Notice

NCCER was incorporated in 1996.

Disclaimer

NCCER’s accreditation process is designed solely to achieve the purposes set forth in this document. NCCER does not claim or intend to certify the compliance of any assessment program, assessment center, or employer with any local, state, or federal or other applicable national regulations, including, but not limited to, any regulation relating to qualification or certification, equal employment opportunity, education, or any other applicable statute. It is not the policy or the intent of NCCER to qualify or certify illegal or undocumented workers.

Any use of he/she in this document is purely incidental and is not intended to show partiality in regard to gender.

Reviewed by the NCCER Board of Trustees

May, 2002
November, 2002
January, 2004
January, 2005
June, 2006
May, 2007
January, 2008
January, 2009
January, 2010
March, 2011
January, 2012
April, 2014
June, 2015
May, 2016

Copyright © NCCER

13614 Progress Boulevard
Alachua, FL 32615
Phone: 386-462-6500
Fax: 386-518-6303

Copyright © 2016 by NCCER. All rights reserved.
EXECUTIVE SUMMARY

NCCER is a not-for-profit 501(c) (3) education foundation serving a broad spectrum of the construction and maintenance industries. NCCER is supported by the participation of trade associations, contractors, schools, construction and maintenance users, pipeline operators, manufacturers, and third-party training providers. NCCER is governed by a Board of Trustees consisting of representatives from contributing contractors, owners, and NCCER partner associations. All Trustees are recognized for their expertise in construction or construction-related issues. For a complete listing of NCCER’s Board of Trustees, please visit our website at www.nccer.org/board-of-trustees.

Working in partnership with various sectors of the construction and maintenance industries, NCCER has dedicated itself to developing and maintaining quality curricula and a training process that is globally recognized, standardized, portable, and competency-based. NCCER has developed standards for the operation of accredited training programs to ensure that a standardized quality education is provided for all construction and maintenance trainees.

In addition, NCCER, in partnership with contractors, industry associations, and owner groups, has created an industry-standardized assessment and certification process for the construction and maintenance industries. The goal of the program is to evaluate the competence level (knowledge and skills) of experienced workers.

NCCER accredits training and assessment programs. Organizations interested in offering training will pursue Accredited Training Sponsor status, and those interested in offering assessments or performance verifications will pursue the path of Accredited Assessment Center.

When considering application for accreditation, the applicant should examine these guidelines in detail. This examination will assist the organization in determining its capability to meet and sustain the conditions of NCCER’s National Standardized Training Process and/or National Craft Assessment and Certification Program.
Accredited Training Sponsor (ATS) Guidelines


The Standard for Developing Craft Professionals
Contents

Terms and Definitions ................................................................. 1

1.0.0 Accreditation Process ......................................................... 2

1.1.0 Eligibility ..................................................................... 2

1.2.0 Applicant Status .............................................................. 2

1.3.0 Candidate Status ............................................................. 3

1.4.0 Accredited Status .............................................................. 3

1.5.0 Accreditation for International Locations ................................. 3

2.0.0 Accredited Training Sponsor Responsibilities ............................... 3

3.0.0 Accredited Training Sponsor Personnel ..................................... 4

3.1.0 Sponsor Representative .................................................... 4

3.1.1 Eligibility Requirements .................................................. 5

3.1.2 Responsibilities ................................................................ 5

3.1.3 Change in Sponsor Representative ..................................... 5

3.2.0 Secondary Representative .................................................. 5

3.2.1 Eligibility Requirements .................................................. 5

3.2.2 Responsibilities ................................................................ 5

3.3.0 Master Trainer ................................................................. 5

3.3.1 Eligibility Requirements .................................................. 5

3.3.2 Responsibilities ................................................................ 5

3.3.3 Certification Process ....................................................... 5

3.3.4 Credentials issued by NCCER ............................................ 6

3.3.5 Maintaining Master-Trainer Certification ............................... 6

3.4.0 Instructor ..................................................................... 6

3.4.1 Eligibility Requirements .................................................. 6

3.4.2 Certification for Multiple Curriculum Titles or Craft Areas ........... 6

3.4.3 Restricted Instructor ....................................................... 6

3.4.4 Responsibilities ................................................................ 6

3.4.5 Certification Process ....................................................... 7

3.4.6 Credentials Issued by NCCER ............................................ 7

3.4.7 Maintaining Instructor Certification ..................................... 7

3.4.8 Instructor Evaluations ..................................................... 7

3.5.0 Performance Evaluator ..................................................... 7

3.5.1 Eligibility Requirements .................................................. 7

3.5.2 Responsibilities ................................................................ 7

3.5.3 Certification Process ....................................................... 8

3.5.4 Credentials Issued by NCCER ............................................ 8

3.5.5 Maintaining Performance Evaluator Certification ................. 8

3.5.6 Performance Evaluator Evaluations .................................... 8

3.6.0 Curriculum Proctor .......................................................... 8

3.6.1 Eligibility Requirements .................................................. 8

3.6.2 Responsibilities .............................................................. 8

3.6.3 Certification Process ....................................................... 8

3.6.4 Credentials Issued by NCCER ............................................ 9

3.6.5 Maintaining Curriculum Proctor Certification ....................... 9
Contents (continued)

4.0.0 Training Locations ................................................................. 9
  4.1.0 Training Unit (TU) ............................................................... 9
    4.1.1 To Register a Training Unit ............................................. 9
  4.2.0 Accredited Training and Education Facility (ATEF) .............. 9
    4.2.1 To Register an ATEF ..................................................... 9
    4.2.2 Changing Sponsors as an ATEF ..................................... 9
  4.3.0 Accredited Training Unit (ATU) ....................................... 10
    4.3.1 To Register an ATU .................................................... 10
  4.4.0 Requirements for All Training Locations (TU, ATEF, ATU) ..... 10
5.0.0 Delivering Training .............................................................. 10
  5.1.0 Curriculum .................................................................. 10
  5.2.0 Training Facilities ........................................................... 10
  5.3.0 Special Needs/Accommodations ..................................... 11
  5.4.0 Registration and Release ............................................... 11
  5.5.0 Social Security Numbers/National ID Numbers ............... 11
  5.6.0 System Generated Numbers ........................................... 11
    5.6.1 Policies Regarding the Use of SGNs .............................. 11
  5.7.0 Module Exams ................................................................. 11
    5.7.1 Retesting Policy .......................................................... 12
    5.7.2 Paper Module Exams ................................................... 12
    5.7.3 Testing Management System ....................................... 12
  5.8.0 Performance Profiles ....................................................... 12
    5.8.1 Retesting Policy .......................................................... 12
  5.9.0 Testing Out .................................................................. 12
  5.10.0 Module Submissions ....................................................... 12
  5.11.0 Credentials ................................................................ 13
    5.11.1 Replacement Credentials ......................................... 13
  5.12.0 Changes to Social Security Number, National ID
        and/or Name ................................................................ 13
  5.13.0 Complaint/Appeal ........................................................... 13
6.0.0 Audit ............................................................................... 14
  6.1.0 Scheduling .................................................................. 14
  6.2.0 Process .......................................................................... 14
  6.3.0 Non-Conformances and Corrective Action ...................... 14
  6.4.0 For-Cause Audit ............................................................. 14
  6.5.0 Potential Penalties for Trainees or ATS .......................... 14
Level—A predetermined number of NCCER curricula modules designed and sequenced to form approximately one year of training and/or minimum of 144 hours of instruction.

Master Trainer—An individual certified in accordance with NCCER’s Master Trainer Instructor Certification Training Program (MTICTP) and authorized to train Instructors, Performance Evaluators, and Curriculum Proctors.

Master Trainer Instructor Certification Training Program (MTICTP)—Four-day training program provided by NCCER to certify individuals, approved by an Accredited Training Sponsor, to become Master Trainers.

Module—The smallest instructional unit in the NCCER curricula that can be completed and recognized under NCCER’s Standardized Training Process. Module completion requires successful completion of a written module exam and, when applicable, performance profile tasks.

Module Exam—An exam that evaluates the trainee’s content knowledge of an NCCER curriculum module.

NCCER Curricula—A series of competency-based, task-driven training programs developed by NCCER.

Performance Evaluator—Individual qualified to evaluate performance only; must meet minimum requirements of an instructor and successfully complete modules 1, 6 and 9 of the Instructor Certification Training Program.

Performance Profile—A hands-on demonstration that measures the trainee’s ability to perform the skills covered in an NCCER curriculum module.

Registry database—Database maintained by NCCER which records training completions and issues appropriate credentials for NCCER craft/technical training, safety, management education, Master Trainer, and Instructor training.

Registry department—This department of NCCER performs the entries, updates, and oversight of the Registry database and produces and distributes credentials.

Revoked—Accreditation rescinded by NCCER.

Sponsor Representative—NCCER Master Trainer with current credentials; the primary liaison between an Accredited Training Sponsor and NCCER.

Suspended—Deactivated accreditation privileges; no submissions received from suspended organizations will be processed until deficiencies are corrected.
1.0.0 Accreditation Process

1.1.0 Eligibility

Acceptable organizations for application:

- Contractor
- Owner/operator
- Trade association
- Labor organization
- Government agency
- Correctional facility
- Temporary employment agency*
- Consultants*
- Proprietary Schools*
- Other entities deemed appropriate by NCCER*

*Applications will be reviewed for appropriate industry linkage and program resources.

1. All Applicant organizations must have been in business for at least 12 months prior to application date.
2. All Applicant organizations must have a commercial business address (home/residential addresses are not acceptable).
3. NCCER reviews all applications in detail. Eligibility does not guarantee accreditation.
4. Accreditation, denial, termination, and revocation shall remain the sole right of NCCER.
5. All deliberations, including all adverse decisions, shall be kept in strict confidence by all parties. Applicants have the ability to appeal adverse decisions.

1.2.0 Applicant Status

Applicant organizations have 12 months from submission of the Application for Training Sponsor Program Sponsorship to complete the application process. After 12 months, the process will restart and all associated documentation and fees must be resubmitted.

The steps below outline the application process:

Step 1 Identify an individual known as a Sponsor Representative who will be responsible for the oversight of the training program and will be the primary liaison between the Accredited Training Sponsor and NCCER.

Step 2 Submit the Accredited Training Sponsor Application and all required documentation.

Step 3 Submit the non-refundable application fee.

Step 4 The individual who is to be the Sponsor Representative registers for the Master Trainer Instructor Certification Program upon approval from NCCER.

The following steps are to be completed after the Applicant organization’s Sponsor Representative has successfully completed the Master Trainer Instructor Certification Training Program:

Step 5 Submit Self-Assessment Document, including required Internal Written Policies and Procedures for Training Program Administration and Control.

Step 6 NCCER reviews application for approval.

Step 7 If approved, the ATS applicant is granted Candidate status.
1.3.0 Candidate Status

While in Candidate status, organizations can begin to implement their training program, following NCCER policies and procedures at all times. The activities that occur in Candidate status are as follows:

1. Order Instructor Certification Training Program Kits to certify Instructors, Performance Evaluators, and Curriculum Proctors.
2. Certify instructors to begin to conduct training using the NCCER curricula.
3. Submit training to NCCER.
4. The Sponsor Representative will be contacted to schedule an initial audit after the organization has started to submit training modules to NCCER. The candidate organization must begin to conduct and submit training within the first 12 months.

   Note: Following 12 months of inactivity in Candidate status, the organization’s status will be terminated and all associated fees and applications must be resubmitted for accreditation.

5. After the initial audit, the Candidate organization must correct any and all nonconformances found during the audit before accreditation is granted.

1.4.0 Accredited Status

The activities that occur in Accredited status are as follows:

1. All activities started in Candidate status will continue.
2. The organization will be listed as Accredited Training Sponsor and documentation will be sent to the organization regarding this status.
3. The organization will be audited every 3 years thereafter.
4. NCCER policies and procedures must be followed at all times. Accreditation, termination, and revocation shall remain the sole right of NCCER’s Board of Trustees.

1.5.0 Accreditation for International Locations

Organizations that are accredited by NCCER in the United States may apply to deliver NCCER training in international locations, using one of two processes.

Process One

The ATS may apply to add an international Accredited Training Unit (ATU) and provide oversight of international training from the US. Such organizations must be in good standing with NCCER in the US for all programs. Each international location added to the accreditation must have the required certified personnel and must be approved through the ATU registration process prior to delivering any NCCER training internationally. By completing this process, the ATS assumes compliance responsibilities and liabilities for all international ATUs.

Process Two

International locations may apply for accreditation independent of the US-based organization. Such locations must go through the application process as defined in the Accreditation Guidelines and will be responsible for compliance with the all policies and procedures required of an ATS. Once accredited, the international ATS is considered to be independent of the US-based organization, with its own distinct liabilities and responsibilities.

An existing ATS may not deliver international training for credentials or deliver performance profiles internationally under their US accreditation. Contact the NCCER Customer Service department for more information.

Section Two

2.0.0 Accredited Training Sponsor Responsibilities

1. Must remain in good financial standing with NCCER:
   - If additional documentation is required (i.e., PO #, project name/#, etc.) for an invoice payment to be processed, it is the ATS’s responsibility to ensure that all required information is provided to NCCER at time of the order, and to follow through to ensure that the invoice is paid upon receipt.
   - If the ATS has an outstanding balance for more than 90 days after the invoice date, the ATS will be suspended. If payment is not received within 90 days of suspension, the ATS will be terminated.
2. Must submit completed annual report by August 31 each year unless otherwise communicated by NCCER.
   - If annual report is not submitted by December 31, the ATS will be suspended.

3. Must submit payment of annual maintenance fee each January.
   - If annual maintenance fee is not paid within 90 days of invoice date, the ATS will be suspended.
   - If payment is not received within 90 days of suspension, the ATS will be terminated.

4. Must notify NCCER immediately if the Sponsor Representative leaves the organization.

5. Must notify NCCER regarding change of ownership or organizational status. This includes buyouts, mergers, acquisitions and/or executive turnovers.
   - For organizational name changes, the ATS must also provide an updated proof of business.
   - Accreditation is nontransferable from one organization to another.

