

Self-Attestation for Mandated Training Courses

David Larkin, Member Training Officer, Flotilla 44

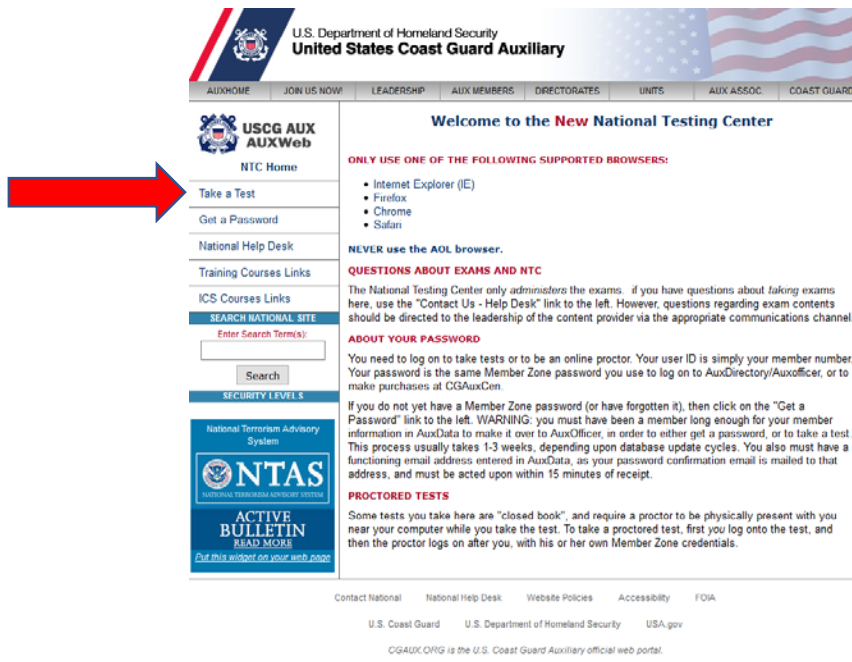
There are several reasons to use self-certification to indicate completion of AUXMT training:

- You completed the course on AUXLMS but did not get credit for the course. This is usually because the wrong browser was used but, since the course was completed, use self-certification to get credit rather than retaking the course on AUXLMS
- You completed either the Voice over PPT video course or the PDF- annotated PPT course and are registering that fact via self-certification for AUXDATA credit
- You previously completed the Coast Guard version of the AUXMT course and want AUXDATA credit for it.

1. Begin by going to the National Testing Site at ntc.cgaux.org

This will bring you to the start page.

Click on “Take a Test”



The screenshot shows the USCG AUX Web National Testing Center (NTC) home page. At the top, it features the U.S. Department of Homeland Security and United States Coast Guard Auxiliary logos. Below the header is a navigation bar with links: AUXHOME, JOIN US NOW!, LEADERSHIP, AUX MEMBERS, DIRECTORATES, UNITS, AUX ASSOC, and COAST GUARD. The main content area is titled "Welcome to the New National Testing Center" and includes a list of supported browsers (Internet Explorer (IE), Firefox, Chrome, Safari) and a warning not to use AOL. It also contains sections for "QUESTIONS ABOUT EXAMS AND NTC", "ABOUT YOUR PASSWORD", and "PROCTORED TESTS". A left-hand navigation menu includes links for "Take a Test", "Get a Password", "National Help Desk", "Training Courses Links", "ICS Courses Links", "SEARCH NATIONAL SITE", "SECURITY LEVEL 5", and "National Terrorism Advisory System". A red arrow points to the "Take a Test" link in this menu. At the bottom, there are links for "Contact National", "National Help Desk", "Website Policies", "Accessibility", and "FOIA", along with "U.S. Coast Guard", "U.S. Department of Homeland Security", and "USA.gov". A footer note states "CGAUX.ORG is the U.S. Coast Guard Auxiliary official web portal."

2. This will bring you to the log-in page.

Enter your member ID and password (same password as the Directory)

United States Coast Guard Auxiliary
U.S. Department of Homeland Security

America's
Volunteer
Guardians
Since 1939

Welcome to The National Testing Center v1.2

[Click Here For Proctor Instructions](#)

Access to this site is through member ID only!

eDirectory Login

ID:

Password:

Submit

3. The next page that opens will be the “Members Home” page.

Click on the “Self-Attestation Catalog” tab.

