






HOW TO Update TU/ATU/ATEF Name or Address


The following instructions should be used by the **TU/ATU/ATEF Representative** to change a training location's name or address. Once saved, the changes will automatically submit to the Sponsor Representative for review. Once approved by the Sponsor Representative, the changes will submit to NCCER for secondary review. The changes will display once approved by NCCER.

The **Sponsor Representative** can use these instructions after accessing the training location from the Associated Organizations tab. The Sponsor Representative will need to follow the approval instructions below once they have saved any training location changes.


How to Submit TU/ATU/ATEF Changes for Sponsor Rep Review


1. Sign in to the Registry System at <https://registry.nccer.org/> and select the **TU/ATU/ATEF Representative** role for the training location you wish to update.
2. Click the  icon at the top of the page to view the **General** tab.
3. Identify the information on the **General** tab you need to change and click into the gray field to enter your changes.

 If the  icon shows when you try to click into the gray field, then you may already have an update pending review. Contact your Sponsor Representative to approve or deny the pending changes before you try again.

4. Proceed with making the changes and then click the  button to **Save**.

How to Approve or Deny TU/ATU/ATEF Changes (**Sponsor Rep Only**)

1. Sign in to the Registry System at <https://registry.nccer.org/> and select the **ATS Sponsor Representative** role.
2. Click the  icon at the top of the page and then select the **Associated Organizations** tab.
3. Click the **Approve** or **Deny** button.

 Approving the change will notify NCCER to confirm any changed address is commercial. NCCER strictly prohibits the registration of residential addresses for training locations.