6. Must not translate any NCCER materials. This includes curriculum, module exams, performance profiles, and any other documentation/materials produced by NCCER or Pearson.

7. Must maintain internal written policy/procedures document for the administration and control of its training program. An organization's internal policy must meet or exceed NCCER's Accreditation Guidelines. This policy must include, at a minimum, how the organization/Sponsor Representative will address the following topics:
   - Prohibiting the use, possession, concealment, or sale of drugs, controlled substances, alcohol, and firearms
   - Compliance with US federal regulations (such as ADA and EEO) or applicable national regulations in other countries
   - Grievances/complaints process
   - Method for amending, implementing and communicating company policy/procedure revision
   - Method for implementing and communicating NCCER policy/procedure revisions

8. Online Communication:
   - Must not post or transmit anything unlawful, threatening, libelous, defamatory, obscene, derogatory, inflammatory, or anything that infringes upon the copyright, trademark or publicity rights of NCCER or NCCER partners.
   - Must include the following disclaimer on published communications if NCCER is discussed publicly: "The opinions expressed here are the personal opinions of [your name]. Content published here is not read or approved by NCCER before it is posted, and does not necessarily represent the views and opinions of NCCER."
   - Only a written document signed by the President of NCCER can approve an exception to any of the above policies. Anyone intending to discuss NCCER or the NCCER curricula publicly, must contact the NCCER Marketing department.

---

**Section Three**

### 3.0.0 Accredited Training Sponsor Personnel

#### 3.1.0 Sponsor Representative

The Sponsor Representative acts as primary liaison between an Accredited Training Sponsor and NCCER.
3.1.1 Eligibility Requirements
1. Must be a certified Master Trainer with current credentials.
2. Act as Sponsor Representative for only one Accredited Training Sponsor at a time.

3.1.2 Responsibilities
The Sponsor Representative is responsible for maintaining accreditation as an Accredited Training Sponsor per NCCER policies and procedures.

3.1.3 Change in Sponsor Representative
1. Submit a Change of Training Sponsor/Assessment Center Information form (Form 300/300A).
2. If no Master Trainer is available to take the position as Sponsor Representative, the ATS may be suspended until an appropriate candidate attends the Master Trainer program.

3.2.0 Secondary Representative
The Secondary Representative is an individual selected by the Sponsor Representative to provide assistance in the administration and oversight of some aspects of the ATS. A Secondary Representative is only appointed at the discretion of the Sponsor Representative; the ATS is not required to fill this role.

3.2.1 Eligibility Requirements
1. Must be a certified Master Trainer, Instructor, Performance Evaluator, or Curriculum Proctor with current credentials.
2. Appointed by the Sponsor Representative.

3.2.2 Responsibilities
Responsibilities of a Secondary Representative are designated by the Sponsor Representative. Some of these responsibilities may include the following:
1. Submit training records to NCCER for credentials
2. Contact NCCER regarding training-related questions/inquiries
3. Conduct site audits of a Training Unit (TU), Accredited Training Unit (ATU), or Accredited Training and Education Facility (ATEF)
4. Evaluate NCCER-certified personnel

3.3.0 Master Trainer
A Master Trainer is an individual certified by completing NCCER’s Master Trainer Instructor Certification Training Program.

3.3.1 Eligibility Requirements
1. Approved by the ATS to attend the Master Trainer Instructor Certification Training Program.
2. Possess at least one of the following:
   - Two years experience as a trainer, instructor, or educator OR
   - An Associate’s Degree or higher in education, a construction-related field, industrial arts, engineering, chemistry, or similar field from an accredited post-secondary institution OR
   - A minimum of two years’ experience at a supervisory level or higher in the construction and/or maintenance industries

3.3.2 Responsibilities
1. Deliver the Instructor Certification Training Program (ICTP) to certify craft instructors.
2. Ensure they have the most current Master Trainer Revision Kit before delivering the ICTP.
3. Provide the most current Instructor Certification Training Program materials to potential instructors when delivering the ICTP.
4. Grade ICTP module exams and keep on file for a minimum of 3 years.
5. Report to their Sponsor Representative.
The Sponsor Representative may assign additional responsibilities to a Master Trainer to assist with evaluating instructors, auditing training locations (TU/ATU/ATEF), maintaining records, etc.

3.3.3 Certification Process
1. Attend the Master Trainer Instructor Certification Training Program
2. Pass all 9 module exams with a score of 70 or above
3. Pass the presentation
3.3.4 Credentials Issued by NCCER

1. After successful completion of the Master Trainer program, an individual will receive the following printed credentials:
   - NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
   - Certificate

3.3.5 Maintaining Master Trainer Certification

1. All Master Trainers are certified for 3 years after completing the Master Trainer Certification Training Program.

2. In order to maintain certification, the Master Trainer must comply with both of the following:
   - Be approved by the Sponsor Representative AND
   - Teach/co-teach the ICTP at least once every 3 years and submit to NCCER. Upon submission and processing of the Registration of Instructor/Performance Evaluator Certification (Form 101), Master Trainer certification will renew for 3 years

3.4.0 Instructor

An Instructor is an individual certified by completing the Instructor Certification Training Program led by an NCCER Master Trainer.

3.4.1 Eligibility Requirements

1. Be approved by an ATS Sponsor Representative to be certified as an instructor.

2. Experience at a minimum journey- or technician-level (at least 4 years) in their area of expertise OR
   A minimum of 3 years experience as a certified teacher in a vocational/technical construction or maintenance-related training program

3. Documentation of an instructor’s qualifications must be reviewed and approved by Sponsor Representative or other qualified personnel, and kept on file by using one of the following methods:
   - A diploma from an acceptable secondary or post-secondary institution in the field(s) to be taught/evaluated OR
   - A resume documenting actual experience in the curriculum title(s) or specific module(s) the individual intends to teach OR
   - Documented evidence of successful completion of the National Craft Assessment and Certification Program (NCACP) assessment in the appropriate field(s) OR
   - A license granted by a state in the field(s) to be taught/evaluated OR
   - Relevant certification by a State Department of Education

3.4.2 Certification for Multiple Curriculum Titles or Craft Areas

The Sponsor Representative must ensure the instructor has the proper qualifications for all craft areas they are certified to teach. Documentation of all qualifications must be kept per the eligibility requirements listed above. Documentation of all qualifications must be readily available for audit purposes and to submit to NCCER upon request.

3.4.3 Restricted Instructor

1. An ATS has the ability to certify an instructor by specific module numbers.
   - This may be used for an instructor who does not have appropriate qualifications to teach all levels of a craft title.

3.4.4 Responsibilities

1. Use NCCER curriculum.

2. Only submit module(s) for which they are certified to teach.

3. Ensure facilities are adequate for all training.

4. Administer all module exams per NCCER policies and procedures.

5. Adhere to NCCER testing-out policy.

6. Adhere to NCCER retest policy for module exams and performance profiles.

7. Maintain security of all exam materials in a locked cabinet or on a secure network.

8. Maintain training records – Registration and Release forms, module exams, and performance profiles – for a minimum of 3 years from date of submittal to NCCER.
### 3.4.5 Certification Process

1. Attend the Instructor Certification Training Program delivered by a certified Master Trainer.
2. Complete a Registration and Release.
3. Pass all 9 module exams with a score of 70 or above.
4. Pass the presentation.
5. Accept the Performance Evaluator/Instructor Acceptance of Responsibilities and Liabilities.
6. Master Trainer completes the Registration of Instructor/Performance Evaluator (Form 101) and submits to Sponsor Representative for approval.
7. Sponsor Representative submits the Registration of Instructor/Performance Evaluator (Form 101) to NCCER for processing.
8. All documentation completed to certify an instructor must be kept on file for a minimum of 3 years.

### 3.4.6 Credentials Issued by NCCER

1. After successful completion of the Instructor Certification Training Program, an individual will receive the following printed credentials when approved and processed by NCCER:
   - NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
   - Certificate

### 3.4.7 Maintaining Instructor Certification

1. All instructors are certified for 3 years after completing the Instructor Certification Training Program.
2. In order to maintain certification, the instructor must comply with both of the following:
   - Be approved by the Sponsor Representative
   - Teach at least one NCCER training module every three years and submit to NCCER. Upon submission and processing of the Craft Training Report (Form 200), instructor certification will renew for 3 years. If the TMS is used for testing, the instructor of record’s certification will renew for 3 years once the module completion(s) is/are processed in the Registry.

### 3.4.8 Instructor Evaluations

1. All instructors must be evaluated by the Sponsor Representative or other approved personnel at least once within their first year of certification and once every 3 years thereafter.
2. Evaluations must be documented using NCCER’s Instructor Evaluation form or a similar document created by the Accredited Training Sponsor.
3. Evaluations must be kept on file for a minimum of 3 years.

### 3.5.0 Performance Evaluator

A Performance Evaluator is an individual certified by completing Performance Evaluator Training (modules 1, 6 and 9 from the Instructor Certification Training Program).

#### 3.5.1 Eligibility Requirements

1. Be approved by an ATS Sponsor Representative to be certified as a Performance Evaluator.
2. Experience at a minimum of journey- or technician-level (at least 4 years) in their area of expertise.
3. Documentation of a performance evaluator’s qualifications must be reviewed and approved by Sponsor Representative or other qualified personnel, and kept on file by using one of the following methods:
   - Passing score on the relevant NCCER assessment or specific pipeline task OR
   - Successful completion of relevant NCCER curricula module(s) OR
   - Experience teaching/evaluating the relevant NCCER curricula module(s) OR
   - A resume documenting education and experience equivalent to the above qualifications

#### 3.5.2 Responsibilities

1. Conduct performance profiles and/or performance verifications in accordance with NCCER policies and procedures.
2. Complete appropriate documentation for performance tests and keep on file for a minimum of 3 years.
3.5.3 Certification Process

1. Attend the Performance Evaluator training delivered by a certified Master Trainer.
2. Complete a Registration and Release.
3. Pass modules 1, 6, and 9 with a score of 70 or above.
4. Accept the Performance Evaluator/Instructor Acceptance of Responsibilities and Liabilities.
5. Master Trainer completes the Registration of Instructor/Performance Evaluator (Form 101) and submits to Sponsor Representative for approval – indicate that the individual will be a Performance Evaluator only.
6. Sponsor Representative submits the Registration of Instructor/Performance Evaluator (Form 101) to NCCER for processing.
7. All documentation completed to certify a performance evaluator must be kept on file for a minimum of 3 years.

3.5.4 Credentials Issued by NCCER

1. After successful completion of the Performance Evaluator training, an individual will receive the following printed credentials when approved and processed by NCCER:
   - NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
   - Certificate

3.5.5 Maintaining Performance Evaluator Certification

1. All performance evaluators are certified for 3 years after completing the Performance Evaluator training.
2. In order to maintain certification, the Performance Evaluator must comply with both of the following:
   - Be approved by the Sponsor Representative AND
   - Administer at least one performance profile or a performance verification task every 3 years and submit to NCCER via the appropriate method. Upon submission and processing, the performance evaluator’s certification will renew for 3 years.

3.5.6 Performance Evaluator Evaluations

1. All performance evaluators must be evaluated by the Sponsor Representative or other approved personnel at least once within their first year of certification and once every 3 years thereafter.
2. Evaluations must be documented.
3. Evaluations must be kept on file for a minimum of 3 years.

3.6.0 Curriculum Proctor

Curriculum Proctor is an individual certified by completing the Curriculum Proctor training.

3.6.1 Eligibility Requirements

1. Must be approved by the Sponsor Representative to deliver written module exams either via the paper format or the Testing Management System (TMS).

3.6.2 Responsibilities

1. Deliver all module exams per NCCER policies and procedures.

3.6.3 Certification Process

1. Attend the Curriculum Proctor training program delivered by a certified Master Trainer.
2. Complete a Registration and Release.
3. Pass the Curriculum Proctor certification exam with a score of 70 or above.
4. Accept the Curriculum Proctor Acceptance of Responsibilities and Liabilities.
5. Master Trainer completes the Registration of Instructor/Performance Evaluator (Form 101) and submits to Sponsor Representative for approval – indicate that the individual will be a Curriculum Proctor only (no specific craft area is required).
6. Sponsor Representative submits the Registration of Instructor/Performance Evaluator (Form 101) to NCCER for processing.
7. All documentation completed to certify a Curriculum Proctor must be kept on file for a minimum of three years.
3.6.4 Credentials Issued by NCCER:

1. After successful completion of the Curriculum Proctor training, an individual will receive the following printed credentials when approved and processed by NCCER:
   - NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
   - Certificate

3.6.5 Maintaining Curriculum Proctor Certification

1. All Curriculum Proctors are certified for 3 years after completing the Curriculum Proctor training.
2. In order to maintain certification, the Curriculum Proctor must comply with both of the following:
   - Be approved by the Sponsor Representative AND
   - Successfully pass the Curriculum Proctor recertification exam with a score of 70 or above. Upon successful completion, Curriculum Proctor certification will renew for 3 years.

Section Four

4.0.0 Training Locations

All training delivered on an ongoing basis at locations other than the ATS address must be declared to NCCER. The ATS is responsible for ensuring compliance with NCCER’s Accreditation Guidelines at all sites. If a training location fails to comply with the Accreditation Guidelines, policies and/or procedures, the accreditation of the ATS may be affected. NCCER has designated three types of training locations.

4.1.0 Training Unit (TU)

1. Location where NCCER training is delivered.
2. Examples of a Training Unit: job site, company or customer office, correctional facility, etc.
3. Cannot be a residential address.
4. No application fee required by NCCER.

4.1.1 To Register a Training Unit

1. Complete the Training Unit/Assessment Site Information Sheet (Form 100TU/A)
2. Submit to NCCER for processing

4.2.0 Accredited Training and Education Facility (ATEF)

1. Location where NCCER training is delivered.
2. Examples of an Accredited Training and Education Facility: high school, technical school, community college, etc.
3. Cannot be a residential address.

