

# **ONLINE ROSTER RECORDING SYSTEM**

Trades Education Roster Recording System

This document provides users with information regarding the use of the TERRS system for recording continuing education rosters to the Department of Labor & Industries

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**Updated 6/2017**

# Changes to Creating and Submitting Course rosters in the Online Roster Recording system for the Department of Labor & Industries.

## Updates: Effective June 2017

Overview: The only change to the TERRS system is the removal of being able to search for a person by SSN, this has been done to adhere to privacy standards.

Login to: [Secure Access Washington](#)

The screenshot shows the SAW (Secure Access Washington) interface. At the top, there is a navigation bar with links for 'My Secure Services', 'Account Management', 'Help', 'About SecureAccess', and 'Logout'. Below this, the user is greeted with 'Hello pycooper'. There are two buttons: 'My Services' and 'Add a New Service'. A table lists services with columns for Service, Agency, Description, User Status, and Action.

Service	Agency	Description	User Status	Action
<a href="#">Electronic Permit and Inspection System</a>	Department of Labor and Industries	Purchase electrical and alteration of manufactured home permits with credit cards and contractor deposit accounts. Manage and review related inspection activity.	Active	<a href="#">Remove</a>
<a href="#">Trades Education Roster Reporting System</a>	Department of Labor and Industries	Online application developed to enable approved course sponsors to manage and report attendees to required instructional classes approved by the department of labor and industries specialty compliance division.	Active	<a href="#">Remove</a>

Select Trades Education Roster Reporting System from your list of services.

**OR**

Login to: [My L&I](#)

Select Manage/Report Continuing Education for Electrical Trade from your Tasks:

The screenshot shows a window titled 'Manage/Report Continuing Education for Electrical Trade'. It contains two main options: 'Create/update a roster to apply continuing training and education course credits to a license' and 'View a list of new continuing education and basic instruction courses'. There is a close button (X) in the top right corner and a right-pointing arrow next to the second option.

The Application is displayed for use:

Select the Update My Info Button



A List of all the courses associated with your Sponsor record is listed. You can use this page to update your phone number/email address etc with the department. AND you can select the class from the list and be taken directly to the “Get or Create a Roster” page

Title	Ident.	Type	Begin Date	Expires
new trainee st	WA2012-393	BC	08/06/2011	08/06/2014
everything for everybody	WA2012-394	EL	08/08/2011	08/08/2014
new WAC PLUS	WA2012-392	EL	08/01/2011	08/01/2014
Test NEC Code Update	WA2012-388	EL	12/28/2011	12/28/2014
new elevator course	WA2012-390	LV	08/01/2011	08/01/2014
new PI Course	WA2012-399	PI	08/09/2011	08/09/2014
new PL Course for ren	WA2012-391	PL	08/08/2011	08/08/2014

Update your company address, email or phone number click on Update my Info for information to be saved

Click on the course name to be taken directly to the Get or Create

To Create a Roster you must either select a course from the list as shown above or Select the Course type and enter the course number.

## To Create a Roster you must either select a course from the list as shown

Washington State Department of Labor & Industries

QC Trade and Education Roster Reporting System

Welcome, LOG OFF

Safety Claims & Insurance Workplace Rights Trades & Licensing

### Locate Course

Phyllis's Courses logged in as testcity

Course Type: Backflow  
Electrical  
Electrical Basic Classroom  
Electrical Pump Installer

Class Id: WA2012-392 (ex. WA2006 or WA2006-123)

NEXT ->

Select the Course Type from the selection list.  
Then type in the Course ID number: example: WA2012-392  
Select Next

The course will be displayed for selection:

Washington State Department of Labor & Industries

QC Trade and Education Roster Reporting System

Welcome, LOG OFF

Safety Claims & Insurance Workplace Rights Trades & Licensing

### Select Course

Sponsor	Title	Ident.	Begin Date	Expires
Phyllis's Courses	new WAC PLUS	WA2012-392	08/01/2011	08/01/2014

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Click on the Course to begin the Create A Roster process:

Washington State Department of Labor & Industries

QC Trade and Education Roster Reporting System  
Welcome, [LOG OFF](#)

[Safety](#) [Claims & Insurance](#) [Workplace Rights](#) [Trades & Licensing](#)

### Roster

Course credit will be applied based upon individual license renewal requirements.

