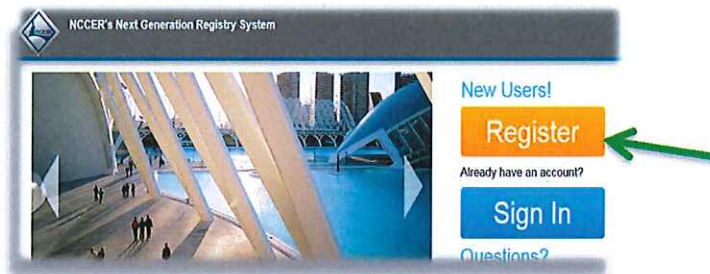




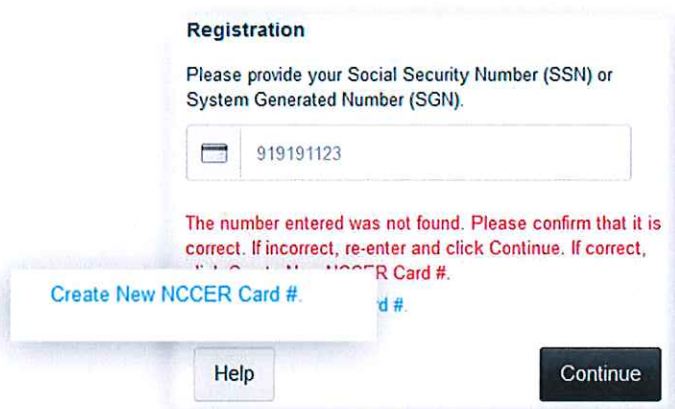
HOW TO CREATE AN ACCOUNT

A brand new user of the system will not have an account or an NCCER card number. If the user has a card number, follow the steps from the 'Login with Card #' How To document.

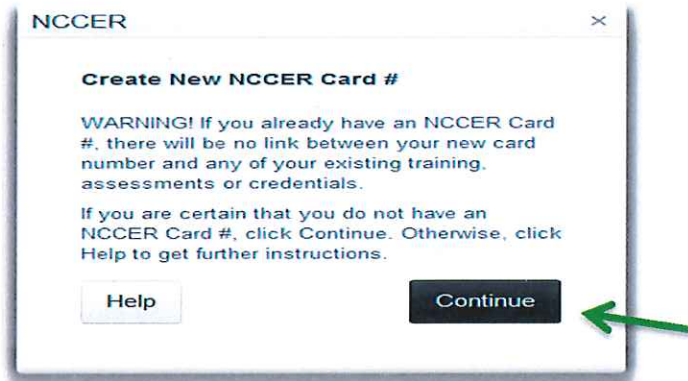
1. Go to registry.nccer.org
2. Click on the **REGISTER** icon.



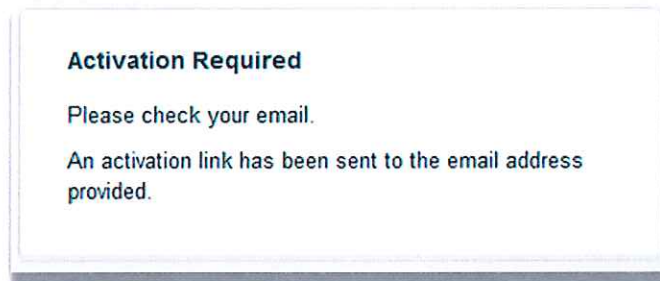
3. Now click on [I am unable to provide an NCCER Card#](#) hyperlink, then add your SSN or System Generated Number (SGN), then click **Continue**.
4. If your number cannot be found click on [Create New NCCER Card#](#) hyperlink.



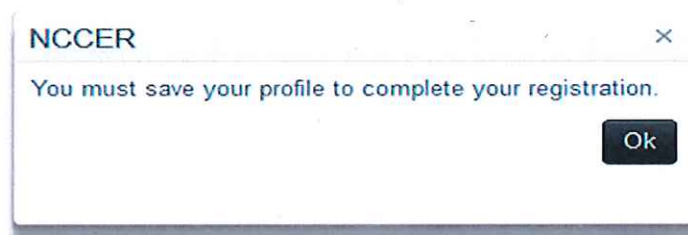
5. **NOTE:** It is very important to not create another account if one already exists. (If you already have an account but are not able to access it or find your card number by SSN or SGN, call NCCER for help.) Click **Continue** to set up your new account.



6. Now enter your information in the fields provided and create a password. Click **Continue** to complete this process. You will immediately be sent an activation link to your email.



7. Retrieve the activation link from your email account.
8. You will now have access to your NCCER user profile. You will be required to fill out some additional information, make sure to click the **Save** button to complete this process and to save the profile.





HOW TOComplete the Rigger Practical Exam Application

As a candidate for rigger certification, each individual must complete the Rigger Practical Exam Application **prior to** taking a rigger practical examination.

1. Login to the NCCER Registry System

2. Click on the **Crane/Rigging**



Crane/Rigging

3. Select **Practical Exam Applications**



4. Select **Rigger Practical Examination**

5. Read Instructions and select the **checkbox** next to **“I have read the instructions”**

6. Select **Next**

7. Verify that your name and card # appear correctly in the form. If there is a discrepancy or error, contact the Primary Administrator at the assessment center where you are testing.

8. Select the **Endorsed Accredited Assessment Center** (where you are taking your practical examination) from the dropdown menu.

9. Read the application affirmation/acknowledgement statement.

10. **Click** the check box next to **“I, Name, attest that I have read and understood this document and the above is true. Date”**.

11. **Click Submit**. Application is submitted to the Accredited Assessment Center that was selected on the application for approval