4.2.1 To Register an ATEF

1. Submit the Application for Accredited Training and Education Facility (Form 106) to NCCER.
2. NCCER will process the application and register the training and education facility as an Applicant.
   - NCCER will accept training submissions, if approved by the Sponsor Representative, for Applicant ATEFs.
3. School will complete the Accredited Training and Education Facility Self-Assessment and Sponsor Evaluation (Form 105).
4. School will submit a $50.00 ATEF Application Fee to NCCER.
5. Sponsor Representative or other qualified personnel will visit the school and use the self-assessment document (Form 105) to evaluate the school’s program(s).
6. Sponsor Representative will sign the Self-Assessment and Sponsor Evaluation (Form 105) and submit to NCCER.
7. NCCER will review, and if approved, grant the training and education facility Accreditation.
8. A tacker sign and congratulatory letter will be mailed to the Accredited Training Sponsor. The ATS will present the sign to the school.

4.2.2 Changing Sponsors as an ATEF

1. If an ATEF would like to change sponsors, the ATEF must notify NCCER via email.
2. NCCER will notify both sponsors once the change is complete.
4.3.0 Accredited Training Unit (ATU)

ATU status allows for formal recognition of a training unit's program.

1. Location where NCCER training is delivered.
2. Examples of an Accredited Training Unit: regional or international office, correctional facilities, contractor's training facility, etc.
3. Cannot be a residential address.
4. Considered a more permanent location than a Training Unit.

4.3.1 To Register an ATU

1. Complete the Application for Accredited Training Unit (ATU) (Form 104).
2. Sponsor Representative must complete the ATS portion of the application and submit to NCCER with the $50.00 application fee (Note: ATS must contact NCCER International Services department for applicable application fee for international locations).
3. NCCER reviews the application. For international locations, a pre-approval site visit may be required at the discretion of NCCER. If approved, NCCER sends a certificate and congratulatory letter to the Sponsor Representative to present to the ATU.

4.4.0 Requirements for All Training Locations (TU, ATEF, ATU)

1. Must have an individual designated as a site representative that is approved by the Sponsor Representative. For international locations, the site representative must be a certified Master Trainer. The responsibilities of the site's representative are designated by the Sponsor Representative. Responsibilities may include the following:
   - Conduct instructor and performance evaluator evaluations.
   - Submit training to Sponsor Representative/NCCER.
   - Maintain records per NCCER's recordkeeping policy.
2. Must be audited by the Sponsor Representative or another qualified individual approved by the Sponsor Representative. The site's representative may not audit their own training location.

- Site audits must take place once within the first year of NCCER approval and at least once every 3 years thereafter.
- All audits must be documented to show the training location is in compliance with all NCCER policies and procedures.
- All issues or concerns that cannot be resolved by the Accredited Training Sponsor must be reported to NCCER.
3. Contact information must be kept current. To change information for a TU/ATU/ATEF, complete the applicable section of the Change of Training Sponsor/Assessment Center Information (Form 300/300A).
4. Must notify NCCER when TU/ATU/ATEF is no longer active using the Change of Training Sponsor/Assessment Center Information (Form 300/300A) to remove the location from the ATS.

---

SECTION FIVE

5.0.0 Delivering Training

5.1.0 Curriculum

1. An ATS must use the NCCER Curricula. Other materials may be used as supplements but shall not replace the NCCER Curricula.
2. All NCCER Curricula are the intellectual property of NCCER. Any use of any portion of the NCCER Curricula without the written consent of NCCER is expressly prohibited.
3. Each module can be taught individually; modules do not need to be taught in the arranged sequence.

5.2.0 Training Facilities

1. Safety for all classroom, lab and field trip activities must be ensured.
2. Must comply with all applicable occupational health, safety and environmental laws and regulations.
3. Provide required space and layout for instruction and training delivery.
4. Supply required materials, tools, and equipment needed to support the class size and instructional content for instructor and trainees.
5. Have a well-maintained and organized classroom to accommodate teaching/learning activities such as lectures, discussions, and lab work.

5.3.0 Special Needs/Accommodations

1. Ensure all registering of individuals, training, program administration, testing, credentialing, and release/reporting of information be conducted without regard to race, color, religion, national origin, gender, age, veteran status, physical or mental disability, sexual orientation, or any other reason prohibited by local, state, federal or other applicable national regulations.

2. The Instructor must receive the approval of the Sponsor Representative for any accommodations that must be made for a trainee.

3. For high school students, an Individual Education Plan (IEP) is acceptable as proof of the need for an accommodation as long as the accommodation does not change the module exam itself.

4. Module exams may not be read aloud to a group. If a trainee must have a module exam read, it must be done one-on-one, preferably by someone without knowledge of the craft or test.

5. Neither the lack of general reading ability, nor the lack of the ability to read English qualifies a participant for ADA accommodations. Interpretation or translation of a module exam into another language is NOT acceptable.

5.4.0 Registration and Release

1. All trainees must complete a Registration and Release form.

2. Completed Registration and Release forms must be kept on file for at least 3 years from the date training is initially submitted to NCCER for credit.

5.5.0 Social Security Numbers/ National ID Numbers

1. For US citizens, NCCER uses social security numbers (SSN) as the initial candidate ID for entry into NCCER's secure database.

2. For non-US citizens, NCCER uses the unique, government-issued identification number that is most similar to a US SSN in the individual's country of citizenship for entry into NCCER's secure database.

3. This information is treated as confidential and handled using industry standard privacy and security measures.

5.6.0 System Generated Numbers

A System Generated Number (SGN) may be used in lieu of a SSN, at no cost, for the following individuals:

- A high school student or a minor (under 18 years of age) OR
- A person residing outside of the United States who does not have a SSN.

- Individuals who do not meet this criteria may request an SGN for a $10.00 fee to cover NCCER's additional administrative expenses, provided they do not have records in the Registry under their SSNs.

5.6.1 Policies Regarding the Use of SGNs

1. All SGNs must be requested from the Registry department before any training begins.

2. The Sponsor Representative will provide the individual's month and day of birth at the time of the SGN request. This information will be associated with the individual's record in NCCER's secure database.

3. The number must be retained by the ATS and the individual to access any records.

4. Once this number is obtained, it must be used consistently. An individual should no longer use his/her social security number or national ID. Only one SGN can be assigned and used per individual.

5. The Registry department only accepts this number in lieu of an SSN or national ID for processing submissions.

5.7.0 Module Exams

1. Passing score on all module exams is a score of 70 or higher.

2. Must be administered closed-book.

3. Must be administered in-person by a certified Master Trainer, Instructor, or Curriculum Proctor.
4. Module exams cannot be delivered via a learning management system if submitted for module credit via a Form 200.
5. Trainees cannot be left unattended during the administration of a module exam.

5.7.1 Retesting Policy
1. There is a mandatory two-day retest period between each attempt on a module exam.
2. Additional retesting guidelines may be required by the ATS or another governing body such as a state department of education.

5.7.2 Paper Module Exams
1. Must be accessed via the Instructor Resource Center.
2. Must be kept in a secure, locked location.
3. Ensure the most current version of the module exam is in use.
4. Do not add or remove any questions.
5. Must be graded and kept on file for at least 3 years or until the ATS re-accreditation audit is closed by NCCER (whichever is longer).
6. Students are not eligible to grade module exams.
7. All unused module exams must be discarded following the test session.
8. Scantrons and answer sheets are permitted methods for tracking module exam answers, but the original exam must be available for review if requested.
9. The use of paper module exams is not permitted at international locations.

5.7.3 Testing Management System
1. Access is granted by the Sponsor Representative.
2. All users must be a certified Master Trainer, Instructor, Performance Evaluator, or Curriculum Proctor.
3. Must input all trainees’ information correctly.
4. Must record appropriately certified Instructor before activating any module exam.
5. The Testing Management System is the required method of delivery for module exams at international locations.

5.8.0 Performance Profiles
1. Available on the Instructor Resource Center or NCCER’s website.
2. Performance profiles must be administered in-person by a certified Instructor or Performance Evaluator.
3. All tasks must be completed as outlined on the performance profile sheet.
4. All performance profiles are evaluated on a pass/fail basis.

5.8.1 Retesting Policy
The certified Instructor or Performance Evaluator determines when the trainee can retest after the failed attempt.
1. Performance profiles must be kept on file for at least 3 years or until the ATS re-accreditation audit is closed by NCCER (whichever is longer).
2. Other methods of documenting performance tasks must be approved by NCCER prior to use.

5.9.0 Testing Out
Individuals who have gained knowledge and experience may test-out to earn credentials.
1. Both the module exam and performance profile must be passed.
2. Only one attempt is allowed to test-out per module.
3. If the test-out is not passed, the trainee must attend instruction for the specific module(s) before being permitted to retest.

5.10.0 Module Submissions
1. Module submissions via Training Report Form (Form 200) online or by paper are not permitted for international locations.
2. Requires the successful completion of both the module exam and performance profile.
3. Entry-level or journey-level assessments may not be used in lieu of module exams and performance profiles for module credit.
4. Complete the Training Report Form (Form 200) online or by paper.
5. Submit to the Sponsor Representative or designated ATS personnel for approval.

6. Submit to NCCER's Registry department.

7. Training Report Forms cannot be submitted for credit more than 5 years after the date of the module completion.

8. Foreign language module submissions:
   - Any module submissions for training in language other than English must be submitted using the proper module identifiers on the Training Report (Form 200).
   - All translated modules are designated using the ISO code for that language.
   - If a trainee completes some modules in English and some in other languages, all within one level, they will earn a level completion.

5.11.0 Credentials

1. Transcripts and certificates are issued for successful completion of:
   - All modules in the NCCER Core Curriculum.
   - All modules in an NCCER curriculum level
   Note: Completion of the Core Curriculum is a pre-requisite for most Level One completions.

2. A wallet card is issued at the time the trainee completes either the Core Curriculum or a level (not including Level One) within a curriculum title.

3. Once a wallet card is earned, NCCER will issue updated transcripts and certificates for each subsequent level completed.

4. NCCER does not provide wallet cards after initially provided. If a wallet card is lost or stolen, a credential request must be submitted to NCCER.

5.11.1 Replacement Credentials:

1. Certificates, transcripts and wallet cards can be requested by the ATS, but a nominal fee for each trainee will be required if:
   - It is six months after the original credential issue date OR
   - Quantities of reprints are requested (regardless of issuance date)

2. Individuals may request replacement copies of their credentials by submitting a credential request form to NCCER.

5.12.0 Changes to Social Security Number, National ID, and/or Name

1. To make a change or correction to a social security number or national ID:
   - A written request regarding the SSN or national ID change/correction must be submitted to the Registry department.
   - For significant changes to a SSN or national ID, a copy of the individual's SSN card/national identity document and government-issued photo ID for verification must be submitted with the written request.

2. To make a change or correction to a name:
   - A written request regarding the name change must be submitted to the Registry department.
   - For name changes, a government-issued photo ID and legal name change document must be submitted with the request.
   - If an individual requests a name correction directly from NCCER, they must provide a government-issued photo ID.

5.13.0 Complaint/Appeal

1. If an instructor or trainee has a complaint, he/she should follow these procedures:
   - Refer to the complaints/appeals section of the ATS policy/procedure manual.
   - If unresolved through the policy/procedure established by the ATS, submit a written statement to the Sponsor Representative.
   - The Sponsor Representative must review the complaint and provide a solution within 30 days.
   - If a satisfactory response is not reached through the Sponsor Representative, submit a written statement to NCCER within the next 30 days (60 days from the initial written statement).
   - NCCER will investigate the claim and make a determination to its validity.
   - If found to be valid, NCCER will respond accordingly and address all necessary parties.
SECTION SIX

6.0.0 Audit

6.1.0 Scheduling

1. NCCER will contact the Sponsor Representative to schedule all audits
   - Initial audits occur after the organization is in candidate status and has begun to use the program and submit modules to NCCER for credentials.
   - Re-accreditation audits occur every 3 years.
   - The ATS must be actively training and submitting to NCCER for audits to be scheduled. If the ATS has had no use of the program since the last audit or going into candidate status, the ATS will be given an additional 12 months to train and submit to NCCER. If there is no training conducted and submitted to NCCER within the extended 12-month period, accreditation will be terminated.

2. Requests for rescheduling audits are considered on a case-by-case basis. An organization may be responsible for the entire cost of the rescheduled audit.

6.2.0 Process

1. Audit details and requirements will be communicated to the Sponsor Representative.
2. The Sponsor Representative must be present for all NCCER audits.
3. All ATS personnel must cooperate with the auditor.

6.3.0 Non-Conformances and Corrective Action

1. The Auditor will communicate any and all non-conformances to the Sponsor Representative.
2. The Sponsor Representative will commit to an action plan to clear the nonconformance(s).
3. The Auditor’s findings will be submitted to NCCER for approval and path forward/resolution.
4. Willful nonconformance(s) will be dealt with expeditiously.

5. Ignorance of the requirements set forth in NCCER’s Accreditation Guidelines will not be accepted as justification for nonconformance.
6. All nonconformances must be corrected to the satisfaction of NCCER.
7. Suspension of accreditation may be imposed for any nonconformance.
8. Failure to cooperate and/or correct any items of non-conformance may result in suspension or revocation of accreditation.
9. Failure to resolve nonconformance(s) per the prescribed time period designated by NCCER will affect the ATS’s accreditation, up to and including revocation.

6.4.0 For-Cause Audit

1. Occur due to serious allegations/concerns regarding the Accredited Training Sponsor.
2. Cannot be rescheduled.
3. Expenses are paid by the ATS.

6.5.0 Potential Penalties for Trainees or ATS

1. NCCER will take the appropriate action against those who cheat and/or violate the NCCER Accreditation Guidelines.
2. Penalties for individuals may include but are not limited to:
   - Disqualifying the trainee without opportunity for retesting
   - Barring the trainee from all training activity with NCCER for a minimum of 5 years
   - Revocation of all the trainee’s NCCER credentials
   - Listed on NCCER Watch List
   - Legal action, including fines
3. For violations of NCCER policies or procedures by an organization and/or its employee/representative, penalties may include but are not limited to:
   - A “for cause” audit at the ATS’s expense.
   - Immediate suspension of ATS accreditation.
   - Loss of NCCER credentials for involved personnel for a minimum of 5 years.
• Revocation of the ATS’s accreditation with no eligibility to reapply for a minimum of 5 years.* Eligibility to reapply is subject to NCCER review.
• Organization and/or personnel listed on NCCER Watch List.
• Legal Action.