Course Type: Electrical (EL)

Class ID:  (ex. WA2006 or WA2006-123) [SEARCH CLASSES](#)

### Details

<b>Class:</b> WA2012-392	<b>Course Dates:</b> 8/1/2011-8/1/2014
<b>Title:</b> new WAC PLUS	<b>Course Type:</b> Electrical
<b>Provider:</b> Phyllis's Courses	

**Completion Date:**  [GET OR CREATE ROSTER](#)

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After selecting the course from the list or selecting the course type and entering the course ID

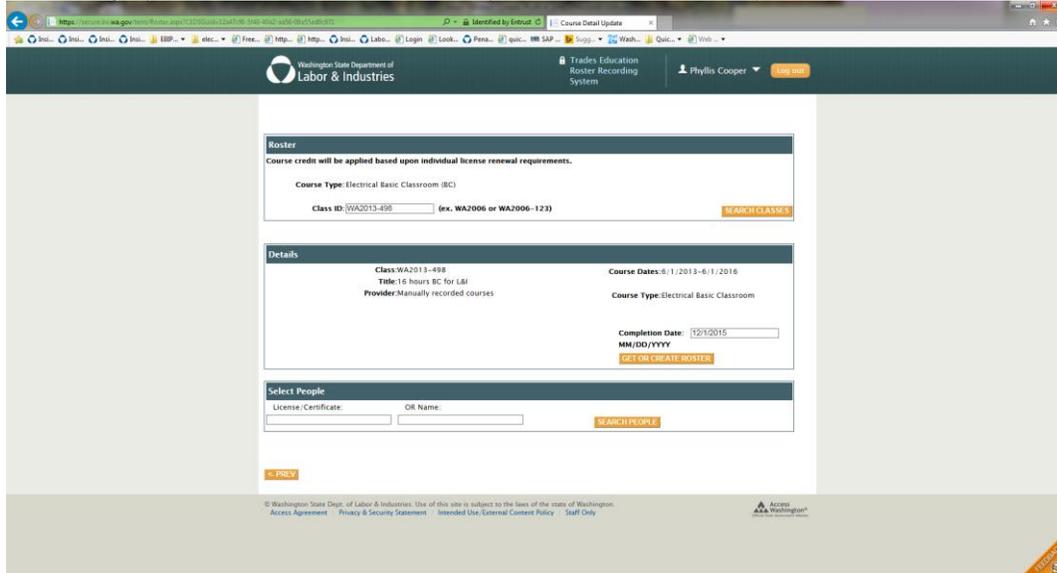
1. Enter the course Completion date.
2. Then Click on Get or Create Roster to begin selecting names to add to the roster.

To add names to the roster, you can enter either the license number or name the person that took the course.

Do not enter more than one value.

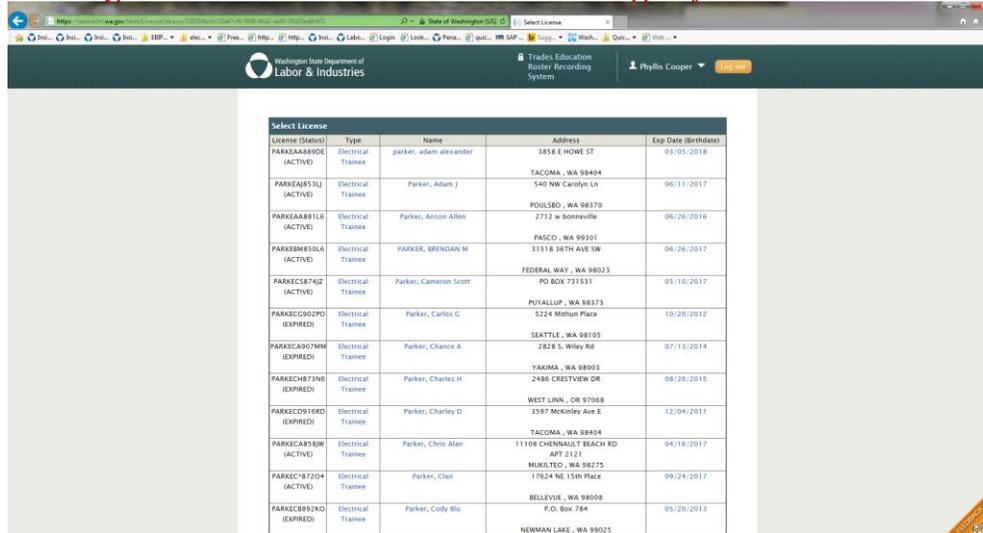
If you enter the license number the person with that certificate number will be added to the Pending roster,

Searching by Name will return a list that you will need to make your selection from



For example: I entered the Name Parker in the name field and selected Search People. A list of eligible names/certificate holders are displayed for selection.

**Note: If a license cannot receive credit for the course the name will not appear on the list to select. For instance if the course type is Electrical – Electrical Trainee names will not appear for selection**



Select the Name on the list to add the person to the Pending Roster, by clicking on the name in the list. A message will appear at the top of the page:

**Pending Roster Requests Updated.**

**Attention: Pending Roster has not been submitted to the department.**

This means the roster has been created but not yet submitted to the department.

