

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

Phyllis Cooper
Updated 4/2016

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

Updates: Effective April 2016

Overview: The only change to the TERSS 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](#)

SAW SecureAccess WASHINGTON®

My Secure Services Account Management Help About SecureAccess Logout

Hello pycooper

My Services Add a New Service

Service	Agency	Description	User Status	Action
Electronic Permit and Inspection System	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	Remove
Trades Education Roster Reporting System	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	Remove

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:

Manage/Report Continuing Education for Electrical Trade

Create/update a roster to apply continuing training and education course credits to a license

View a list of new continuing education and basic instruction courses

The Application is displayed for use:

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 [UPDATE MY INFO](#)

Phyllis's Courses logged in as testcity

Course Type: Backflow
Electrical
Electrical Basic Classroom
Electrical Pump Installer

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

[NEXT >](#)

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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

Washington State Department of Labor & Industries

QC Trade and Education Roster Reporting System

Welcome, [LOG OFF](#)

Safety Claims & Insurance Workplace Rights Trades & Licensing

Sponsor Information [UPDATE MY INFO](#)

Company Name: Phyllis's Courses

Last Name: Smith

First Name: John

Middle/Other Name:

Address: 123 This Way

City: OLYMPIA

State: WA

Zip: 98513

Phone:

Phone Ext:

Fax:

Email: jayp235@lni.wa.gov

[CANCEL](#)

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 NECCode 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:

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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

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

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

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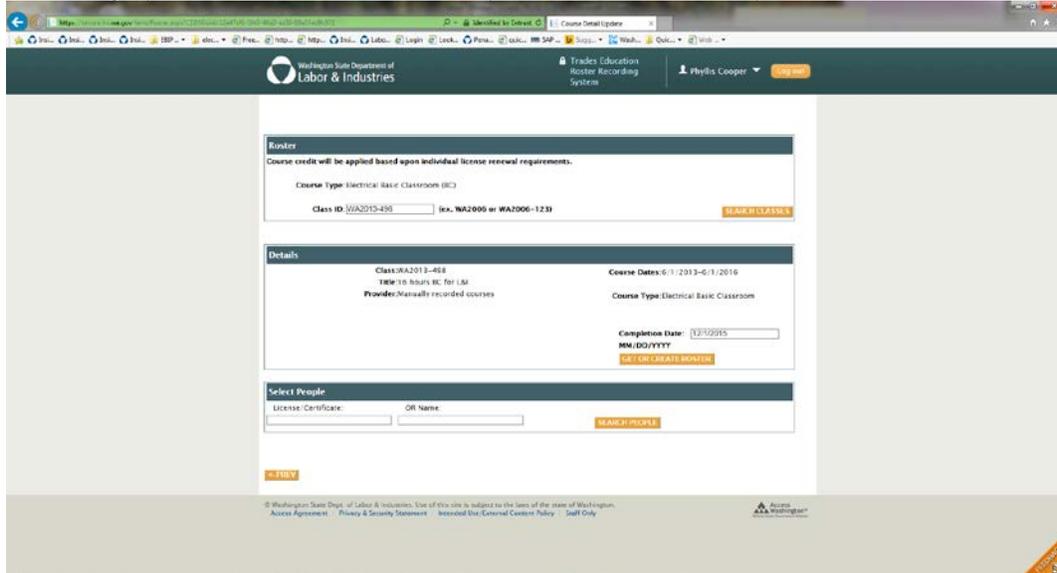
- After selecting the course from the list or selecting the course type and entering the course ID
1. Enter the course Completion date.
 2. Then Click on Get or Create Roster to begin selecting names to add to the roster.

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.

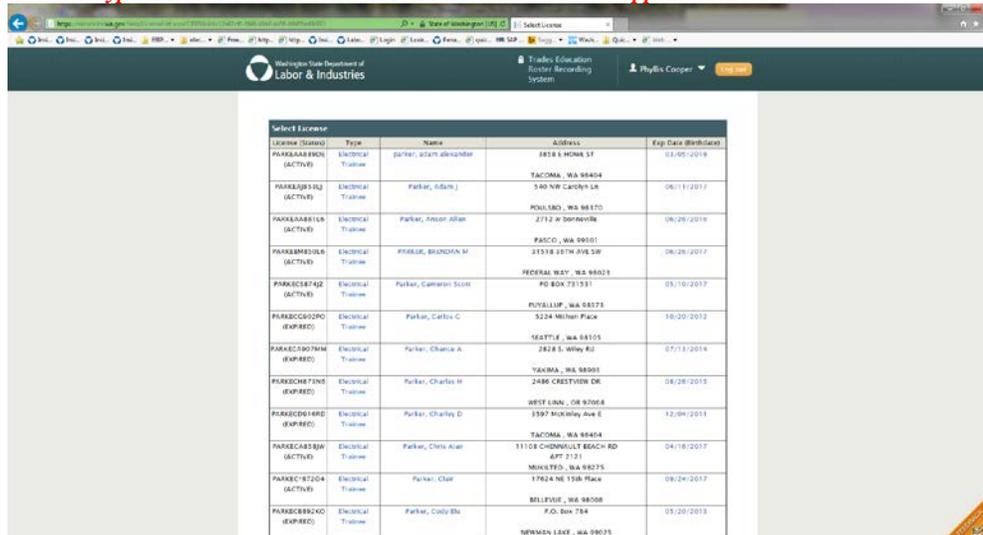
If you enter the license number the person with that certificate number will be added to the Pending roster,