*If an organization has training and assessment accreditations, revocation of one may result in revocation of the other, pending results of an investigation.

4. Appeals
• Organizations and individuals have the opportunity to appeal all decisions unless otherwise noted by NCCER.
• Appeals must be submitted in writing to NCCER within 60 days from the notification date.
• The decision resulting from the appeals process is final and will be effective immediately.
Contents

Terms and Definitions ................................................................. 1

1.0.0 Accreditation Process ......................................................... 2
  1.1.0 Eligibility ........................................................................ 2
  1.2.0 Applicant Status ............................................................. 3
  1.3.0 Candidate Status ............................................................ 3
  1.4.0 Accredited Status .......................................................... 3
  1.5.0 Accreditation for International Locations ......................... 3

2.0.0 Accredited Assessment Center Responsibilities .................. 4

3.0.0 Accredited Assessment Center Personnel ................................ 5
  3.1.0 Primary Administrator ....................................................... 5
    3.1.1 Eligibility Requirements ................................................ 5
    3.1.2 Responsibilities .......................................................... 6
    3.1.3 Change in Primary Administrator ..................................... 6
  3.2.0 Secondary Administrator .................................................. 6
    3.2.1 Eligibility Requirements ................................................ 6
    3.2.2 Responsibilities .......................................................... 6
  3.3.0 Administrator .................................................................. 6
    3.3.1 Eligibility Requirements ................................................ 6
    3.3.2 Responsibilities .......................................................... 6
    3.3.3 Certification Process .................................................... 6
    3.3.4 Credentials Issued by NCCER ......................................... 6
    3.3.5 Maintaining Administrator Certification ............................ 7
  3.4.0 Coordinator ..................................................................... 7
    3.4.1 Eligibility Requirements ................................................ 7
    3.4.2 Responsibilities .......................................................... 7
    3.4.3 Certification Process .................................................... 7
    3.4.4 Credentials Issued by NCCER ......................................... 7
    3.4.5 Maintaining Coordinator Certification ............................. 7
    3.4.6 Coordinator Evaluations ............................................... 7
  3.5.0 Proctor ............................................................................ 8
    3.5.1 Eligibility Requirements ................................................ 8
    3.5.2 Responsibilities .......................................................... 8
    3.5.3 Certification Process .................................................... 8
    3.5.4 Credentials Issued by NCCER ......................................... 8
    3.5.5 Maintaining Proctor Certification .................................... 8
    3.5.6 Proctor Evaluations ...................................................... 8
  3.6.0 Master Trainer ................................................................. 8
    3.6.1 Eligibility Requirements ................................................ 8
    3.6.2 Responsibilities – Specific to Assessment Centers............... 9
    3.6.3 Certification Process .................................................... 9
    3.6.4 Credentials Issued by NCCER ......................................... 9
    3.6.5 Maintaining Master Trainer Certification .......................... 9
3.7.0 Performance Evaluator ......................................................... 9
3.7.1 Eligibility Requirements .................................................... 9
3.7.2 Responsibilities ............................................................... 9
3.7.3 Certification Process ......................................................... 9
3.7.4 Credentials Issued by NCCER ............................................ 10
3.7.5 Maintaining Performance Evaluator Certification .................. 10
3.7.6 Performance Evaluator Evaluations ..................................... 10
4.0.0 Assessment Locations ....................................................... 10
4.1.0 Authorized Assessment Site (AAS) ..................................... 10
  4.1.1 To Register an Authorized Assessment Site ....................... 10
  4.1.2 Requirements for All Authorized Assessment Sites ............. 10
5.0.0 Delivering Assessments and Performance Verifications ........... 11
  5.1.0 Assessment and Performance Verification Facilities ............. 11
  5.2.0 Special Needs/Accommodations ....................................... 11
  5.3.0 Registration and Release ............................................... 11
  5.4.0 Social Security Numbers/National ID Numbers .................. 11
  5.5.0 System Generated Numbers ......................................... 12
    5.5.1 Policies Regarding the Use of SGNs ............................. 12
  5.6.0 Assessment Policies .................................................... 12
    5.6.1 Assessment Room Setup ............................................ 12
    5.6.2 Retesting Policy ..................................................... 13
    5.6.3 Paper Assessments and Practical Exams ......................... 13
  5.7.0 Performance Verification Policies ................................... 13
    5.7.1 Retesting Policy ..................................................... 14
    5.7.2 PV Submissions ....................................................... 14
  5.8.0 Credentials ............................................................... 14
    5.8.1 Replacement Credentials .......................................... 14
  5.9.0 Changes to Social Security Number, National ID and/or Name ... 14
  5.10.0 Complaint/Appeal ..................................................... 14

6.0.0 Audit ................................................................. 15
  6.1.0 Scheduling ............................................................... 15
  6.2.0 Process ................................................................. 15
  6.3.0 Non-Conformances and Corrective Action ......................... 15
  6.4.0 For-Cause Audit ....................................................... 15
  6.5.0 Potential Penalties for Participants or AAC ...................... 15
**TERMS AND DEFINITIONS**

**Accreditation** – Confirmation and recognition by NCER of assessment programs that meet established minimum standards and criteria for program design/administration.

**Accreditation Process** – A voluntary process whereby an Accredited Assessment Center’s assessment program is evaluated for adherence to NCER accreditation standards and criteria.

**Accredited Assessment Center (AAC)** – A fully accredited entity that has an NCER-certified Master Trainer and Administrator and meets all requirements established by NCER for the NCACP participants.

**Administrator Certification Training Program (ACTP)** – A training program used by NCER to certify administrators.

**Annual Maintenance Fee** – Invoiced each January, the fee provides funding to support the NCER ongoing audit program.

**Appeal Process** – A required written process established to resolve conflicts in accordance with NCER accreditation procedures.

**Arkiv** – Online system used to order and deliver all assessments.

**Authorized Assessment Site (AAS)** – A physical location used for the administration of assessments and/or performance verifications on an ongoing basis by or through working with an AAC. MUST have an NCER-certified coordinator or administrator. Set up by the Primary Administrator to make participation more accessible and convenient to contractors and participants. All AASs must be registered with NCER. All AASs are required to follow the NCACP policies and procedures as required of an AAC.

**Audit** – A systematic and independent examination to determine whether the assessment program and the related results comply with NCER and NCACP policies and procedures.

**Board of Trustees** – Governing body of NCER.

**Certification** – Recognition of successful completion of training for Master Trainers, Administrators, Coordinators, Proctors, Performance Evaluators and Practical Examiners.

**Certified Plus** – Describes an individual who has successfully completed both the assessment and performance verification components of the NCACP. The assessment component defines knowledge of the subject matter within a particular area of expertise. The skill component verifies practical aspects of the performance of a particular area of expertise. Certified Plus does not identify or represent any particular knowledge or skill as compared to other individuals within the construction and maintenance industries.

**Coordinator** – Individual designated and trained by a certified administrator who is responsible for managing the NCACP at an AAS.

**Individual Development Plan (IDP)** – A training plan based on a training prescription (assessment results) created for an assessed participant.

**Instructor** – Individual certified in accordance with the Instructor Certification Training Program (ICTP) and authorized to teach the NCER curricula and administer performance verifications.

**Intellectual Property** – All NCACP assessment materials are the copyrighted, intellectual property of NCER. All Assessments (paper/pencil and computer-based), Performance Verifications, and Practical Examinations are exclusively owned by NCER. Neither Accredited Assessment Centers nor Authorized Assessment Sites own these assessment products; they purchase the right to use them in accordance with NCER guidelines and policies. When an Assessment Center’s accreditation is terminated or revoked, all assessment materials must be returned to NCER for destruction/cancellation.

**Knowledge Verified** – Describes an individual who has successfully completed the assessment component of the NCACP. The assessment component defines knowledge of the subject matter within a particular area of expertise. Knowledge Verified does not identify or represent any particular knowledge or skill as compared to other individuals within the construction and maintenance industries.

**Master Trainer** – An individual certified in accordance with NCER’s Master Trainer Instructor Certification Training Program and authorized to train Instructors and Performance Evaluators.

**Master Trainer Instructor Certification Training Program (MTICTP)** – Four-day training program provided by NCER to certify individuals, approved by an Accredited Assessment Center, to become Master Trainers.

**Minimum passing score** – Minimum score required for a participant to pass an assessment.

**National Craft Assessment and Certification Program (NCACP)** – A program developed by NCER to assess the journey-level knowledge and skills of workers, provide task-specific feedback for knowledge upgrade training, and certify a participant’s successful performance on knowledge or written and skill components of the assessment process.

**NCER Curricula** – A series of competency-based, task-driven training programs developed by NCER.
**Participant** – Individual who takes an assessment and/or performance verification.

**Performance Evaluator** – Individual qualified to evaluate performance only; must meet minimum requirements of an Instructor and successfully complete modules 1 and 9 of the ICTP. The individual must complete module 6 of the ICTP if evaluating performance profiles for an ATS.

**Performance Verification** – The skill component of the NCACP that verifies practical aspects of the performance of a particular skill.

**Performance Verified** – Describes an individual who has successfully completed the performance component of the NCACP. The performance component defines knowledge of the subject matter within a particular area of expertise. Performance Verified does not identify or represent any particular knowledge or skill as compared to other individuals within the construction and maintenance industries.

**Primary Administrator** – Individual with current Master Trainer and Administrator certifications and designated by an Accredited Assessment Center; responsible for managing the administration of the NCACP for only one AAC; and authorized to train Coordinators, Proctors and Performance Evaluators.

**Proctor** – Individual trained by an Administrator or Coordinator and certified by NCCER to deliver and monitor assessment sessions under the NCACP.

**Registry Database** – Database maintained by NCCER which records assessments and performance verifications and issues appropriate credentials.

**Registry Department** – Performs the entries, updates, and oversight of the Registry database; produces and distributes all credentials.

**Revoked** – Accreditation rescinded by NCCER.

**Suspended** – Deactivated accreditation privileges. No assessments and/or performance verifications can be administered until deficiencies are corrected.

**System Generated Number (SGN)** – A unique number created by NCCER for individuals to use in place of a social security number to allow entry into NCCER’s registry database.

**Terminated** – Status of an organization when the organization or NCCER chooses to end their accreditation or pursuit of accredited status. A terminated organization that desires re-accreditation must reapply and pay all required fees.

**Training Recommended** – Assessment result for participant who does not identify or represent any particular knowledge or skill as compared to other individuals within the construction and maintenance industries.

**Transcript** – Official NCCER document which records successful completion of NCACP assessments and performance verifications.

**Withdrawn** – Application withdrawn by NCCER or applicant organization prior to going into Candidate status.

---

**Section One**

**1.0.0 Accreditation Process**

**1.1.0 Eligibility**

Acceptable organizations for Application:

- Contractor
- Owner/operator
- Trade association
- Labor organization
- Certain government agencies
- Temporary employment agency*
- Consultants*
- Other entities deemed appropriate by NCCER*

*Applications will be reviewed for appropriate industry linkage and program resources.

1. All Applicant organizations must have been in business for at least 3 years prior to application date.

2. All Applicant organizations must have a commercial business address. Home/residential addresses are not acceptable.

3. NCCER reviews all applications in detail. Eligibility does not guarantee accreditation. Accreditation, denial, termination, and revocation shall remain the sole right of NCCER.

4. All deliberations, including all adverse decisions, shall be kept in strict confidence by all parties. Applicants have the ability to appeal adverse decisions.
1.2.0 Applicant Status

Applicant organizations have 12 months from submission of the Application for Assessment Center Accreditation to complete the application process. After 12 months, the process will restart and all associated documentation and fees must be resubmitted.

The steps below outline the application process:

**Step 1** Identify an individual known as a Primary Administrator who will be responsible for the oversight of the assessment program and will be the primary liaison between the Accredited Assessment Center and NCCER.

**Step 2** Submit the Accredited Assessment Center Application and all required documentation.

**Step 3** Submit the non-refundable application fee.

**Step 4** The individual who is to become the Primary Administrator registers for the Master Trainer Instructor Certification Program and the Administrator Certification Training Program upon approval from NCCER.

The following steps are to be completed after the Applicant organization's Primary Administrator has successfully completed the Master Trainer Instructor Certification Training Program and the Administrator Certification Training Program:

**Step 5** Submit Self-Assessment Document, including required Internal Written Policies and Procedures for Assessment Program Administration and Control.

**Step 6** NCCER reviews application for approval.

**Step 7** If approved, AAC applicant granted Candidate status.

1.3.0 Candidate Status

During Candidate status, organizations can begin to implement their assessment program, following NCCER policies and procedures at all times. The activities that will occur in Candidate status are as follows:

1. Order Coordinator and/or Proctor Training Guides to train and certify Coordinators and Proctors to administer assessments.

2. Order assessments from the Arkiv system. Candidates can only order and deliver computer-based assessments. Any requests for paper assessments must be submitted in writing to NCCER. Requests are considered on a case-by-case basis.

3. Certified Administrators, Coordinators and Proctors begin to deliver assessments.

4. Order Performance Evaluator Guides to train and certify Performance Evaluators.

5. Certified Performance Evaluators begin to administer Performance Verifications.

6. Submit Performance Verifications to NCCER for processing.

7. Primary Administrator will be contacted to schedule an initial audit after the organization has started to deliver assessments and/or submit performance verifications. The Candidate organization must begin to deliver assessments and/or submit performance verifications within the first 12 months.

*Note:* Following 12 months of inactivity in Candidate status, the organization's status will be terminated and all associated fees and applications must be resubmitted for accreditation.

8. Initial audit will take place. Candidate organization must correct any and all non-conformances found during the audit before accreditation is granted.