United States Coast Guard Auxiliary
U.S. Department of Homeland Security

America's
Volunteer
Guardians
Since 1939

IMPORTANT NOTICE

MANDATED TRAINING COMPLETION

Members who enter the NTC for the purpose of certifying any *Mandatory Training Completions*, please click the [Self-Attestation Catalog](#) for a list of the mandatory training selections

Members Home

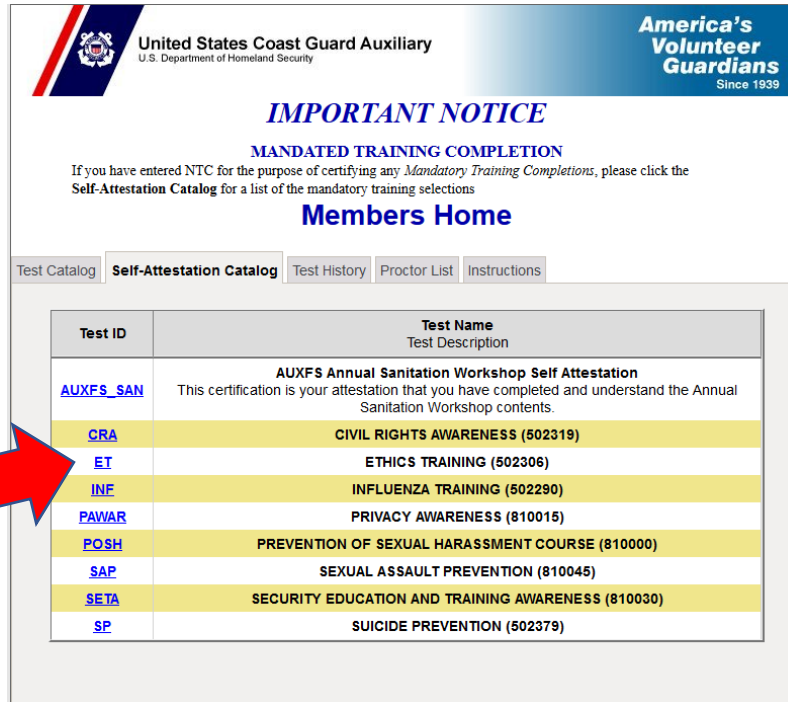
Test Catalog | **Self-Attestation Catalog** | Test History | Proctor List | Instructions

Test ID	Test Name Test Description
AIR	Aviation Exam Part A
APC	Administrative Procedures Course (APC) Administrative Procedures Course
AUX-20	AUX 20 Intro to Auxiliary Public Affairs final exam
AUX-21	AUX 21 Auxiliary Public Affairs Policy final exam
AUX-22	AUX 22 USCG Public Affairs 2nd Class final exam
AUX-23	Journalism for Coast Guard Public Affairs Evaluation of knowledge base and skill set of those seeking Public Affairs journalism specialization
AUX-26	AUX 26 Introduction to Digital Photography, final exam
BIC	Basic Introduction Course (BIC) BIC prepares new Auxiliary University Programs (AUP) members for effective service in the U.S. Coast Guard Auxiliary. It is a foundational course designed to supplement and enhance existing knowledge of the Coast Guard and Coast Guard Auxiliary, and is a program-specific requirement for all AUP students before they graduate.
BQCM1	Basic Qualification Course Module 1 Exam History, Purpose and Administration of the USCG Auxiliary
BQCM2	Basic Qualification Course Module 2 Exam Missions, Programs and Membership requirements
BQCM3	Basic Qualification Course Module 3 Exam

4. On this page you will select the course you want to complete.

Click on the blue link for the one you want.

In this example we will choose “Ethics Training”.



