

How to Validate Gold Card Requirements Are Met

AAC Primary Administrators can use this guide to validate that the Registry System reflects a candidate has successfully met the requirements for Gold Card Certification. The components that comprise the NCCER Gold Card Certification include: an approved practical examination application, approved candidate photo, passed written assessment, and passed hands-on practical examination. All components must be submitted under the same NCCER Card Number. Please access more information here: [Crane, Rigger and Signal Person Certification Programs](#).

Verify Approved Application and Candidate Photo

1. Log in to the NCCER Registry System: <https://registry.nccer.org>
2. Select the **AAC Primary Administrator** role.
3. Click the **My Organization** icon.
4. Choose the **My Work Items** tab.
5. Click the field displaying “Assessment Results Processing” and select “Practical Examination Applications” from the drop-down menu.
6. Change the **Application Status** field to “Check All.”
7. Change the **Candidate Photo Status** field to “Check All.”
8. Enter the Candidate’s **First** and **Last Name** as spelled in the Registry System.
9. Click the **Search** button.
10. Click the blue **Application ID** number hyperlink to open the Practical Examination Application.
11. Verify the **Application Status** and **Candidate Photo Status**.
 - a. For a Gold Card Certification to generate, both status should say **Approved**.

Verify Passed Written Assessment and Passed Practical Examination Results

1. Log in to the NCCER Registry System: <https://registry.nccer.org>
2. Select the **AAC Primary Administrator** role.
3. Click the **My Organization** icon.
4. Choose the **My Work Items** tab.
5. Click the field displaying “Assessment Results Processing” and select “Crane/Rigger Results Processing” from the drop-down menu.
6. Change the **Status** field to the blank option directly above “Pending.”
7. Enter the Candidate’s **First** and **Last Name** as spelled in the Registry System.
8. Click the **Search** button.
9. Scroll to the right in the results grid to view the candidate’s **Name** and **NCCER Card #**.
 - a. For a Gold Card Certification to generate, both the written assessment and hands-on practical exam should be associated with the same NCCER Card #. Please read the following [note](#) if the Name and NCCER Card # do not match.

NOTE: If a candidate’s **Name** and **NCCER Card #** do not match for both the written assessment and hands-on practical exam, then the Primary Administrator should click the blue **Assessment/Practical Exam ID** hyperlink to open the results and verify the **Alternate ID #**. This review may identify a duplicate NCCER Card # has been generated due to an incorrect Alternate ID #. This can be rectified by contacting the NCCER Support Team via phone at 888-622-3720 or email at support@nccer.org.