1.4.0 Accredited Status

1. All activities started in Candidate status will continue.

2. Organization will be listed as Accredited Assessment Center and documentation will be sent to the organization regarding this status.

3. Organization will be audited every 3 years.

4. All NCCER policies and procedures must be followed at all times. Accreditation, termination, and revocation shall remain the sole right of NCCER.

1.5.0 Accreditation for International Locations

Organizations that are already accredited by NCCER in the United States may apply to deliver NCCER assessments and/or performance verifications in international locations, using one of two processes:
Process One:
The AAC may apply to add an international Authorized Assessment Site (AAS) and provide oversight of international training from the US. Such organizations must be in good standing with NCCER in the US for all programs. Each international location added to the accreditation must have the required certified personnel and must be approved through the AAS registration process prior to delivering any NCCER assessments and/or performance verifications internationally. By completing this process, the AAC assumes compliance responsibilities and liabilities for all international AASs.

Process Two:
International locations may apply for accreditation independent of the US-based organization. Such locations must go through the application process as defined in the Accreditation Guidelines and will be responsible for compliance with the all policies and procedures required of an AAC. Once accredited, the international AAC is considered to be independent of the US-based organization, with its own distinct liabilities and responsibilities.

Existing AACSs may not deliver assessments or deliver performance verifications internationally under their US accreditation. Please contact the NCCER Customer Service department for more information.

SECTION TWO

2.0.0 Accredited Assessment Center Responsibilities

1. Must maintain the security of all assessments ordered.

2. Must not use any portion of an assessment or performance verification without written consent from NCCER. All assessments, performance verifications and practical exams are the copyrighted intellectual property of NCCER.

3. Must remain in good financial standing with NCCER.
   • If additional documentation is required (i.e., PO #, project name/#, etc.) for an invoice payment to be processed, it is the AAC’s responsibility to ensure that all required information is provided to NCCER at the time of the order and to follow through to ensure that the invoice is paid upon receipt.
   • If the AAC has an outstanding balance for more than 90 days after the invoice date, the AAC will be suspended. If payment is not received within 90 days of suspension, the AAC will be terminated.

4. Must complete the annual report by August 31 each year unless otherwise communicated by NCCER.
   • If annual report is not submitted by December 31, the AAC will be suspended.

5. Must submit payment of annual maintenance fee each January.
   • If annual maintenance fee is not paid within 90 days of invoice date, the AAC will be suspended.
   • If payment is not received within 90 days of suspension, the AAC will be terminated.

6. Must notify NCCER immediately if the Primary Administrator leaves the organization.

7. Must notify NCCER regarding change of ownership or organizational status. This includes buyouts, mergers, acquisitions and/or executive turnovers.
   • For organizational name changes, the AAC must submit notification to NCCER and provide an updated proof of business and certificate of insurance and/or notarized security letter.
   • Accreditation is nontransferable from one organization to another.

8. Must not translate any NCCER materials. This includes assessments, performance verifications, practical examinations and any other documentation/materials produced by NCCER.

9. Must maintain internal written policy/procedures document for the administration and control of its assessment program. An organization’s internal policy must meet or exceed NCCER’s Accreditation Guidelines. This policy must include, at a minimum, how the organization/Primary Administrator will address the following topics:
   • Prohibiting the use, possession, concealment, or sale of drugs, controlled substances, alcohol, and firearms
   • Compliance with US federal regulations (such as ADA and EEO), or applicable national regulations in other countries
   • Grievances/complaints process
• Method for amending, implementing and communicating company policy/procedure revision
• Method for implementing and communicating NCCER policy/procedure revisions
• Method for relaying organization’s assessment program contact information (i.e., Primary Administrator, Coordinator, etc.)
• Explanation of transition plan for removal/replacement of Primary Administrator
• Procedure for returning assessment records to Primary Administrator or Assessment Site Representative following:
  – Departure of Coordinator, Performance Evaluator, etc.
  – Closure of assessment program/location
• Method for handling cheating
• Program, location/facility, and assessment personnel evaluations/reviews

10. For AACs that utilize paper assessments and/or practical exams (Note: the use of paper assessments is not permitted at international locations):
• Must keep paper assessments and/or practical exams in a secure, locked, fire-resistant cabinet/safe.
• Must inventory paper assessments and practical exams at least once every 30 days.
  – The Primary Administrator must maintain an accurate Assessment Inventory Log/Spreadsheet (Form 503A).
  – Reliance on the Arkiv system for paper assessment or practical exam inventory is unacceptable.
  – The Primary Administrator must complete the inventory check in the Arkiv system by the monthly due date. Failure to complete the online inventory verification by the monthly due date will result in the AAC being suspended. Suspension will be lifted once NCCER receives confirmation that all paper assessment booklets are accounted for. If an AAC’s Arkiv inventory verification deadline is missed more than 3 times in a 12 month period, the AAC’s accreditation will be penalized, up to and including revocation.
  – Any damaged, missing or lost assessments and/or practical exams must be reported to NCCER immediately.

• Must ship paper assessments and/or practical exams via a traceable carrier (i.e., UPS, FedEx).
• Must return any and all paper assessments and/or practical exams to NCCER immediately upon AAC termination, revocation or request by NCCER. If requested for return by NCCER due to an assessment version update, NCCER will offer a 90-day exchange period, unless otherwise specified.

11. Online Communication:
• Must not post or transmit anything unlawful, threatening, libelous, defamatory, obscene, derogatory, inflammatory or anything that infringes upon the copyright, trademark or publicity rights of NCCER or NCCER partners.
• Must include the following disclaimer on published communications if NCCER is discussed publicly: “The opinions expressed here are the personal opinions of [your name]. Content published here is not read or approved by NCCER before it is posted, and does not necessarily represent the views and opinions of NCCER.”
• Only a written document signed by the President of NCCER can approve an exception to any of the above policies. Anyone intending to discuss NCCER or NCCER assessments and/or performance verifications publicly, must contact the NCCER Marketing department.

Section Three

3.0.0 Accredited Assessment Center Personnel

3.1.0 Primary Administrator
The Primary Administrator acts as primary liaison between an Accredited Assessment Center and NCCER.

3.1.1 Eligibility Requirements
1. Must be a certified Master Trainer with current credentials.
2. Must be a certified Administrator with current credentials.
3. Act as Primary Administrator for only one Accredited Assessment Center at a time.
3.1.2 Responsibilities
The Primary Administrator is responsible for maintaining accreditation as an Accredited Assessment Center per NCCER policies and procedures.

3.1.3 Change in Primary Administrator
1. Submit a Change of Training Sponsor/Assessment Center Information form (Form 300/300A).
2. If the AAC has paper inventory, NCCER will require an incoming/outgoing paper assessment inventory verification. The outgoing and incoming Primary Administrator will both sign off on the paper assessment inventory spreadsheet verifying all assessment inventory has been accounted for at the time of the transition.
3. If no individual with current Master Trainer and Administrator certifications is available to take the position as Primary Administrator, the AAC may be suspended until an appropriate candidate attends the Master Trainer Instructor and Administrator Certification Training programs.

3.2.0 Secondary Administrator
The Secondary Administrator is an individual selected by the Primary Administrator to provide assistance in the administration and oversight of some aspects of the AAC. A Secondary Administrator is only appointed at the discretion of the Primary Administrator; AACs are not required to fill this role.

3.2.1 Eligibility Requirements
1. Must be a certified Administrator with current credentials.
2. Appointed by the Primary Administrator.

3.2.2 Responsibilities
The responsibilities of a Secondary Administrator are designated by the Primary Administrator. Some of these responsibilities may include the following:
• Contact NCCER regarding assessment-related questions/inquiries.
• Conduct Coordinator and Proctor training (Note: the Secondary Administrator cannot train Performance Evaluators unless they are also a currently certified Master Trainer).
• Administer assessments.
• Provide oversight and conduct Authorized Assessment Site audits.
• Evaluate NCCER-certified assessment personnel (not eligible to evaluate Performance Evaluators unless also a currently certified Master Trainer).
• Upload candidate photos (if applicable).
• Sign/submit Applications for Practical Examination (if applicable).

3.3.0 Administrator
The Administrator is an individual certified by completing NCCER's Administrator Certification Training Program.

3.3.1 Eligibility Requirements
1. Approved by an AAC to attend the Administrator Certification Training Program.

3.3.2 Responsibilities
1. Administer assessments according to NCACP policies and procedures.
2. Train coordinators and/or proctors.
3. Act as an Authorized Assessment Site Representative.
4. Evaluate coordinators and/or proctors.
5. Evaluate Authorized Assessment Sites.

3.3.3 Certification Process
1. Attend the Administrator Certification Training Program.
2. Successfully pass the Administrator Certification Exam following the class.
• Open-book exam.

3.3.4 Credentials Issued by NCCER
1. After successful completion of the Administrator Certification Training Program, an individual will receive the following printed credentials when approved and processed by NCCER:
• NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
• Certificate
3.3.5 Maintaining Administrator Certification
1. All Administrators are certified for 3 years after completing the Administrator Certification Training Program.
2. In order to maintain certification, the administrator must comply with both of the following:
   • Be approved by the Primary Administrator AND
     Successfully pass the Administrator re-certification exam before their expiration date.
     – Ordered at no charge through the Arkiv system.

3.4.0 Coordinator
The Coordinator is an individual certified by completing the Coordinator Certification Training Program delivered by a certified Administrator.

3.4.1 Eligibility Requirements
1. Be approved by an AAC Primary Administrator to be certified as a Coordinator.

3.4.2 Responsibilities
1. Administer assessments according to NCACP policies and procedures.
2. Train Proctors.
3. Act as an Authorized Assessment Site Representative.
4. Evaluate Proctors.
5. Evaluate Authorized Assessment Sites.

3.4.3 Certification Process
1. Attend and complete the Coordinator Certification Training Program delivered by a certified Administrator.
   • Coordinator Certification Training Program materials are ordered through NCCER.
   • Training must be delivered in-person.
2. Pass the Coordinator Certification exam.
   • Ordered at no charge through the Arkiv system.
   • Must be proctored.
   • Closed-book.
3. Accept the Proctor/Coordinator Responsibilities and Liabilities (Form 703A).
4. Administrator completes the Registration of Coordinators and Proctors Form (Form 101A). If the Administrator is not the Primary Administrator, the Primary Administrator must approve the submission.
5. The Primary Administrator submits the Registration of Coordinators and Proctors Form to NCCER.
6. All documentation completed to certify a Coordinator must be kept on file for a minimum of 3 years.

3.4.4 Credentials Issued by NCCER
1. After successful completion of the Coordinator Certification Training Program, an individual will receive the following printed credentials:
   • NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
   • Certificate

3.4.5 Maintaining Coordinator Certification
1. All Coordinators are certified for 3 years after completing the Coordinator Certification Training Program.
2. In order to maintain certification, the Coordinator must comply with both of the following:
   • Be approved by the Primary Administrator AND
     Pass the Coordinator re-certification exam before their expiration date.
     – Ordered at no charge through the Arkiv system.

3.4.6 Coordinator Evaluations
1. All active Coordinators must be evaluated by the Primary Administrator or other approved personnel at least once within their first year of certification and once every 3 years thereafter.
2. Evaluations must be documented.
3. Evaluations must be kept on file for a minimum of 3 years.
3.5.0 Proctor
The Proctor is an individual certified by completing the Proctor Certification Training Program delivered by a certified Administrator or Coordinator.

3.5.1 Eligibility Requirements
1. Be approved by an AAC Primary Administrator to be certified as a Proctor.

3.5.2 Responsibilities
1. Administer assessments according to NCACP policies and procedures.

3.5.3 Certification Process
1. Attend and complete the Proctor Certification Training Program delivered by a certified Administrator or Coordinator.
   • Proctor Certification Training Program materials are ordered through NCCER.
   • Training must be delivered in person.
2. Pass the Proctor Certification exam.
   • Ordered at no charge through the Arkiv system.
   • Must be proctored.
   • Closed-book.
3. Accept the Proctor/Coordinator Responsibilities and Liabilities (Form 703A).
4. Administrator completes the Registration of Coordinators and Proctors Form (Form 101A). If the Administrator is not the Primary Administrator, the Primary Administrator must approve the submission.
5. Primary Administrator submits the Registration of Coordinators and Proctors Form to NCCER.
6. All documentation completed to certify a proctor must be kept on file for a minimum of 3 years.

3.5.4 Credentials Issued by NCCER
1. After successful completion of the Proctor Certification Training Program, an individual will receive the following printed credentials:
   • NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
   • Certificate

3.5.5 Maintaining Proctor Certification
1. All Proctors are certified for 3 years after completing the Proctor Certification Training Program.
2. In order to maintain certification, the Proctor must comply with both of the following:
   • Be approved by the Primary Administrator AND
     Pass the Proctor recertification exam before their expiration date.
     – Ordered at no charge through the Arkiv system.

3.5.6 Proctor Evaluations
1. All active Proctors must be evaluated by the Primary Administrator or other approved personnel at least once within their first year of certification and once every 3 years thereafter.
2. Evaluations must be documented.
3. Evaluations must be kept on file for a minimum of 3 years.

3.6.0 Master Trainer
The Master Trainer is an individual certified by completing NCCER’s Master Trainer Instructor Certification Training Program.

3.6.1 Eligibility Requirements
1. Approved by the AAC to attend the Master Trainer Instructor Certification Training Program.
2. Possess at least one of the following:
   • Two years experience as a trainer, instructor, or educator OR
     An Associate’s Degree or higher in education, a construction-related field, industrial arts, engineering, chemistry, or similar field from an accredited post-secondary institution OR
     A minimum of two years experience at a supervisory level or higher in the construction and/or maintenance industries.
3.6.2 Responsibilities – Specific to Assessment Centers

1. Deliver the Instructor Certification Training Program to certify craft Performance Evaluators.

2. Ensure they have the most current Master Trainer Revision Kit before delivering the abbreviated ICTP.

3. Provide the most current Instructor Certification Training Program materials to potential Performance Evaluators when delivering the abbreviated ICTP.