United States Coast Guard Auxiliary
U.S. Department of Homeland Security

America's
Volunteer
Guardians
Since 1939

IMPORTANT NOTICE

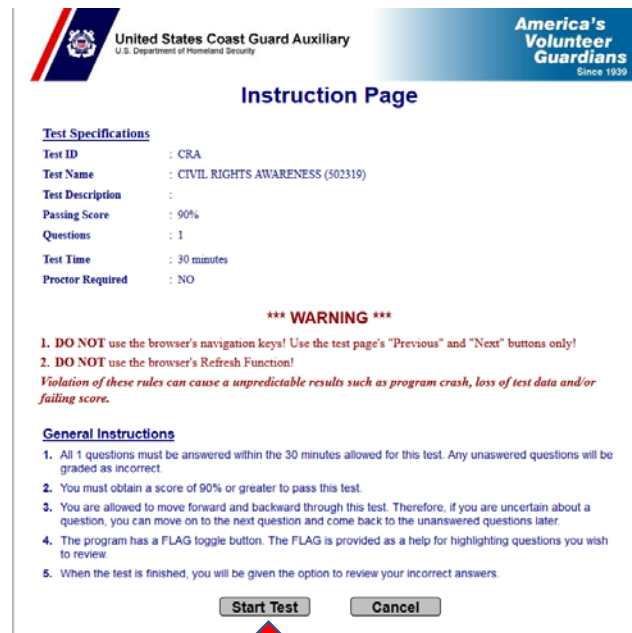
MANDATED TRAINING COMPLETION
If you have entered NTC for the purpose of certifying any *Mandatory Training Completions*, please click the [Self-Attestation Catalog](#) for a list of the mandatory training selections

Members Home

Test Catalog | **Self-Attestation Catalog** | Test History | Proctor List | Instructions

Test ID	Test Name Test Description
AUXFS_SAN	AUXFS Annual Sanitation Workshop Self Attestation This certification is your attestation that you have completed and understand the Annual Sanitation Workshop contents.
CRA	CIVIL RIGHTS AWARENESS (502319)
ET	ETHICS TRAINING (502306)
INF	INFLUENZA TRAINING (502290)
PAWAR	PRIVACY AWARENESS (810015)
POSH	PREVENTION OF SEXUAL HARASSMENT COURSE (810000)
SAP	SEXUAL ASSAULT PREVENTION (810045)
SETA	SECURITY EDUCATION AND TRAINING AWARENESS (810030)
SP	SUICIDE PREVENTION (502379)

5. Click on “Start Test”.



United States Coast Guard Auxiliary
U.S. Department of Homeland Security

America's
Volunteer
Guardians
Since 1939

Instruction Page

Test Specifications

Test ID : CRA
Test Name : CIVIL RIGHTS AWARENESS (502319)
Test Description :
Passing Score : 90%
Questions : 1
Test Time : 30 minutes
Proctor Required : NO

***** WARNING *****

- DO NOT** use the browser's navigation keys! Use the test page's "Previous" and "Next" buttons only!
- DO NOT** use the browser's Refresh Function!

Violation of these rules can cause a unpredictable results such as program crash, loss of test data and/or failing score.

General Instructions

- All 1 questions must be answered within the 30 minutes allowed for this test. Any unanswered questions will be graded as incorrect.
- You must obtain a score of 90% or greater to pass this test.
- You are allowed to move forward and backward through this test. Therefore, if you are uncertain about a question, you can move on to the next question and come back to the unanswered questions later.
- The program has a FLAG toggle button. The FLAG is provided as a help for highlighting questions you wish to review.
- When the test is finished, you will be given the option to review your incorrect answers.

6. Click on “Yes” and then “Finished”.

United States Coast Guard Auxiliary
U.S. Department of Homeland Security

America's
Volunteer
Guardians
Since 1939

ON-LINE TEST

Test ID: CRA
Test Name: CIVIL RIGHTS AWARENESS (502319)

Question: 1 of 1 Remaining Time: 00:29:49

<< Previous Next >> Clear Flag Finished

Congratulations on completing the Civil Rights Awareness (CRA) Mandated Training Course. By submitting your response you attest that you have completed and understood the course contents. Submission of this response is equivalent to signing an Auxiliary form. Note that you should not answer this question if you completed the course in AUXLMS (with credit) or in a Classroom Workshop where the instructor submitted your name on a 7039 - Workshop Attendance Form. Did you complete this course?

No
 Yes

<< Previous Next >> Clear Flag Finished

7. Congratulations, you are done!

Your results will be automatically entered in AUXDATA and you should receive a confirmation email.

If you need to self-attest to more courses, click on the “Return to Catalog” and follow the same steps.

United States Coast Guard Auxiliary
U.S. Department of Homeland Security

America's
Volunteer
Guardians
Since 1939

TEST RESULTS

Test ID : CRA
Test Name : CIVIL RIGHTS AWARENESS (502319)
Total Questions : 1
Correct Answers : 1
Passing Score : 90
Actual Score : 100
Test Status : Passed

CONGRATULATIONS! Your test score has been recorded and completion has been emailed to the appropriate offices.

Return to Catalog