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 or 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)

Details
Class: WA2012-392
Title: new WAC PLUS
Provider: Phyllis's Courses

Select People
License/Certificate: OR Name: OR SSN:

Pending Roster Requests

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

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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)

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

Select People
License/Certificate: OR Name: OR SSN

Pending Roster Requests

Delete	License	Type	Licensee
<input type="checkbox"/>	BLANKT*077PB	Electrical Administrator	Tom Blankenship
<input type="checkbox"/>	MUTCHBG891JB	Electrician	Byron G Mutchler
<input type="checkbox"/>	SMITHRH943D1	Electrician	Robert H Smith
<input type="checkbox"/>	SMITHRW066NL	Electrician	Robert W Smith

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)

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

Select People
License/Certificate: OR Name: OR SSN

Submitted Roster List

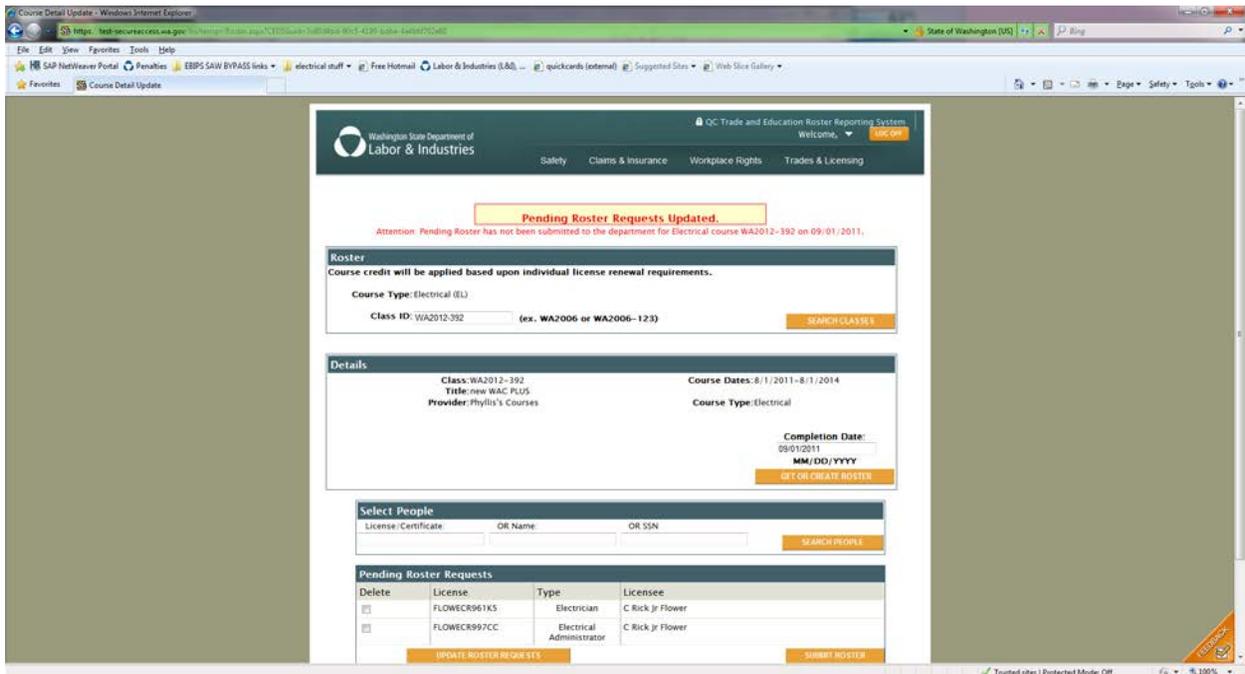
Delete	License	Type	Licensee
<input type="checkbox"/>	BLANKT*077PB	Electrical Administrator	Tom Blankenship
<input type="checkbox"/>	MUTCHBG891JB	Electrician	Byron Mutchler
<input type="checkbox"/>	SMITHRH943D1	Electrician	Robert Smith
<input type="checkbox"/>	SMITHRW066NL	Electrician	Robert Smith

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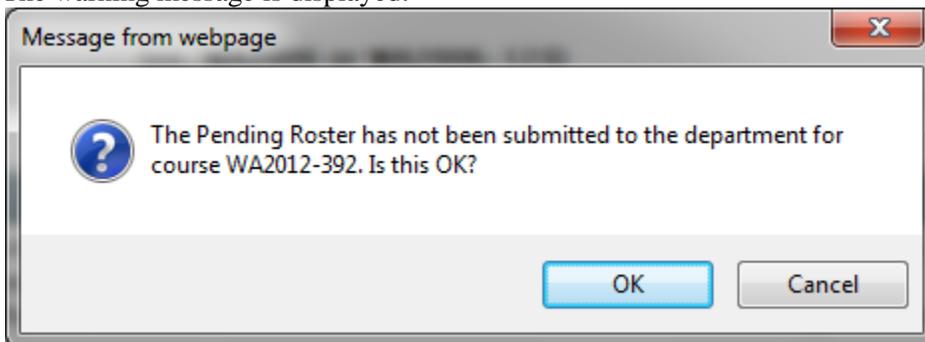
NOTE: You can add additional names to a submitted Roster, but you cannot remove names from a Submitted roster.

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.

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.