



LEARNING THAT WORKS. SM


# START HERE!

## Getting Started with certifications



Help

New School & Certification Request

**Welcome**  
**Certification Testing**  
 Congratulations on being part of a very select group of talented students, technicians and instructors raising the bar for skills training across the country.

Let's Get Started  
 Please note, cookies must be enabled in your browser

\* Email

\* Password

**Log In**

[Forgotten your username or password?](#)

NC3Certs.com is designed with you in mind, so we've made it easy to issue certifications that are backed by industry partners. The following user guide will get you started with issuing NC3 Certifications on NC3Certs.com! Welcome to the Coalition!



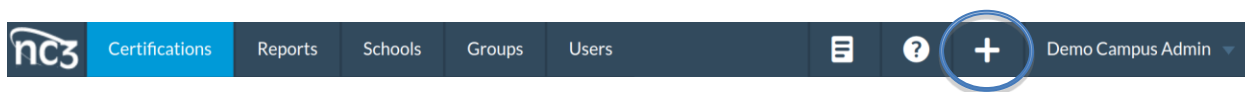


# Register to become a Certified Instructor to Issue NC3 Certifications

Using your web browser (Firefox, Safari, or Chrome), go to [www.NC3Certs.com](http://www.NC3Certs.com). In the top right-hand corner, click "New School & Certification Request". This will prompt a window that will allow you to enter your information in.



If you are already logged into the site, click the "+" to open the request form.



If you have already registered your school and are just adding new equipment, fill out another "New School Request". You'll do this anytime you want a new certification at your school.

Once you've clicked "New School Request", please fill out all the following information and select the tools you've received at your institution.

Your Name

First Name\*  Last Name\*

Email\*

School Information

Address 1\*  Address 2

City\*  State\*

Zip\*  Phone\*

School/Company Name\*  School Type\*

Website Address  Snap-on Sales Rep\*

Certifications Requested

Only select those for which you have purchased the required equipment.

Level 5 TCMax Asset Management Entry Level Certification

Advanced Diagnostics Certification

Ethos+ (Plus)

Building Performance Instruments (BPI) - Installation & Diagnostics

Building Performance Instruments (BPI) - Leak Detection

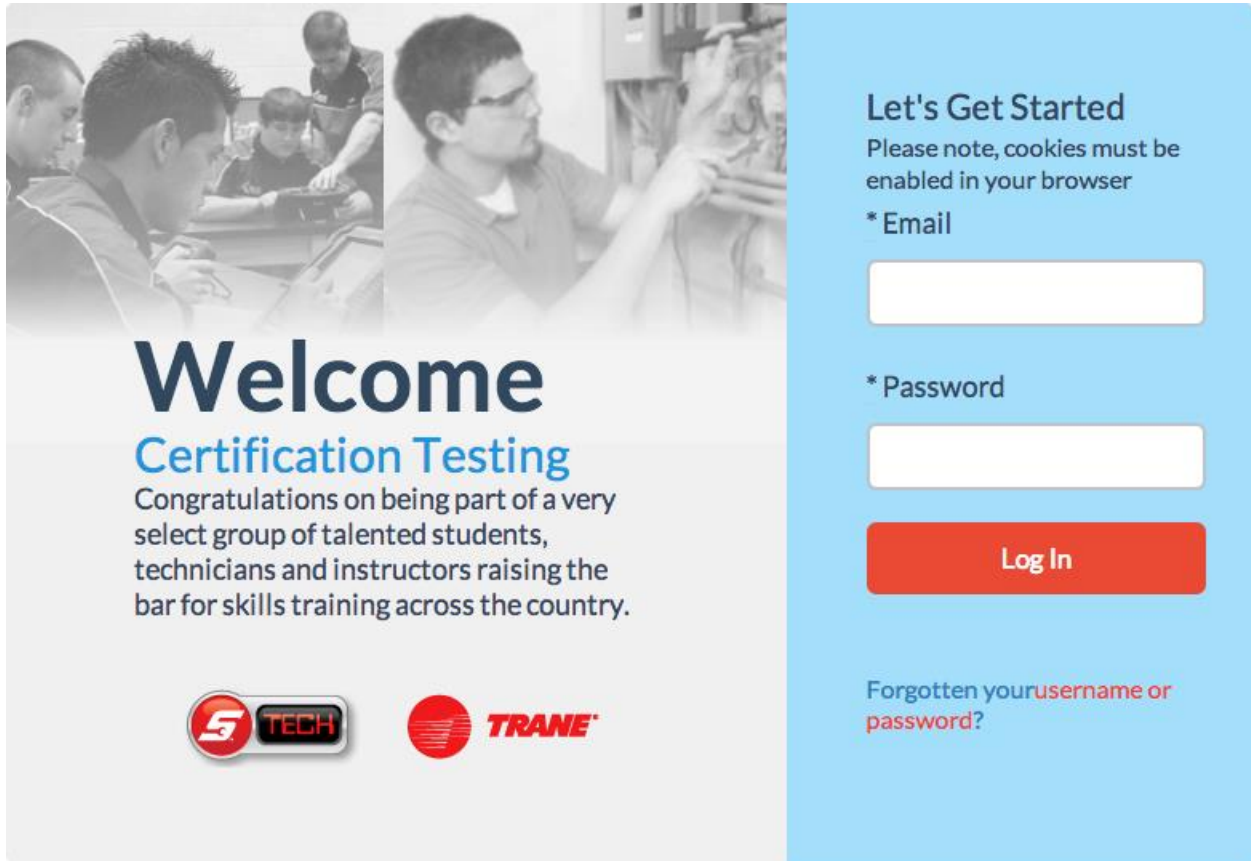
Note: You will only be granted access to [www.NC3Certs.com](http://www.NC3Certs.com) once NC3 has verified your equipment onsite and your successful completion of the instructor exam. In most cases, you must attend an NC3 Train-the-Trainer in order to issue NC3 Certifications. Contact NC3 for more information.





