR Code, and dues receipt.

2 Click "Admin"

Iron Workers Online Apprentice Tracking System

Reports Admin Security

Local Information

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Staff Info

Contact Info

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Iron Workers International Membership Data is as of 8/14/2024  
 International Association of Bridge, Structural, Ornamental and Reinforcing Iron Workers  
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3 Click "Certifications"

Course Title	Credit Hours	Description	Approved	Act	Open	Chd	SPC	SG	SPY	SLC	SLC	Act	Post Exam	Book-Ins	Stat
1010101	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010102	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010103	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010104	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010105	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010106	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010107	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010108	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010109	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010110	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010111	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010112	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010113	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010114	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010115	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010116	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010117	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010118	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010119	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1010120	1.0	Iron Worker's Safety Course (IWC) - 1.0 Credit Hours	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

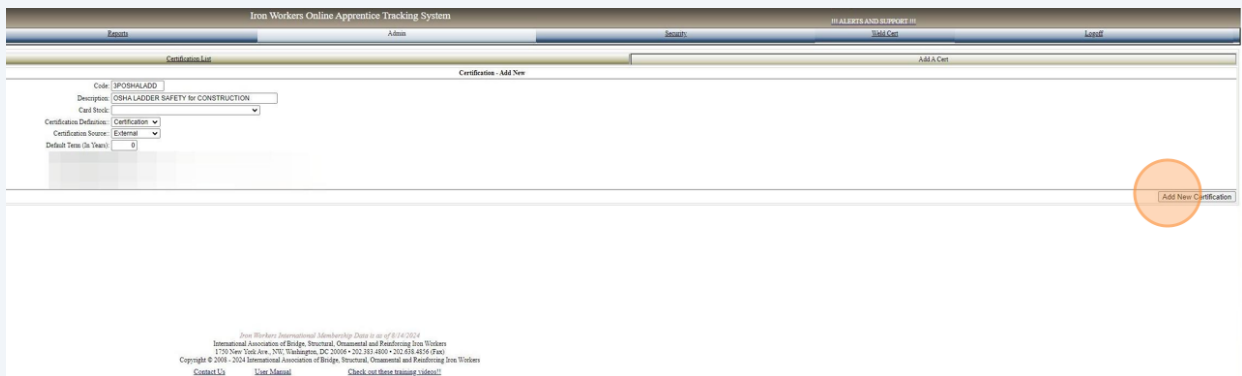
#### 4 Click "Add A Cert"



!!! ALERTS AND SUPPORT !!!							
Security		Weld Cert			Logout		
				<a href="#">Add A Cert</a>			
Source	Prerequisites	Count Active	Count All	NFC	DOC		
International	✓	0	0	✓			
International	✓	0	0	✓			
International	✓	0	0	✓			
External		1	1	✓	✓		
External		0	0	✓	✓		
External		0	0	✓			
		0	0	✓	✓		
	✓	923	923	✓	✓		
	✓	0	0	✓	✓		
		0	0	✓	✓		
		85	85	✓	✓		

#### 5 Fill in the certification details and click "Add New Certification".

Then, email the IT Helpdesk if you would like the Load Scanned Cert Cards option added as well.



Code: SPOSHALADD  
 Description: OSHA LADDER SAFETY for CONSTRUCTION  
 Card Stock:   
 Certification Database: Certification  
 Certification Source: External  
 Default Term (in Years): 0

[Add New Certification](#)

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To add certifications to member records click on Local Certifications. You will need to check the box to Include Older Certifications the first time you add a member. You can skip checking the box if you see the certification on the list of Local Certifications.

The screenshot shows the IATC Member page. On the left is a navigation menu with items like 'Address Syncing', 'Status Syncing', 'Apprentice Categories', 'Certifications', 'Courses', 'Document Types', 'Employers and Projects', 'Instructors', 'Wages', 'Global Search', 'Cert Card Requirements', 'Cert Counts', and 'WCP certifications'. The main content area has a 'Certification Type Selection' dropdown set to 'Local Certifications'. Below this are two checkboxes: 'Include Older Certifications?' (which is checked and highlighted with an orange circle) and 'Include Empty Certifications?'. A table of certifications is displayed below.

