

**INSTRUCTIONS FOR UPLOADING TRAINING CERTIFICATIONS  
TO THE WORK ZONE EDUCATION VERIFICATION APP (WZ-EVA)**

1. Obtain an NCID if you do not already have one. Here's the link to the Help Guide for external users (non-government employees) who need to get a NCID Business account:  
<https://connect.ncdot.gov/getaccount/>

*Note: The Business NCID username must be relevant to your name - preferably in the format FirstInitialMiddleInitialLastName (e.g., John R Doe would be 'jrdoe' or 'JohnDoe54' are acceptable examples).*

*Note: Your initial NCID password will be a temporary one. As part of the step 2 process below after our IT Section adds you as an authorized WZ-EVA database user, you should receive an email from the NCID system requesting that you change/update your password. You will not have access to the database until you update your password.*

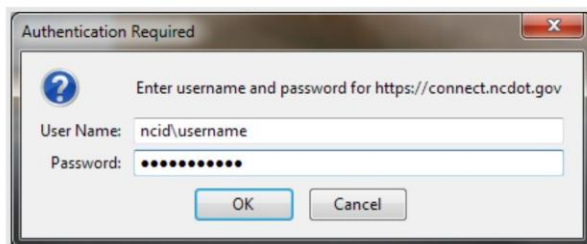
2. Once a NCID is obtained, send an email to [WZSafetyTraining@ncdot.gov](mailto:WZSafetyTraining@ncdot.gov) that includes the following information:
  - If relevant, a copy of your Certification Course Approval Letter provided to you when you applied for course approval
  - Your name
  - NCID username
  - Email address associated with the NCID account
  - Official name of company you work for
  - Official Company URL (company web address)
  - Company contact person's name
  - Company email and/or phone number

Once we receive the above information we will provide it to our IT Section for processing. It may take up to 14 days for processing to receive access to the WZ-EVA and we will let you know when you have been provided access to the WZ-EVA database.

3. Once you have been informed that you have access to the WZ-EVA database and you are ready to begin uploading certifications, use either the Google Chrome or the Microsoft Edge Browser to open the following link to the WZ-EVA site and sign in using your NCID credentials: <https://connect.ncdot.gov/site/wz-eva/Pages/default.aspx>

*Non-governmental users will need to follow the example below to log in:*

And remember you need to type "NCID\" before your username for access.



4. Once on the WZ-EVA site, look to the left and select "Upload new".

5. On the new view that comes up, look for the **Workzone Template.xlsx** file located near the center of the screen. Use a new template file every time. Do not keep a running list of names on the upload file.
6. Open this file and then rename it and save it to your computer. Using this new file you just created, you will need to input the training data into the file and as outlined in the file. The certification expiration date is automatically calculated to be 4 years after the class date that is inputted and will show up in the database and on the printed card. Input the class dates in the numerical format of month/day/year, such as 8/10/2022. Also, notice that some of the columns in the template file have drop-down options, so use these accordingly. If you do not see your "Training Firm" or "Training Program" listed under the drop-down options, please send an email to [WZSafetyTraining@ncdot.gov](mailto:WZSafetyTraining@ncdot.gov) requesting to have your Firm and Training Program added to the list. Do not add anything to the file other than the information requested, or the file will likely not upload properly. When you have finished adding certification information to the file, save the file and then close the file.

**IMPORTANT INFORMATION BEFORE YOU UPLOAD:** If you get an error on an upload, capture it with a screenshot before you click "OK". The error information displays the error and where the error has occurred in the template.

To upload your file to the database, remain in the "Upload new" view, click the "Choose File" button beneath "Work Zone Education Verification Submission". In the pop-up window, select your file then click "Open". Click the "Submit" button. The file will be processed and open the list showing your recent upload.

**Please double check your entries before processing an upload. If you notice you made a mistake, then there are instructions on how to make EDITs on the right side of the "Upload new" view. If the error is noticed before the certification card is issued to the student, then you can simply edit/correct the information in the database prior to issuing the card. If the error is noticed after the certification card has been issued to the student, then you will need to INVALIDate the entry under the STATUS column (this is the only option under this column you are authorized to revise it to) in the database. After INVALIDating the entry, you will need to perform an upload of the corrected certification information into the database and issue the new certification card.**

7. **Print Training Certification Cards:** All of the students that are entered into the WZ-EVA database need to receive a certification card that they need to carry with them while performing those associated duties on a project. **The card printed from the WZ-EVA database is the card that the NCDOT inspectors are looking for to determine if someone is certified.** At the "Work Zone Education Verification" site, look to the left and select "Print Cards" to open the Make Multi Cards page. The list of entries for training will open. Use the various filters located above the entries to narrow the list until you can see the entries for the cards that you would like to print. The more filters that are used will improve the results. Once your list is filtered, click in the empty box located left of the "last name" column to select the first entry you would like printed. To select multiple entries, hold down the Ctrl key on your keyboard while clicking the other entries that you would like printed. To select a block of entries, you can also click the first entry in the block, then hold down the Shift key on your keyboard and click the last entry in the block that you would like printed. You can then Ctrl click any selected entries in your block that you

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would like to exclude from the selection. Once you are satisfied with your selection of cards to be printed, click the “Make X Cards” button in the lower right. The card/cards will open as a PDF for printing. The output is aligned to use the left column of Avery Template 5371 to print the cards (5 cards per sheet at 2” X 3.5”). We recommend printing half of your cards at a time, then flipping your paper to print the other half.