## Logging into [www.NC3Certs.com](http://www.NC3Certs.com)

After receiving an email from a representative of NC3, approving your “New School Request”, you are now able to log in to [www.NC3Certs.com](http://www.NC3Certs.com).

Using your school email address, please log in at NC3Certs.com. Use the password provided to you in your “New School Request” approval e-mail sent from NC3.



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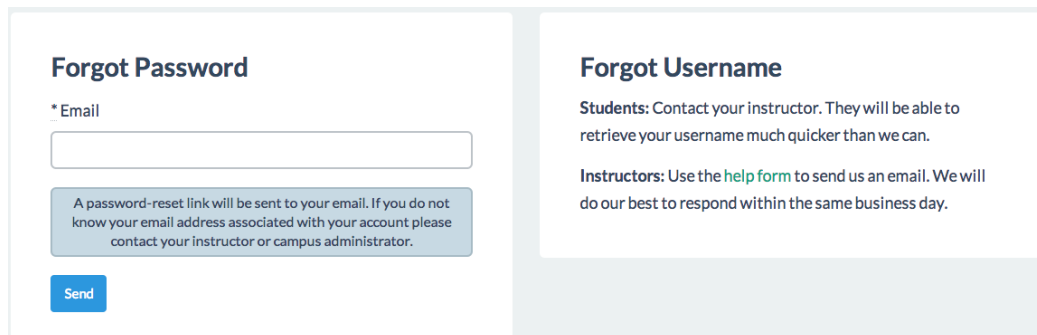
\* Email

\* Password

**Log In**

[Forgotten your username or password?](#)

Note: Can't remember your password? Please click the following link below the log in button, [“Forgotten your username or password?”](#)



**Forgot Password**

\* Email

A password-reset link will be sent to your email. If you do not know your email address associated with your account please contact your instructor or campus administrator.

**Send**

**Forgot Username**

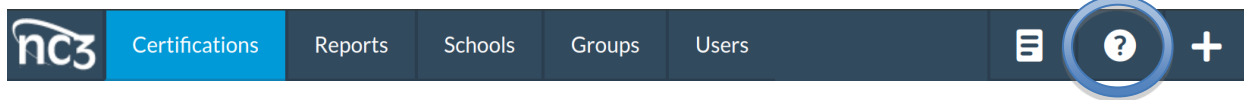
**Students:** Contact your instructor. They will be able to retrieve your username much quicker than we can.

**Instructors:** Use the [help form](#) to send us an email. We will do our best to respond within the same business day.





# Navigating yourself around [www.NC3Certs.com](http://www.NC3Certs.com)



**NC3 Logo** – This icon will link you to NC3.net, NC3’s Homepage for more information on certs and upcoming Train-The-Trainer events

**“Certifications”** – View curriculum, take exams and assign NC3 Certifications to your students.

**“Reports”** – Run reports, bulk print student certifications and see how your students did on their exams.

**“Schools”** – Your basic school information will be displayed here.

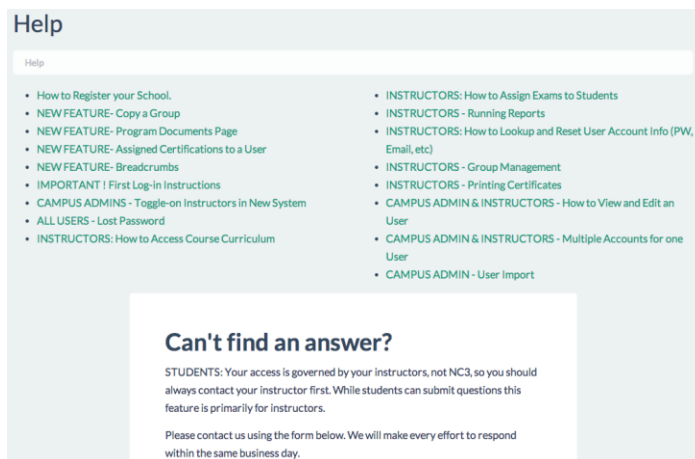
**“Groups”** – Create and manage groups of students all at once,

**“Users”** – Where you will find and search for all your students.

**Documents Icon** – Click this icon for NC3, Snap-on and Trane Marketing material, shirt/patch order forms and supporting documents about NC3’s programs.

**Question mark Icon** – Most Importantly, click this to view all the great help files we’ve created to help you use [www.NC3Certs.com](http://www.NC3Certs.com).

**Plus Icon**- Opens the “New School & Certification” Request form



Note: If you are still having an issue with [www.NC3Certs.com](http://www.NC3Certs.com), fill out the “Can’t find an answer?” and we’ll get back to you right away. NC3 is here to support you. If you have any questions or issues, please contact:

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