Once the name has been selected repeat this process until all names have been added.

Search

Locate

Select

If you are unable to locate the person you are looking for in the list you can scroll to the bottom of the page and select Cancel to be returned to your search page to start over.

If searching by name if you enter a name such as Johnson, you may get a message:

***Too Many Records Found, Please Narrow the Search.***

If this happens, try adding the first letter of the person's first name:

Example: Johnson, K

In most cases the names in the license database are formatted with last name, comma, First name.

## Deleting a Name from a Pending Roster.

You can delete a person from the roster as long as the roster has not been submitted.

To delete a Name from the Roster

Select the checkbox in the Delete column next to the name you wish to delete from the roster.

Then Select the Update Roster Button to Delete the person from the Pending roster.

**Pending Roster Requests Updated.**  
Attention: Pending Roster has not been submitted to the department.

**Roster**  
Course credit will be applied based upon individual license renewal requirements.  
Course Type: Electrical (EL)  
Class ID: WA2012-392 (ex. WA2006 or WA2006-123) [SEARCH CLASSES](#)

**Details**  
Class: WA2012-392  
Title: new WAC PLUS  
Provider: Phyllis's Courses [GET OR CREATE ROSTER](#)

**Select People**  
License/Certificate:  OR Name:  OR SSN:  [SEARCH PEOPLE](#)

**Pending Roster Requests**

Delete	License	Type	Licensee
<input checked="" type="checkbox"/>	PARKEDD012CF	Electrician	Dennis D Parker

[UPDATE ROSTER REQUESTS](#) [SUBMIT ROSTER](#)

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FEEDBACK

The page will be refreshed with your updates.

Note this is only enabled if the name is in the PENDING ROSTER REQUESTS list.

If the roster has been submitted an error message will be displayed.

**Cannot Delete Data Prior to Today**

You must contact the department to have a correction made to a submitted roster.

## Submitting your Completed Roster

Once you have completed adding your list of attendees to the Roster,

Select the **Submit Roster** Button for the course to be credited to the person(s) on the **{ Pending Roster. }**

Attention: Pending Roster has not been submitted to the department.

**Roster**  
Course credit will be applied based upon individual license renewal requirements.  
Course Type: Electrical (EL)  
Class ID: WA2012-388 (ex. WA2006 or WA2006-123) [SEARCH CLASSES](#)

**Details**  
Class: WA2012-388  
Title: Test NECCode Update  
Provider: Phyllis's Courses  
Course Dates: 12/28/2011-12/28/2014  
Course Type: Electrical  
Completion Date: 5/1/2012  
[MM/DD/YYYY](#)  
[GET OR CREATE ROSTER](#)

**Select People**  
License / Certificate:  OR Name:  OR SSN:   
[SEARCH PEOPLE](#)

**Pending Roster Requests**

Delete	License	Type	Licensee
<input type="checkbox"/>	BLANKT*077PB	Electrical Administrator	Tom Blankenship
<input type="checkbox"/>	MUTCHBG891J8	Electrician	Byron G Mutchler
<input type="checkbox"/>	SMITHRH943D1	Electrician	Robert H Smith
<input type="checkbox"/>	SMITHRW066NL	Electrician	Robert W Smith

[UPDATE ROSTER REQUESTS](#) [SUBMIT ROSTER](#)

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After Selecting the Submit Roster button; the Roster is submitted. The name should appear in the Submitted Roster list, the Print Roster Button is displayed at the top of the page:

**Roster**  
Course credit will be applied based upon individual license renewal requirements.  
Course Type: Electrical (EL)  
Class ID: WA2012-388 (ex. WA2006 or WA2006-123) [SEARCH CLASSES](#)

**Details**  
Class: WA2012-388  
Title: Test NECCode Update  
Provider: Phyllis's Courses  
Course Dates: 12/28/2011-12/28/2014  
Course Type: Electrical  
Completion Date: 5/1/2012  
[MM/DD/YYYY](#)  
[GET OR CREATE ROSTER](#)

**Select People**  
License / Certificate:  OR Name:  OR SSN:   
[SEARCH PEOPLE](#)

**Submitted Roster List**

Delete	License	Type	Licensee
<input type="checkbox"/>	BLANKT*077PB	Electrical Administrator	Tom Blankenship
<input type="checkbox"/>	MUTCHBG891J8	Electrician	Byron Mutchler
<input type="checkbox"/>	SMITHRH943D1	Electrician	Robert Smith
<input type="checkbox"/>	SMITHRW066NL	Electrician	Robert Smith

[UPDATE ROSTER](#)

