

**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-NC DOT employees) who need to get an NCID:  
<https://connect.ncdot.gov/getaccount/>
2. Once a NCID is obtained, send an email to [WZSafetyTraining@ncdot.gov](mailto:WZSafetyTraining@ncdot.gov) that includes a copy of your Certification Course Approval Letter provided to you when you applied for course approval, NCID username, and the email address requesting certification upload access WZ-EVA. It may take up to 14 days for processing to receive access to the WZ-EVA.
3. Once your NCID is activated in WZ-EVA, and using either the Google Chrome or the Microsoft Edge Browser, 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>
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 Certifications expire after 4 years (for example, if a certification was awarded on 9/3/2020, then it would expire on 9/3/2024). Input the dates in this format. 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.

While still in the "Upload new" view, look to the bottom right of the page for the "Work Zone Verification Instructions" for how to upload your file to the database. Also, before uploading your file to the database, review the "Important, Read Before You Upload!" information. Once you have read through these instructions, perform your upload to the WZ-EVA database.

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. At the "Work Zone Education Verification" site, look to the left and select "Upload new" and follow the "Printing Cards for Work Zone.pdf" instructions located at the bottom right of the view. 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.