Code	Description
First	FIRST AID FULL COURSE
SUSCAFF290	Suspended Scaffold
1CPRR	1st Aid CPR Refresher
1st I	1st Aid Instructor
1stCP	First Aid-C.P.R. Training
510	OSHA 510
AERIAL	AERIAL LIFT
ASDE	Applied Science Degree in Civil Engineering
BLT	BOOM LIFT TRAINING
BOND	POST TENSIONING BONDED
BWC	BWC Accident Analysis
code	Code Of Conduct
COMET	COMET
CONFIN	CONFINED SPACE

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Click on the certification you want to add members to

The screenshot shows the IATC Member page. The 'Include Older Certifications?' checkbox is now checked. The table of certifications is the same as in the previous screenshot, but the row for 'OSHA LADDER SAFETY for CONSTRUCTION' is highlighted with an orange circle.

Code	Description
First	FIRST AID FULL COURSE
SUSCAFF290	Suspended Scaffold
1CPRR	1st Aid CPR Refresher
1stCP	First Aid-C.P.R. Training
510	OSHA 510
AERIAL	AERIAL LIFT
ASDE	Applied Science Degree in Civil Engineering
BLT	BOOM LIFT TRAINING
BOND	POST TENSIONING BONDED
BWC	BWC Accident Analysis
code	Code Of Conduct
COMET	COMET
CONFIN	CONFINED SPACE
OSHA LADDER SAFETY for CONSTRUCTION	OSHA LADDER SAFETY for CONSTRUCTION
MSHA	MSHA
CONFIN	CONFINED SPACE
CPRREF	CPR REFRESHER
FIRSTA	FIRST AID REFRESHER
FOREMA	FOREMAN TRAINING
FORKLI	FORKLIFT
LEAD	LEAD
MSHARE	MSHA REFRESHER
OSHA10	OSHA 10 HR
OSHA30	OSHA 30 HR

## 8 Click "Load Scanned Cert Cards"

!!! ALERTS AND SUPPORT !!!

Security: [Weld Cert](#) [Logout](#)

[Edit This Cert](#) [Add A Cert](#)

Card Stock: - NONE - [Back to ce](#)

Certify Members  
Load Scanned Cert Cards

Class Start:  To:  Class Search Date Range

Select A Class

✓	Course Name	Class Date	Attendees
0	Forklift Operator Hazard Training	8/16/2024	
0	Aerial and Scissor Lift (MEWP) Training	8/15/2024	
0	OSHA 30 Hour Construction	4/29/2024	
0	Aerial and Scissor Lift (MEWP) Training	4/25/2024	
0	Shielded Metal Arc Welding 2	4/8/2024	
0	Shielded Metal Arc Welding 1	4/1/2024	
0	Introduction to Blueprint Reading	3/20/2024	
0	Working with Cranes	3/11/2024	
0	Introduction to Blueprint Reading	3/11/2024	
0	First Aid Training	3/9/2024	
0	CPR and AED Training	3/9/2024	
0	Introduction to Cranes	3/4/2024	
0	Basic Math for Ironworkers	3/4/2024	
0	Working with Cranes	2/26/2024	
0	Crane Signaling	2/22/2024	
0	Introduction to Cranes	2/19/2024	

## 9 You may search for the member by their Book Number or Last Name.

Cert Type: **OSHA LADDER SAFETY for CONSTRUCTION**

Member Search

Book Number or Last Name:

These members match your search for [smith].

	Member Name	Book Number	Current Status	Cert Date	Expire Date
<input type="radio"/>	SMITH,		JOURNEYMAN		
<input type="radio"/>	SMITH,		JOURNEYMAN		
<input type="radio"/>	SMITH,		PROBATIONARY		
<input type="radio"/>	SMITH,		JOURNEYMAN		

Please provide the following information for the certification.

Card Number	Effective Date	Years	Ex
<input type="text"/>	<input type="text" value=""/>	- 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.

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Select the member you need to upload the certification for. Then, enter the following applicable to the certification: Card Number, Effective Date, Expiration Date.

Click "Choose File" to select the certification file you are uploading and click "Load".

The certification will now appear on the member record, QR Code, and dues receipt.

You can search for another member and continue to add certifications for them in this screen.

After all members are uploaded click "Close".

Cert Type: OSHA LADDER SAFETY for CONSTRUCTION

Member Search

Book Number or Last Name:

These members match your search for [smith].

	Member Name	Book Number	Current Status	Cert Date	Expire Date	Card Doc
<input checked="" type="radio"/>	SMITH, CATHERINE A	1117159	JOURNEYMAN			
<input type="radio"/>	SMITH, JOSH D	1315504	JOURNEYMAN			
<input type="radio"/>	SMITH, NICHOLAS E	1534579	PROBATIONARY			
<input type="radio"/>	SMITH, TERRY M	1367775	JOURNEYMAN			

Please provide the following information for the certification.

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

Browse to 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.