4. Grade ICTP module exams and keep on file for a minimum of 3 years.

5. Report to their Primary Administrator.

6. If there is more than one Master Trainer associated with an AAC, the Primary Administrator may assign additional responsibilities to a Master Trainer to assist with evaluating Performance Evaluators, maintaining records, etc.

3.6.3 Certification Process

1. Attend the Master Trainer Instructor Certification Training Program.

2. Pass all 9 module exams with a score of 70 or above.

3. Pass the presentation.

3.6.4 Credentials Issued by NCCER

1. After successful completion of the Master Trainer program, an individual will receive the following printed credentials:
   • NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
   • Certificate

3.6.5 Maintaining Master Trainer Certification

1. All Master Trainers are certified for 3 years after completing the Master Trainer Certification Training Program.

2. In order to maintain certification, the Master Trainer must comply with both of the following:
   • Be approved by the Primary Administrator AND
     Teach/co-teach the ICTP at least once every 3 years and submit to NCCER. Upon submission and processing of the Registration of Instructor/Performance Evaluator Certification (Form 101), Master Trainer certification will renew for 3 years.

3.7.0 Performance Evaluator

The Performance Evaluator is an individual certified by completing modules 1 and 9 from the Instructor Certification Training Program.

3.7.1 Eligibility Requirements

1. Be approved by the Primary Administrator to be certified as a Performance Evaluator.

2. Have experience at a minimum of journey- or technician-level in their area of expertise.

3. Documentation of a Performance Evaluator’s qualifications must be kept on file by using one of the following methods:
   • Passing score on the relevant NCCER assessment or specific pipeline task
     OR
     Successful completion of relevant NCCER curricula module(s)
     OR
     Experience teaching/evaluating the relevant NCCER curricula module(s)
     OR
     A resume that shows equivalent education and experience to the above as deemed appropriate by the Primary Administrator

3.7.2 Responsibilities

1. Conduct performance verifications in accordance with NCCER policies and procedures.

2. Complete appropriate documentation for performance verifications and keep on file for a minimum of 3 years.

3.7.3 Certification Process

1. Attend the Performance Evaluator training delivered by a certified Master Trainer.

2. Complete a Registration and Release.

3. Pass modules 1 and 9 with a score of 70 or above.

4. Accept the Performance Evaluator/Instructor Acceptance of Responsibilities and Liabilities.
5. Master Trainer completes the Registration of Instructor/Performance Evaluator (Form 101) and submits to Primary Administrator for approval – indicate that the individual will be a Performance Evaluator only.

6. Primary Administrator submits the Registration of Instructor/Performance Evaluator (Form 101) to NCCER for processing.

7. All documentation completed to certify a Performance Evaluator must be kept on file for a minimum of 3 years.

3.7.4 Credentials Issued by NCCER

1. After successful completion of the Performance Evaluator training, an individual will receive the following printed credentials after approved and processed by NCCER:
   - NCCER blue wallet card (only issued if individual has never received a wallet card for previous NCCER training, assessments, and/or performance verifications)
   - Certificate

3.7.5 Maintaining Performance Evaluator Certification

1. All active Performance Evaluators are certified for 3 years after completing the Performance Evaluator training.

2. In order to maintain certification, the Performance Evaluator must comply with both of the following:
   - Be approved by the Primary Administrator AND
   - Administer at least one performance verification task every 3 years and submit to NCCER via the appropriate method. Upon submission and processing of the performance verification, Performance Evaluator certification will renew for 3 years

3.7.6 Performance Evaluator Evaluations

1. All Performance Evaluators must be evaluated by the Primary Administrator or other approved personnel at least once within their first year of certification and once every 3 years thereafter

2. Evaluations must be documented.

3. Evaluations must be kept on file for a minimum of 3 years.

---

Section Four

4.0.0 Assessment Locations

4.1.0 Authorized Assessment Site (AAS)

All assessments and/or performance verifications delivered on an ongoing basis at locations other than the AAC’s address must be declared to NCCER as Authorized Assessment Sites (AAS). The AAC is responsible for ensuring compliance with NCCER’s Accreditation Guidelines at all sites. If an assessment site fails to comply with NCCER guidelines, policies, and/or procedures, the accreditation of the AAC may be affected.

- Location where NCCER assessments and/or performance verifications are delivered.
- Examples of an Authorized Assessment Site: job site, company or customer office, etc.
- Cannot be a residential address.
- No application fee required by NCCER.

4.1.1 To Register an Authorized Assessment Site

1. Complete the Training Unit/Assessment Site Information Sheet (100 TU/A).

2. Submit to NCCER for processing. For international locations, a pre-approval site visit may be required at the discretion of NCCER.

4.1.2 Requirements for All Authorized Assessment Sites

1. Must have an individual designated as a Site Coordinator that is approved by the Primary Administrator. The individual must have a current Administrator or Coordinator certification. The responsibilities of the Site Coordinator are designated by the Primary Administrator. Responsibilities may include the following:
   - Conduct Proctor and Performance Evaluator evaluations.
   - Submit performance verifications to Primary Administrator/NCCER.
   - Maintain records per NCCER’s recordkeeping policy.
2. Must be audited by the Primary Administrator or another qualified individual approved by the Primary Administrator. The Site Coordinator may not audit their own assessment site location.
- Site audits must take place once within the first year of NCCER approval and at least once every 3 years thereafter.
- All audits must be documented to show the assessment site location is in compliance with all NCCER policies and procedures.
- All issues or concerns that cannot be resolved by the Accredited Assessment Center must be reported to NCCER.

3. Contact information must be kept current. To change information for an AAS, complete the applicable section of the Change of Training Sponsor/Assessment Center Information Form (Form 300/300A).

4. Must notify NCCER when the AAS is no longer active using the Change of Training Sponsor/Assessment Center Information Form (Form 300/300A) to remove the location from the AAC.

5. If the AAS is using paper assessment inventory, the Site Coordinator must conduct a monthly inventory verification and submit an updated and current inventory log to the Primary Administrator to ensure all paper assessments are accounted for.

5.2.0 Special Needs/Accommodations

1. Ensure all registering of individuals, program administration, testing, credentialing, and release/reporting of information be conducted without regard to race, color, religion, national origin, gender, age, veteran status, physical or mental disability, sexual orientation, or any other reason prohibited by local, state, federal regulations or other applicable national regulations.

2. Participant must notify the Primary Administrator or Coordinator of any accommodations required before the assessment and/or performance verification.

3. Participant must provide written notification from a professional qualified to diagnose the disability. The Primary Administrator or another qualified individual must review the request and determine what accommodation is necessary.

4. The accommodation may not alter or change the assessment's content.

5. Neither the lack of general reading ability nor the lack of the ability to read English qualifies a participant for ADA accommodations. Interpretation or translation of assessments into another language is NOT acceptable and constitutes a violation of NCCER policy.

5.3.0 Registration and Release

1. All participants must complete a Registration and Release form before an assessment and/or performance verification.

2. Completed Registration and Release forms must be kept on file for at least 3 years from the date of the assessment or the date the performance verification is submitted for credit to NCCER.

5.4.0 Social Security Numbers/ National ID Numbers

1. For US citizens, NCCER uses social security numbers (SSN) as the initial participant ID for entry into NCCER's secure database.

2. For non-US citizens, NCCER uses the unique, government-issued identification number that is most similar to a US SSN in the individual's country of citizenship for entry into NCCER's secure database.
3. This information is treated as confidential and handled using industry standard privacy and security measures.

5.5.0 System Generated Numbers
A System Generated Number (SGN) may be used in lieu of a SSN, at no cost, for the following individuals:

- A minor (under 18 years of age) OR
  A person residing outside of the United States who does not have a SSN.
- Individuals who do not meet this criteria may request an SGN for a $10.00 fee to cover NCCER's additional administrative expenses, provided they do not have records in the registry under their SSNs.

5.5.1 Policies Regarding the Use of SGNs
1. All SGNs must be requested from the Registry department before administering any assessment and/or performance verification.
2. The Primary Administrator will provide the individual's month and day of birth at the time of the SGN request. This information will be associated with the individual's record in NCCER's secure database.
3. The number must be retained by the AAC and the individual to access any records.
4. Once this number is obtained, it must be used consistently. An individual should no longer use his/her social security number or national ID. Only one SGN can be assigned and used per individual.
5. The Registry department only accepts this number in lieu of an SSN or national ID for processing submissions.

5.6.0 Assessment Policies
1. Must order assessments from the Arkiv system prior to the assessment session.
2. NCCER does not exchange or provide refunds for assessments ordered in error.

5.6.1 Assessment Room Setup
1. No more than two participants per 6-foot table.
2. No more than three participants per 8-foot table.
3. Adequate surface space to accommodate computer/assessment booklet, calculator, and approved NCCER reference materials (as applicable).
4. Dividers between computer stations, or privacy screens on each computer monitor, with at least 3 feet between monitors. Participants should not be able to see the screens of other participants.
5. All computer-based assessments must be delivered using a dedicated computer that is property of the AAC. If any computer is not the property of the AAC, it is the Primary Administrator's responsibility to ensure that the computer is secure for NCCER testing.
6. Remove posters, charts, and educational materials that may be distracting to participants and/or applicable to the assessment.
7. Post the Prohibited Items sign.
8. Post the NCCER Anti-Cheating poster.
9. Provide adequate space between rows for walking.
10. Setup Proctor station.
11. Ensure appropriate number of approved reference materials are available for each participant.
12. Ensure adequate lighting and temperature control.
13. The room must be isolated from noisy areas; room door is closed. (NCCER recommends posting a sign on the assessment room door stating “Assessment Session in Progress”.)
14. If delivering paper assessments:
   - Face all participants in the same direction.
   - Display clock.
15. Must be administered closed-book.
16. Must be administered in person by a certified Administrator, Coordinator or Proctor.
   - The certified Administrator, Coordinator or Proctor must use their NCCER card number to administer all assessments. This is referred to as the Examiner ID. Sharing of Examiner IDs is strictly prohibited.
17. Participants cannot be left unattended during an assessment session.
18. Participant's identification must be confirmed by photo ID before the assessment session begins. Acceptable forms of identification are:
   - Government-issued ID (driver's license, passport, Homeland Security ID, etc.)
   - Company-issued ID

19. Participants may not have any of the following items in their possession during the assessment session:
   - Scientific/graphing calculators or those with printing/storage capabilities
   - Reference materials (other than those specified on the assessment's specifications sheet, such as Pipefitter's Blue Book).
   - Notes/papers – All scratch paper must be provided by the assessment center at the time of the assessment session
   - Cell phones, radios and any other communication devices
   - Pens, jewelry or other items that may conceal cameras
   - Other items as specified by the assessment center

20. The NCCER Proctor script must be followed and read aloud for all assessment sessions.

21. Participants who disagree with assessment content may utilize the Comment function or the Question/Comment Form (701A) for paper assessments during the assessment. All comments are reviewed by NCCER and, if necessary, Subject Matter Experts.

5.6.3 Paper Assessments and Practical Exams
1. Must be submitted to Prov for scoring
2. Scored demographic and answer sheets must be kept on file for at least 3 years or until the AAC re-accreditation audit is closed by NCCER (whichever is longer).

5.7.0 Performance Verification Policies
1. Performance verification packets and submission sheets are available on NCCER's website. The most current version of the performance verification must be utilized. Primary Administrators receive notification when a new version of a performance verification is released.
2. Performance verifications must be administered in person by a certified Instructor (if approved by an AAC) or Performance Evaluator.
3. All tasks must be completed as outlined on the performance verification.
4. Accurate time for each task completed must be recorded on the PV submission sheet. Any false or fraudulent information submitted on a PV will be considered a violation of AAC policies and procedures.
5. Simulation of tasks must be pre-approved, in writing, by NCCER.
6. All tasks must be evaluated by the certified Instructor or Performance Evaluator on a one-on-one basis.
7. All performance verification tasks are evaluated on a pass/fail basis. If the participant acts in an unsafe or hazardous manner, the PV is considered automatically failed and must be terminated immediately.
5.7.1 Retesting Policy

1. The certified Instructor or Performance Evaluator determines when the participant can re-test after the failed attempt.

5.7.2 PV Submissions

1. Successfully completed performance verification submission sheets must be submitted to the Primary Administrator for approval and submission to NCCER for processing.
2. Performance verifications cannot be submitted to NCCER for credit more than two years after the date of the last PV task completion.
3. Performance verifications are submitted to NCCER either electronically in the Registry database or by submitting a copy of the submission sheet to the Registry department. A fee is invoiced/charged to the AAC after the PV has been processed.
4. Performance verification submission sheets must be kept on file for at least 3 years or until the AAC re-accreditation audit is closed by NCCER (whichever is longer).

5.8.0 Credentials

1. Transcripts, certificates, and wallet cards are issued for successful completion of an assessment and/or performance verification.
2. Once a wallet card is earned, NCCER will issue updated transcripts and certificates for each assessment and/or performance verification successfully passed. If an individual has already earned a wallet card for training completions, a new wallet card will not be issued for a passed assessment or performance verification.
3. A Certified Plus wallet card and certificate will be issued at the time a participant has successfully completed both an assessment and the corresponding performance verification.
4. NCCER does not provide wallet cards after initially provided. If a wallet card is lost or stolen, a credential request must be submitted to NCCER.

5.8.1 Replacement Credentials

1. Certificates, transcripts and wallet cards can be requested by the AAC, but a nominal fee for each trainee will be required if:

   - It is six months after the original credential issue date OR
   - Quantities of reprints are requested (regardless of issuance date)

2. Individuals may request replacement copies of their credentials by submitting a credential request form to NCCER.

5.9.0 Changes to Social Security Number, National ID and/or Name

1. To make a change or correction to a social security number or national ID:
   - A written request regarding the SSN or national ID change/correction must be submitted to the Program Services department.
   - For significant changes to a SSN or national ID, a copy of the individual’s SSN card/national identity document and government-issued photo ID for verification must be submitted with the written request.