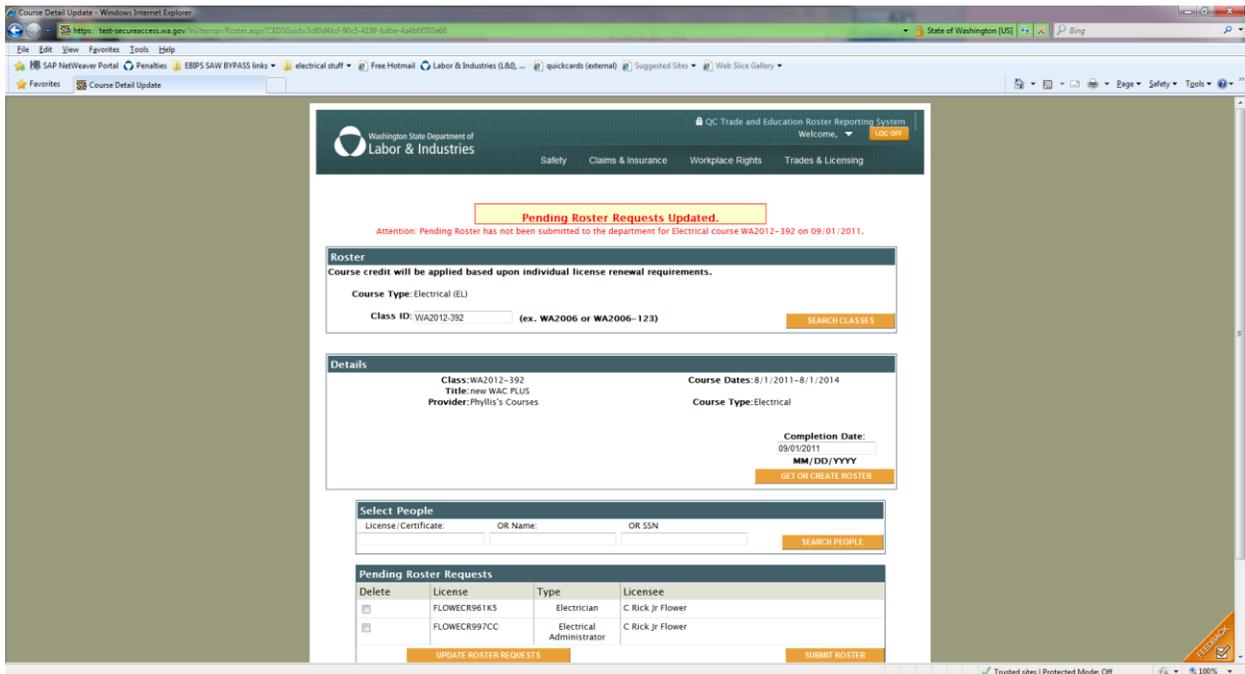
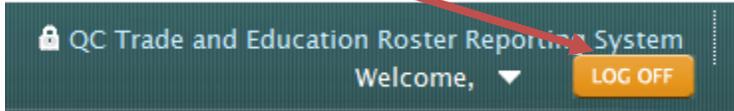
[PREV](#)

[PRINT ROSTER](#)

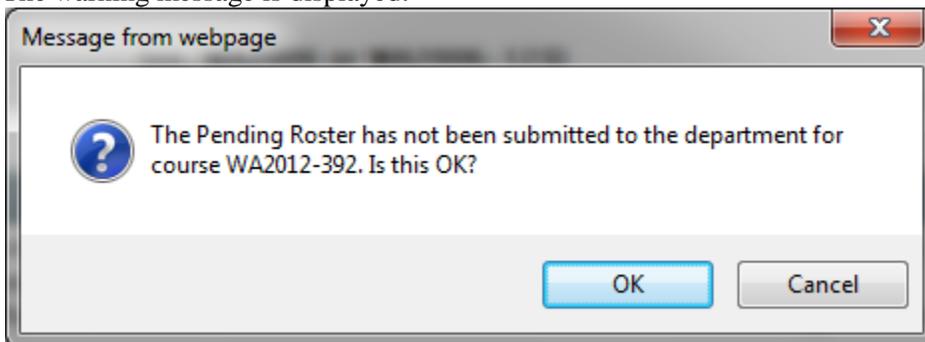
NOTE: You can add additional names to a submitted Roster, but you cannot remove names from a Submitted roster.

If a name needs to be removed from a Submitted Roster, you must contact the department to have the correction made at: 360-902-5259 or email the [ElectricalProgram@lni.wa.gov](mailto:ElectricalProgram@lni.wa.gov).

If you select the Log Off button at the top of the page before submitting your roster a warning message will be display



The warning message is displayed:



Selecting OK will log you off and your course will be saved but not submitted to the department. Selecting Cancel takes you back to the page to submit your roster.