

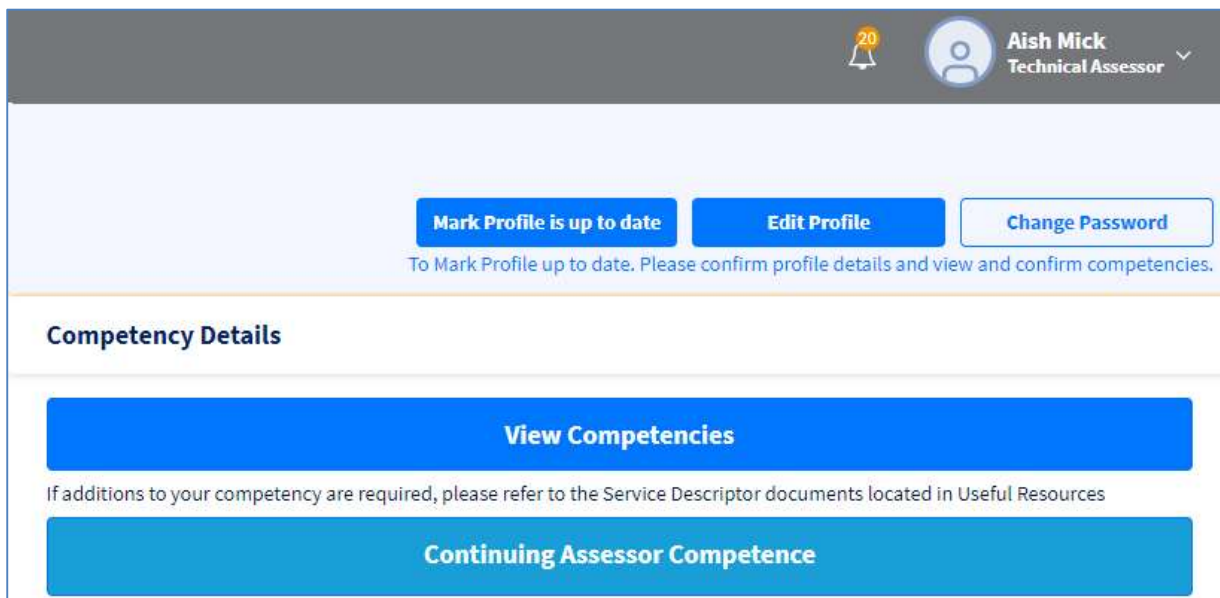
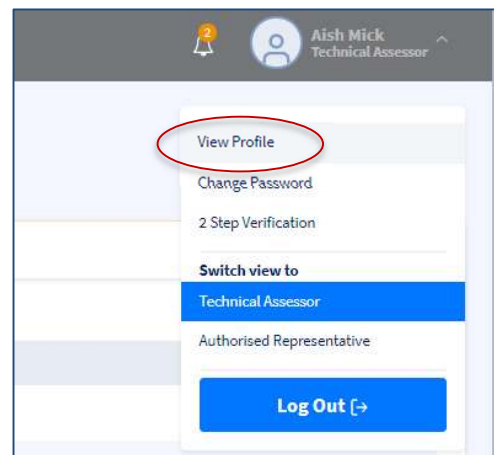
# NATA Portal - Technical Assessor Reference Guide

## Acknowledging Continuing Assessor Competency

As part of our commitment to maintain the highest standards of service and compliance, NATA continuously seeks to ensure that our peer review process is supported by our Volunteer Technical assessors with the most current and relevant expertise in their respective fields.

Periodically, all our Technical Assessors will be requested to acknowledge the up-to-date status of their competency as a NATA technical assessor. TA's will receive a reminder from the portal every 2 years to perform this action and will be able complete it within the NATA portal using the steps below:

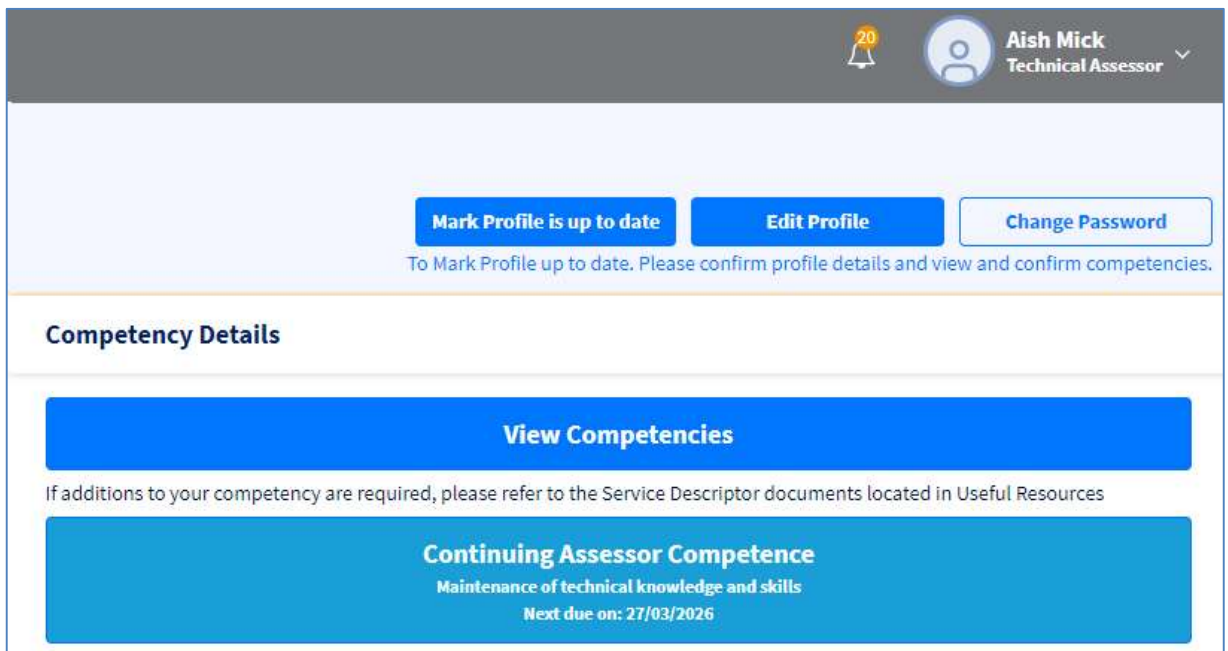
1. Once you have logged in to the NATA Portal, click on your profile name at the top right corner of your screen.
2. A dropdown as shown below will appear, click View Profile.
3. You will then be directed to your Profile Page where you will be able to see all your profile information including a blue button 'Continuing Assessor Competency' as shown below in the picture.



4. Click on the 'Continuing Assessor Competency' button, the system will load a pop window with few options to select and acknowledge how technical competency has been maintained.

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5. Select the appropriate options and click on 'Submit' button, you must select at least one option.
6. As soon as you submit your acknowledgment, the 'Continuing Assessor Competency' button will be updated with when its next due as shown in the pic below:



7. When you are approaching the due date, an automatic notification will be generated from the system to remind you to complete the acknowledgement again.