2. To make a change or correction to a name:
   - A written request regarding the name change must be submitted to the Program Services department
   - For name changes, a government-issued photo ID and legal name change document must be submitted with the request
   - If an individual requests a name correction directly from NCCER, they must provide a government-issued photo ID

5.10.0 Complaint/Appeal

1. If a participant has a complaint, he/she should follow these procedures:
   - Refer to the complaints/appeals section of the AAC’s policy/procedure manual.
   - If unresolved through the policy/procedure established by the AAC, submit a written statement to the Primary Administrator.
   - The Primary Administrator must review the complaint and provide a solution within 30 days.
   - If a satisfactory response is not reached through the Primary Administrator, submit a written statement to NCCER within the next 30 days (60 days from the initial written statement).
   - NCCER will investigate the claim and make a determination to its validity.
   - If found to be valid, NCCER will respond accordingly and address all necessary parties.
 SECTION SIX

6.0.0 Audit

6.1.0 Scheduling

1. NCCER will contact the Primary Administrator to schedule all audits.
   - Initial audits occur after the organization has begun to use the program and conduct assessments and/or submits performance verifications to NCCER.
   - Re-accreditation audits occur every 3 years.
   - The AAC must be actively conducting assessments and/or submitting performance verifications to NCCER for audits to be scheduled. If the AAC has had no use of the program since the last audit or going into candidate status, the AAC will be given an additional 12 months to train and submit to NCCER. If there are no assessments and/or performance verifications administered and submitted to NCCER within the extended 12-month period, accreditation will be terminated.

2. Requests for rescheduling audits are considered on a case-by-case basis. An organization may be responsible for the entire cost of the rescheduled audit.

6.2.0 Process

1. Audit details and requirements will be communicated to the Primary Administrator

2. The Primary Administrator must be present for all NCCER audits.

3. All AAC personnel must cooperate with the auditor.

6.3.0 Nonconformances and Corrective Action

1. The Auditor will communicate any and all nonconformances to the Primary Administrator.

2. The Primary Administrator will commit to an action plan to clear the nonconformance(s).

3. The Auditor’s findings will be submitted to NCCER for approval and path forward/resolution.

4. Willful nonconformance(s) will be dealt with expeditiously.

5. Ignorance of the requirements set forth in NCCER’s Accreditation Guidelines will not be accepted as justification for nonconformance.

6. All nonconformances must be corrected to the satisfaction of NCCER.

7. Suspension of accreditation may be imposed for any nonconformance.

8. Failure to cooperate and/or correct any items of nonconformance may result in suspension or revocation of accreditation.

9. Failure to resolve nonconformance(s) per the prescribed time period designated by NCCER will affect the AAC accreditation, up to and including revocation.

6.4.0 For-Cause Audit

1. Occur due to serious allegations/concerns regarding the Accredited Assessment Center.

2. Cannot be rescheduled.

3. Expenses are paid by the AAC.

6.5.0 Potential Penalties for Participants or AAC

1. NCCER will take the appropriate action against those who cheat and/or violate NCCER Accreditation Guidelines.

2. Penalties may include but are not limited to the following:
   - Disqualifying the participant without opportunity for retesting.
   - Barring the participant from all assessment and/or performance verification activity with NCCER for a minimum of 5 years.
   - Revocation of all the participant’s NCCER credentials.
   - Listed on NCCER Watch List.
   - Legal action, including fines.

3. For violations of NCCER policies or procedures by an organization and/or its employee/representative, penalties may include but are not limited to the following:
   - A “for cause” audit at the AAC’s expense.
   - Immediate suspension of AAC accreditation.
• Loss of NCCER credentials for involved personnel for a minimum of 5 years
• Revocation of the AAC’s accreditation with no eligibility to reapply for a minimum of 5 years.* Eligibility to reapply is subject to NCCER review.
• Organization and/or personnel listed on NCCER Watch List
• Legal Action
  * If an organization has training and assessment accreditations, revocation of one may result in revocation of the other pending results of an investigation.

4. Appeals
• Organizations and individuals have the opportunity to appeal all decisions unless otherwise noted by NCCER.
• Appeals must be submitted in writing to NCCER within 60 days from the notification date.
• The decision resulting from the appeals process is final and will be effective immediately.
REPORTS AND FORMS

INTRODUCTION

Each report and form illustrated in the following pages is described below.

SCORE REPORT

The Score Report identifies areas for which a participant might seek additional training. On this report, the date and location of the assessment is provided. Additionally, the participant’s performance during the assessment is listed by subject area. These subject areas correspond to the modules found in the NCCER curricula. It is important to note that not all modules were used in creating the assessment, nor was all subject matter in each module found in each assessment. The cut score is the minimum score needed to pass; on pipeline assessments, every topic must be passed in addition to an overall score that meets or exceeds the cut score before the participant is considered to have passed the assessment.

TRAINING PRESCRIPTION

This report accompanies the Score Report for each participant who completes an assessment. It lists the modules and/or topic areas for which the participant did not achieve the minimum passing score. The list shows the areas where training or further study has the most potential to improve the participant’s score on a future assessment. On the sample training prescription, one of the longest bars is for Electrical Safety, which has 8 questions per the Specifications, and the participant only appears to have answered 1 or 2 correctly. Conversely, Hand Bending has 4 questions and the participant answered half of those correctly. So she has the potential to improve by 6-7 points from studying Electrical Safety but 2 points by studying Hand Bending.

CANDIDATE SCORES REPORT

This report lists the assessment performance for all participants who took assessments within a particular date range. This report lists each participant in alphabetical order. If participants take assessments multiple times within the date range requested, their names will be listed multiple times.

TOPIC SUMMARY REPORT

This report aggregates the performance of all participants who took a particular assessment at a particular site for a particular date or range of dates. The AAC may use this information to determine where additional training may be focused for certain trades.

SUMMARY BY SPONSOR REPORT

This report displays assessments and their associated pass/training recommended rates for a selected date range. In this report, the user can select which AASs to include in the report.

TRAINING PRESCRIPTION SUMMARY REPORT

This report prepares a listing by site and assessment type of all participants who did not pass a particular module. This is a report to help determine who needs further training on what topics for each assessment site.

ASSESSMENT INVENTORY SPREADSHEET

This inventory report is selected under the My Inventory heading in Arkiv. It includes details for every assessment, including type, status, date ordered, and order number.

SAMPLE PV SUBMISSION FORM

This form is used to record the results of a Performance Verification. The results may be transmitted to NCCER via the ANR.
Score Report

Name: 
Sponsor: 
ID #: 
Score: 81 
# Unanswered Questions: 0

Test: Industrial Carpenter V3
Date: 06/05/2013
Result: Pass

Congratulations. You have successfully completed the written examination component of your NCCER Craft Certification. A minimum score of 75 was required to pass.

Below you will find a summary of your test performance in each of the major subject areas. Even though you were successful in completing your certification examination, we hope you will continue to improve your knowledge throughout your career. Your certification documents will be forwarded to the organization that administered this test and should be available within 4 to 6 weeks.

<table>
<thead>
<tr>
<th>Module</th>
<th>Subject Area</th>
<th>LOW</th>
<th>CUT Score</th>
<th>HIGH</th>
</tr>
</thead>
<tbody>
<tr>
<td>00101-04</td>
<td>Basic Safety</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>00102-04</td>
<td>Introduction to Construction Math</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27102-06A</td>
<td>Building Materials, Fasteners and Adhesives</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27103-06</td>
<td>Hand and Power Tools</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27104-06</td>
<td>Reading Plans and Elevations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27108-06</td>
<td>Introduction to Concrete and Reinforcing Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27110-06</td>
<td>Basic Stair Layout</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27301-07</td>
<td>Rigging Equipment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27302-07</td>
<td>Rigging Practices</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27304-07</td>
<td>Reinforcing Concrete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27305-07</td>
<td>Handling and Placing Concrete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27306-07</td>
<td>Trenching and Excavating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27307-07</td>
<td>Foundations and Slab-on-Grade</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27308-07</td>
<td>Vertical Formwork</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27309-07</td>
<td>Horizontal Formwork</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27401-08</td>
<td>Site Layout I: Distance Measurement and Leveling</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Training Prescription

Answer Sheet

Report prepared for

Sponsor Name  

Assessment Name  

Result: Training Recommended

This Training prescription reflects the results you obtained for the NCCER Written Assessment on 06/03/2013. 74 is the overall score you obtained. While the overall score is very important, there is other information contained in this Training Prescription which is vital for continued growth in this craft / technical area.

As you review your personal Training Prescription, look at each Topic Area and the score you achieved in that area. If your personal score is less than the Cut Score for any Topic Area on this Written Assessment, you may want to consider some form of follow-up. Here is a list of these areas for potential follow-up:

<table>
<thead>
<tr>
<th>Module Code</th>
<th>Module Name</th>
<th>% of Total Questions Missed on topics with Training Recommended status</th>
</tr>
</thead>
<tbody>
<tr>
<td>27309-07</td>
<td>Horizontal Formwork</td>
<td></td>
</tr>
<tr>
<td>27401-08</td>
<td>Site Layout I: Distance Measurement and Leveling</td>
<td></td>
</tr>
<tr>
<td>27104-06</td>
<td>Reading Plans and Elevations</td>
<td></td>
</tr>
<tr>
<td>27301-07</td>
<td>Rigging Equipment</td>
<td></td>
</tr>
<tr>
<td>27108-06</td>
<td>Introduction to Concrete and Reinforcing Materials</td>
<td></td>
</tr>
</tbody>
</table>

As with all types of Assessments; this is just a sampling of your skills and knowledge. In other words, it is a snapshot, not a total picture. However, the Assessment is a valid tool to help determine where you should consider enhancing your background in identified Topic Areas. A few ways to strengthen your knowledge and skill in these areas include:

- **On the Job Coaching:** Work with someone on the job who has more experience in this particular area (such as your Supervisor).
- **Self Study:** Order the Contren Learning Series Module associated with the particular Topic Area and study on your own.
- **Formal Training:** Meet with your Supervisor or Assessment Center Representative and find a local site where you can enroll in classes that cover these Topic Areas using the Contren Learning Series Modules.

NCCER and our Sponsors are committed to Workforce Development. You are a part of this workforce and your growth and development are important. Please consider taking the next step in continuing your professional growth by talking with your Supervisor or Assessment Center Representative.

Much Continued Success,
### Score by Candidate

**Assessment Date:** 01/02/2008 to 01/02/2009  
**Range:** ALL  
**Site:** ALL

### Click on candidate name to view score report

<table>
<thead>
<tr>
<th>Name</th>
<th>Candidate ID</th>
<th>Assessment</th>
<th>Date</th>
<th>Score %</th>
<th>Status</th>
<th>Site</th>
<th>Index</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>Level One</td>
<td>8/19/2008</td>
<td>0</td>
<td>Training</td>
<td></td>
<td>32606</td>
<td>English</td>
</tr>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>Academic Core</td>
<td>8/4/2008</td>
<td>84</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>Academic Electrical</td>
<td>8/19/2008</td>
<td>98</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>Boilermaker</td>
<td>8/22/2008</td>
<td>100</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>Green Building</td>
<td>9/25/2008</td>
<td>75</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>TESTER, SCOTT</td>
<td>000-00-0000</td>
<td>Operator: Dozer</td>
<td>4/18/2008</td>
<td>98</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>Operator: Excavator</td>
<td>4/18/2008</td>
<td>100</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>TESTER, SCOTT</td>
<td>000-00-0000</td>
<td>Industrial Carpentry V3</td>
<td>5/30/2008</td>
<td>96</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>Industrial Pipefitter</td>
<td>6/27/2008</td>
<td>98</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>Industrial Pipefitter</td>
<td>7/1/2008</td>
<td>99</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>Spanish</td>
</tr>
<tr>
<td>TESTER, CARLA</td>
<td>000-00-0000</td>
<td>(Spanish Version)</td>
<td>6/17/2008</td>
<td>98</td>
<td>Passed</td>
<td>32606</td>
<td></td>
<td>Spanish</td>
</tr>
<tr>
<td>TESTER, SCOTT</td>
<td>000-00-0000</td>
<td>Sample Exam</td>
<td>5/28/2008</td>
<td>60</td>
<td>Training</td>
<td>32606</td>
<td></td>
<td>English</td>
</tr>
</tbody>
</table>
## Topic By Site

**Assessment Date Range:** 12/12/2007 to 12/12/2008  
**Site:** ALL  
**Index:** ALL

<table>
<thead>
<tr>
<th>Assessment Name</th>
<th># Apps</th>
<th>Topic Code</th>
<th>Topic</th>
<th>Possible</th>
<th>% Correct</th>
<th># App Pass</th>
<th>% App Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>00101-04</td>
<td>Basic Safety</td>
<td>10</td>
<td>40</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>27103-06</td>
<td>Hand and Power Tools</td>
<td>4</td>
<td>51</td>
<td>17</td>
<td>36</td>
</tr>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>27104-06</td>
<td>Reading Plans and Elevations</td>
<td>4</td>
<td>46</td>
<td>12</td>
<td>25</td>
</tr>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>27105-06</td>
<td>Floor Systems</td>
<td>7</td>
<td>40</td>
<td>7</td>
<td>14</td>
</tr>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>27106-06</td>
<td>Wall and Ceiling Framing</td>
<td>7</td>
<td>43</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>27107-06</td>
<td>Roof Framing</td>
<td>7</td>
<td>36</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>27108-06</td>
<td>Introduction to Concrete and Reinforcing Materials</td>
<td>4</td>
<td>43</td>
<td>12</td>
<td>25</td>
</tr>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>27109-06</td>
<td>Windows and Exterior Doors I</td>
<td>4</td>
<td>31</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Carpentry</td>
<td>47</td>
<td>27110-06</td>
<td>Basic Stair Layout</td>
<td>4</td>
<td>37</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26101-05</td>
<td>Electrical Safety</td>
<td>8</td>
<td>50</td>
<td>7</td>
<td>30</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26102-05</td>
<td>Hand Bending</td>
<td>4</td>
<td>46</td>
<td>7</td>
<td>30</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26103-05</td>
<td>Fasteners and Anchors</td>
<td>4</td>
<td>21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26104-05</td>
<td>Electrical Theory One</td>
<td>4</td>
<td>28</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26105-05</td>
<td>Electrical Theory Two</td>
<td>4</td>
<td>21</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26106-05</td>
<td>Electrical Test Equipment</td>
<td>4</td>
<td>35</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26108-05</td>
<td>Raceways, Boxes, and Fittings</td>
<td>6</td>
<td>21</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26109-05</td>
<td>Conductors</td>
<td>5</td>
<td>53</td>
<td>7</td>
<td>30</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26110-05</td>
<td>Introduction to Electrical Blueprints</td>
<td>4</td>
<td>26</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Electrical</td>
<td>23</td>
<td>26111-05</td>
<td>Wiring: Commercial and Industrial</td>
<td>6</td>
<td>36</td>
<td>4</td>
<td>17</td>
</tr>
</tbody>
</table>
# Summary by Sponsor

