



## Roster Submittal Application Reference Sheet

Revised 5/1/20

### Introduction:

The roster submittal application described below has been created to allow instructors to submit Continuing Education (CE) or Professional growth Hours (PGH) data electronically. Electronic submittal of roster data is preferred to reduce keying errors and to allow efficiencies in database management. The application is free of charge and is web-based **therefore, you must have a live web connection at the training location to use the application.** If you usually type in your rosters after the training is over, this should not present a problem. Simply enter your rosters into the new application whenever you are in a location with web access.

Note that you can still create a roster in any version of the older OpCert.exe software (which does not require a web connection) and then upload it for data storage and submittal using the new application (process described below. See "Importing a Class").

Advantages of the new application:

- **If your course has approval for both water and wastewater credit, you can now include both drinking water AND waste water/animal waste operators in the same roster and submit it only once.** Operators attending your class will automatically be credited in the appropriate databases.
- You can accumulate an ongoing history of your courses. The new application will archive data for you, and records are accessible at any time, from any computer that has access to the web.
- You will never need to update the application again. We can maintain and deliver updates remotely without any action on your part.
- You will no longer need the flash drive or any folders on your local hard drive. No data will be stored on your local drives.

Disadvantages of the new application:

- You must be connected to the web to access the application. Some remote areas where you offer training may not have web access.

### Getting started:

You must have an NCID to use the roster submittal program. If you need an NCID, one may be obtained at this website <https://ncid.nc.gov>.

To access the roster submittal application, go to the following website:

<https://pws.ncwater.org/ETOC/pages/OpCert.aspx>

*IMPORTANT: Make sure to disable pop-up blockers while using this site. In some browsers with a “Google tool bar,” you will need to disable the pop-up blocker twice (once in the browser menu and then again in the Google toolbar).*

Enter your NCID user ID and password in the corresponding fields and Click the “OK” button. You will be routed to the MAIN SCREEN.

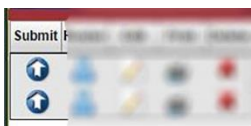
### **Main Screen: Your Archived History of Courses**

On the main screen you will see a history of your courses that are currently archived in the database. Note that this list only includes courses you have created and submitted using the new application. To view older data created with the “OpCert.exe” program, you can use the IMPORT COURSE button (described below) to retrieve and store previous rosters.

Once you start using the new application, it remembers you and your courses. The information is stored in a cloud-based environment. The new application does not write or save any files to your computer.

You can perform the following actions with your list of courses, using the buttons on the upper left hand side of the screen:

- SUBMIT your class roster to our database by clicking the SUBMIT button (*up arrow icon*).



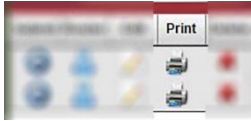
Make sure your roster is in final form before submitting it.

- MANAGE or EDIT the information in your rosters by clicking the ROSTER button (*blue silhouette icon*). This action lets you make corrections to the name, operator ID # or certification type. You can also ADD or DELETE PARTICIPANTS to and from your roster. See the “Managing Your Roster” section for more information (below).
- EDIT THE COURSE INFORMATION by clicking the EDIT button (*piece of paper icon*).



See the “Editing Your Course Information” section for more information (below).

- PRINT a copy of your roster or EXPORT to an electronic file and save it on your computer (*printer icon*).



You have the option to save roster files in pdf, Word or Excel format.

- Click DELETE to remove a course and its corresponding roster from the database (*bold “X” icon*).



A dialogue box will appear and ask if you are sure. The DELETE action is irreversible.

- SORT course history by clicking on column heading (Course Name, Vendor, Course #, Date, Instructor or Status).

### **Importing or Adding a Course**

*IMPORT existing course:*

You can import an existing course and its roster by using the IMPORT COURSE button at the top right hand portion of the main screen.



This is useful if you have instructed a course and created a roster using older versions of the software (e.g., OpCert.exe). Once you click the IMPORT COURSE button, a dialogue box will appear. Click the browse button and migrate to the folder that contains your old class lists. The file you will need to select is called “classlist.xml.” If you are using software distributed to you on a flash drive, then the folder containing classlist.xml is likely stored on the flash drive.

*ADD new course:*

You can also start fresh and add a new course using the ADD NEW COURSE button at the top right hand portion of the main screen.



This will be your starting point when you intend to teach an upcoming class. Note that if you need to drag the window around to see information underneath, then grab the gray handle at the top of the dialogue box with your mouse.

When you ADD A NEW COURSE you should populate the fields on this screen and click SAVE before scanning wallet cards or manually adding participants to the roster. The course name should be typed as it appears on your approval letter. The location should include the following: city, county, state. At a minimum, you are required to enter a waste water course number or a drinking water course number. **If your course has been approved for both wastewater and drinking water, you will need to enter both numbers and the number of hours approved.** Once you populate all the fields in the dialogue box (comments are optional), click SAVE and you are ready to start entering attendees (see Managing your Roster, below). Note that at the bottom of the dialogue box, you will see a check box to finalize your course. Check this box only after attendees have been entered and you are ready to submit. Checking FINALIZED will launch an automatic error check of the information you entered in the fields above.

### **Managing Your Roster (blue silhouette icon)**

Each roster must be associated with a course. You must ADD A NEW COURSE before creating a roster of attendees (see the section above). There are two ways to enter attendees: (i) scan the barcodes on the wallet cards, or (ii) manually type the information.

To open the dialogue box to enter attendees, click the *blue silhouette icon* near the left hand side of the main screen.



To scan a barcode, make sure the scanner indicator within the dialogue box says "READY." You can check this by looking at the icon on the bottom left hand side of the dialogue box. If the scanner is "OFF", simply click the button to change the status to "READY." When the scanner is "READY," you can scan the operator's wallet card. **It is best to scan the operator ID first and then the name.** The scanned information should appear immediately on the screen. Note that you can scan wallet cards from any year for drinking water operators. However, for waste water and animal waste operators, only their current certification card will scan properly. You can always enter the attendee manually if his card does not scan properly.

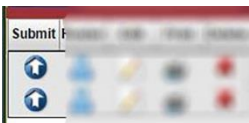
To add an attendee manually, click the mouse in the "MANUAL ADD/EDIT" portion of the dialogue box on the right hand side. The name should be typed as Last, First. Note that you **must** select the certification type associated with the operator's ID number (e.g., waste water or drinking water).

**If an attendee does not have his wallet card and does not know his certification number, then manually enter the certification number as: TEMP.** You can have multiple TEMPs in a given roster. Be sure to select their certification type (drinking or waste water).

**If an attendee has both drinking water and waste water certifications, then you must enter him twice: once with his waste water number and once with his drinking water number.** Otherwise, he will not receive continuing education credits for both certifications. We are working to make this more efficient, but for now, make sure such “dual” operators appear twice in the roster. Also, if a waste water operator has multiple operator ID numbers, any one of them is adequate; you need not record each individual waste water certification number assigned to a given operator.

At any time, you can delete an attendee or edit their information using the buttons to the left of their name. When you complete your roster, click the CLOSE button at the bottom of the page. Your information will be saved automatically.

When you are ready to submit your roster, make sure the finalized box is checked (in the Edit Course Information dialogue box), and then click the SUBMIT button on the main screen.



The application will automatically send data to the appropriate databases. You will receive a “SENT SUCCESSFULLY” message to verify the information has been submitted.

Click the LOGOFF button from the main screen when you are ready to end your session.



For further assistance, contact staff at [certadmin@ncdenr.gov](mailto:certadmin@ncdenr.gov).