# BOARD OF PRACTICAL TRAINING, EASTERN REGION

## <u>COP FOR NATS 1.0 REGISTERED APPRENTICES</u>

**Subject:** Instructions for Uploading Record of Progress (RoP) – NATS 1.0 Portal | Establishment ID: {ESTABLISHMENT_ID}

**Dear Establishment Partners**,

Greetings from the Board of Practical Training (Eastern Region), Kolkata.

This communication is regarding the uploading of Record of Progress (RoP) for generation of Certificate of Proficiency (CoP) of registered apprentices under the NATS 1.0 Portal.

Kindly follow the step-by-step process outlined below:

1. Visit the BOPT (ER) official website at <u>www.bopter.gov.in</u> and click on **"NATS Portal"** from the header menu.
2. Click on **"CoP for NATS 1.0"**.
3. Log in using the following credentials:
   • **Login ID (Establishment ID):** {ESTABLISHMENT_ID}
   • **Password:** As shared through registered mail id of establishments. Can also be obtained through writing on **cop@bopter.org**

   Upon successful login, you will be directed to your establishment dashboard, where you can view details of apprentices registered under NATS 1.0.

4. Navigate to **"Record of Progress (ROP)"** in the left sidebar menu, then proceed to **"COP"**.
5. Fill in the RoP for each candidate across all four quarters as per the navigation flow provided in the portal.

   **Note:** For apprentices with pre-mature termination, please enter the CoA termination date, as they are not entitled to receive a CoP.

6. After completing the upload of RoP for all apprentices, kindly send a confirmation email to **cop@bopter.org** stating that the RoP upload for your establishment is complete.
7. If you are not associated with this establishment, please disregard this message and inform us immediately by writing to **cop@bopter.org** so that we may update our records accordingly.
8. BOPT (ER) will process all requests where RoP has been found fully uploaded. The Certificate of Proficiency (CoP) will then be generated and made available on your establishment dashboard for download and distribution to the respective apprentices.

Should you face any difficulty during the process, please feel free to write to us at <u>cop@bopter.org</u> You may also call on our tollfree no. 1800-345-4206.

Thank you for your cooperation.

With regards,
**Board of Practical Training (Eastern Region)**
Kolkata
Email: cop@bopter.org
Website: <u>www.bopter.gov.in</u>