COMPLIANCE RESOURCES
PIPELINE OQ & SAFETY

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The notice below was emailed from ISNetworld last month. If your employees have NCCER OQ credentials, please make sure their ISNetworld employee profile has their social security number AND their NCCER Card Number (under third party data). If you would like help with this process, please email either Emily or Kimberly ASAP.

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ISN. Collect. Verify. Connect.

NCCER is making an update to their system impacting how data pulls from NCCER into ISNetworld.

Beginning Monday **June 26, 2023**, NCCER will use an employee's NCCER Card ID to push data into ISNetworld. Social Security Numbers will no longer be required for NCCER Operator Qualifications.

Action Required: Please enter your employees' NCCER Card IDs into their ISNetworld profile using the below steps.

Employees' NCCER Card IDs must be entered by **July 1** to continue receiving data from NCCER. Please **DO NOT** remove the Social Security Numbers in the account as these are needed for the historical data from the NCCER Registry system.

Steps to mass upload NCCER Card ID numbers to existing employee records:

1. Log into your ISNetworld account.
2. Click on Employee Information & Training section in the left navigation.
3. Click on Employees sub section and then the Employee Information link.
4. Click on Mass Edit Employees
5. Download the Employee Data Upload Template
6. Fill out the spreadsheet. The required fields include the employee's last name, first name, and ISN employee ID number. The NCCER ID number can be entered in column BE.
7. Note: You can export a list of employee names and ISN Employee IDs by going to Employee Information & Training > Employees > Reports > All Employees > Click the Search button > The report will open in a new tab. In the top left you can select the arrow icon to export the document to your preferred file type.
8. Select the applicable Date Format
9. Choose your Employee Data Upload Template and click Upload

Steps to add NCCER Card ID numbers:

1. Log into your ISNetworld account.
2. Click on Employee Information & Training section in the left navigation.
3. Click on Employees sub section and then the Employee Information link.
4. Search for your applicable employees using any of the provided search filters.
5. Click on the employee's name link to access their profile.
6. Click on the 3rd Party ID Numbers header to expand.
7. Locate the NCCER Card ID text box and enter the applicable ID
8. Click Save

Note: Please confirm any existing NCCER IDs added into the account are up to date and accurate for all employees

If you do not have NCCER Card IDs for your employees you may reach out to NCCER directly at **(888) 622-3720** or contact your third party OQ evaluator for assistance. If you have any questions contact the ISN Customer Service Team.

Regards,
The ISN Team
Contact ISN