Assessment Date Range: **12/12/2005 to 12/12/2008**

## Site

**ALL**

## Index

**ALL**

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Ttl Exams</th>
<th>Ttl Pass</th>
<th>% Pass</th>
<th>% TR</th>
<th>Avg Score</th>
<th># Unique Cand</th>
<th># Unique Pass</th>
<th>% Unique Pass</th>
<th># Paper</th>
<th># CBT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Carpentry Level One</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>100</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Academic Core</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>84</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Academic Electrical Level One</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>98</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Boilermaker</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>100</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Heavy Equipment Operator: Dozer</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>99</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Heavy Equipment Operator: Excavator</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>100</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Industrial Carpentry V3</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>96</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Industrial Pipefitter</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>98</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Industrial Pipefitter (Spanish Version)</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>99</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Judgment Index - Supervisor</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>100</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Masonry Level One (Spanish Version)</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>99</td>
<td>1</td>
<td>1</td>
<td>100</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>
Site Training Prescription

Assessment Name: Academic Electrical Level One
Assessment Date Range: 12/12/2007 to 12/12/2008
Site: ALL
Index: ALL

<table>
<thead>
<tr>
<th>Topic Code</th>
<th>Topic</th>
<th>Name</th>
<th>Candidate ID</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>26101-05</td>
<td>Electrical Safety</td>
<td>S. Smith</td>
<td>12345</td>
<td>0006</td>
</tr>
<tr>
<td>26101-05</td>
<td>Electrical Safety</td>
<td>T. Smith</td>
<td>54321</td>
<td>0006</td>
</tr>
<tr>
<td>26101-05</td>
<td>Electrical Safety</td>
<td>W. Smith</td>
<td>23456</td>
<td>0005</td>
</tr>
<tr>
<td>26101-05</td>
<td>Electrical Safety</td>
<td>A. Thompson</td>
<td>54356</td>
<td>0002</td>
</tr>
<tr>
<td>26101-05</td>
<td>Electrical Safety</td>
<td>A. Waite</td>
<td>98754</td>
<td>0007</td>
</tr>
<tr>
<td>26102-05</td>
<td>Hand Bending</td>
<td>A. King</td>
<td>84765</td>
<td>0006</td>
</tr>
<tr>
<td>26102-05</td>
<td>Hand Bending</td>
<td>T. Queen</td>
<td>36846</td>
<td>0006</td>
</tr>
<tr>
<td>26102-05</td>
<td>Hand Bending</td>
<td>N. Robber</td>
<td>57575</td>
<td>0005</td>
</tr>
<tr>
<td>26102-05</td>
<td>Hand Bending</td>
<td>S. Smith</td>
<td>12345</td>
<td>0002</td>
</tr>
<tr>
<td>26102-05</td>
<td>Hand Bending</td>
<td>T. Smith</td>
<td>54321</td>
<td>0002</td>
</tr>
<tr>
<td>26102-05</td>
<td>Hand Bending</td>
<td>W. Smith</td>
<td>23456</td>
<td>0006</td>
</tr>
<tr>
<td>26102-05</td>
<td>Hand Bending</td>
<td>A. Thompson</td>
<td>54356</td>
<td>0006</td>
</tr>
<tr>
<td>26102-05</td>
<td>Hand Bending</td>
<td>A. Waite</td>
<td>98754</td>
<td>0007</td>
</tr>
<tr>
<td>26104-05</td>
<td>Electrical Theory One</td>
<td>S. Smith</td>
<td>12345</td>
<td>0002</td>
</tr>
<tr>
<td>26104-05</td>
<td>Electrical Theory One</td>
<td>T. Smith</td>
<td>54321</td>
<td>0002</td>
</tr>
<tr>
<td>26104-05</td>
<td>Electrical Theory One</td>
<td>W. Smith</td>
<td>23456</td>
<td>0005</td>
</tr>
<tr>
<td>26104-05</td>
<td>Electrical Theory One</td>
<td>A. Thompson</td>
<td>54356</td>
<td>0004</td>
</tr>
<tr>
<td>26104-05</td>
<td>Electrical Theory One</td>
<td>A. Waite</td>
<td>98754</td>
<td>0006</td>
</tr>
<tr>
<td>Site Name</td>
<td>Exam Name</td>
<td>Type</td>
<td>Key</td>
<td>Created/Date</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------------------------</td>
<td>---------------------------</td>
<td>--------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>NCCER</td>
<td>Abnormal Operating Conditions - Control Center v3</td>
<td>Paper/Pencil</td>
<td>122456789</td>
<td>2020/01/01</td>
</tr>
<tr>
<td>NCCER</td>
<td>Abnormal Operating Conditions - Field</td>
<td>Paper/Pencil</td>
<td>122456789</td>
<td>2020/01/01</td>
</tr>
</tbody>
</table>

---

**Note:**
- The table continues with similar entries for various exams and credentials.
- The entries for dates, statuses, and order numbers are consistent with the format provided in the image.
**PERFORMANCE VERIFICATION FORM**

**INDUSTRIAL INSULATOR PVINSUL19**

### Candidate Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN or SGN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer/Company Name</th>
<th>State</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Evaluator

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>SSN or SGN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK NUMBER</th>
<th>SPECIFIC DUTIES/TASKS</th>
<th>DATE</th>
<th>START TIME</th>
<th>END TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Blueprint Reading (Module 19309)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Pipe Specifications (Module 19105)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Layout and Fabricate (Module 19310)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Jacketing for Vessels and Equipment (Module 19311)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Install Cold Insulation and Jacketing (Modules 19303 and 19310)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>Install Hot Insulation and Jacketing (Modules 19303 and 19310)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Cement and Fabric with Mastic (Module 19208)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Safety (Module 00101)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Consent/Release:** I, the undersigned, do hereby authorize the National Center for Construction Education and Research (NCCER) to release the information and results attained through the administration of the National Craft Assessment and Certification Program (NCACP) to the organization referenced below, and acknowledge that the employer noted above is my present employer.

**ACCREDITED ASSESSMENT CENTER:**

**SIGNATURE**

**DATE:**

**PARTICIPANT:**

**SIGNATURE**

**DATE:**

**PERFORMANCE EVALUATOR:**

**SIGNATURE**

**DATE:**

**ADMINISTRATOR:**

**SIGNATURE**

**DATE:**

**Last Updated:** June 8, 2011

Return Completed Form To:

NCCER Registry •
13614 Progress Blvd • Alachua, FL 32615
1-888-622-3720
Appendix B

The following documents may be reproduced for use.

**Suitable for Posting in Testing Room**

*Assessment Center Rules*

*Which Calculator May Be Used During Assessments?*

*NCCER Retest Policy*

**For Use by AAC Staff**

*Security Statement*

*Checklist for the Assessment Location*

*Sample Proctor Script for Paper Assessment Sessions*

*Sample Proctor Script for Spanish Paper Assessment Sessions*

*Sample Proctor Script for Computer Assessment Sessions*

*Sample Proctor Script for Spanish Computer Assessment Sessions*
ASSESSMENT CENTER RULES

NO FOOD

NO DRINKS

NO TOBACCO PRODUCTS

NO CELL PHONES, PDAs, MUSIC PLAYERS, PAGERS, OR OTHER ELECTRONIC DEVICES

NO OUTSIDE PRINTED MATERIALS

(Except the Pipefitters’ Bluebook when specifically allowed)

NO TALKING DURING TESTING

(Other items may be prohibited by the site)
Which Calculator May Be Used During Assessments?

Basic Calculator

YES

Scientific Calculator

NO

Pipe Trades Pro Calculator
(or other specialty calculator)

NO
NCCER RETEST POLICY

In order to ensure the integrity of the NCACP, the following retest policy applies to all participants:

• If initial assessment score is within 10 points of the cut score, the participant can retest on the same assessment title in 2 days
• If initial assessment score is not within 10 points of the cut score, the participant can retest on the same assessment title in 30 days
• Subsequent attempts (after 2) on the same assessment title must be at least 90 days apart
• No more than four attempts are allowed within a 12 month period on the same assessment title
• Minimum two-day waiting period to retest on any assessment that exceeds the cut score

NOTE: Eligibility for retesting starts over 12 months after the last assessment attempt (per assessment title).

All versions of an assessment title, whether revisions or translations, are counted as the same assessment.

The AAC Primary Administrator is responsible for verification of compliance with this policy.

If a retest is mandated by NCCER or law, the retest policy begins again.

Exceptions to this policy MUST be approved IN ADVANCE by NCCER. Failure to follow this policy may result in cancelling of assessment score and additional disciplinary action.
Security Statement

All participants in the Craft Certification Program are responsible for maintaining the integrity of the Program and the confidentiality of the contents of the assessments in their possession. I hereby acknowledge that I understand the following:

- Participants may not remove assessment materials or copy them in any form.
- Participants may not assist others or receive assistance during the assessment from anyone other than the proctor, who may not comment on assessment content.
- Participants may not use any materials or devices prohibited by NCCER or the assessment center.
- Participants may not transmit assessment questions in any form during or after the assessment session.

Failure to uphold this responsibility may result in penalties imposed by NCCER/Edexcel up to and including discharge from the assessment session, termination of certification, disqualification without retest, **barring from all testing for five years**, and financial restitution associated with replacing breached assessments. By signing below, I (the participant) verify that I understand and accept my responsibilities and liabilities under the Program.

Participant’s Signature

This statement appears as part of both paper and computer based assessments. It is on the inside cover (or back of demographic page) of paper assessment booklets, and participants must sign it before starting the assessment. The AAC must keep these signed statements on file and send them to NCCER if a participant violates the security policy. On computer based assessments, the statement appears on the screen before the assessment begins, and participants must click on the “I accept” button before they may continue.
ASSESSMENT ROOM SETUP

• Assessment area for participant
  – No more than 2 participants per 6 ft table
  – No more than 3 participants per 8 ft table
  – Surface space enough to accommodate computer/assessment booklet, calculator and approved NCCER reference materials (if applicable).
  – Dividers between computer stations or privacy screens on each computer monitor with at least three feet between monitors. Participants should not be able to see other participant’s screens. NOTE: All computer-based assessments must be delivered using a dedicated computer that is property of the AAC. If the computer is not the property of the AAC, it is the Primary Administrator’s responsibility to ensure that the computer(s) is secure for NCCER testing.
• Remove posters, charts, and educational materials that may be distracting to participants and/or applicable to the assessment
• Post prohibited items sign
• Post NCCER Anti-Cheating poster
• Face all participants in the same direction (if administering paper assessments)
• Provide adequate space between rows for walking
• Setup proctor station
• Position clock so all participants can view
• Ensure appropriate number of approved reference materials are available for each participant
• Ensure adequate lighting and temperature control
• Isolated from noisy areas and room door is closed (recommend posting sign on assessment door stating “Assessment Session in Progress”)
• Ensure restroom is within close proximity
• Ensure emergency exit(s) are identified
• Ensure participant ADA requirements are met (if applicable)

NOTE: In addition to the appropriate number of proctors (Recommend no more than 15 participants per proctor, but allow up to 30 participants per proctor), NCCER recommends video surveillance of assessment sessions.
Proctor Script for Paper Assessment Sessions

Good morning/afternoon. My name is [your name].

On behalf of NCCER and [Assessment Center or company name] I want to welcome you to this assessment session and wish you success in your efforts today. If at any time during the following instructions you have a question, please raise your hand and I will assist you.

Prior to distributing the assessments I want to describe the assessment process that you will go through today. I will begin by describing the general assessment rules that govern the assessment event, which you must follow in order to be allowed to finish your assessment.

At this time, if you still have any in your possession, please turn off all beepers, cell phones, two-way radios, PDAs (palm type computers) or other alarm devices and place them under your chair to ensure they do not distract others during the assessment process.

Each of you is authorized to use only those reference materials that have been approved by NCCER for your particular assessment. If you have a question about any of your reference materials, please raise your hand. [Pause].

Each of you is responsible for your own references. You will not be allowed to share reference materials of any kind during the assessment session. There is to be no talking or comparing materials between participants. All non-assessment approved materials should be [indicate location, such as in a cubby or under the seat].

The following procedures will be observed at all times during the assessment session. No tobacco, eating, or drinking is permitted. If during this session you need to use the restroom, please raise your hand. I will collect your assessment materials and return them to you when you return. Only one person at a time will be permitted to leave the room. While on a break, you are not permitted to talk with anyone outside the assessment room. You will not be granted any additional time for taking your assessment for time spent outside the assessment room. Therefore, make your breaks as short as possible. Restrooms are located [give location directions].

When you finish the assessment, raise your hand and I will collect your assessment materials. Once all materials have been accounted for, you will be permitted to leave the assessment room. [Insert your Assessment Center’s or company’s preferred score reporting method, stating when and what the participant will receive in terms of assessment results.]

In a moment, I will distribute your assessment booklets. Leave the assessment alone in front of you and do not open it until I have distributed all assessments and you are told to open the booklet.

[At this time you should distribute the appropriate assessments one at a time to the participants. Do not have the participants pass booklets across rows. Once each participant has received an assessment booklet, continue with the instructions as follows.]

Look at the name of the assessment and verify that you have the correct assessment. If you do not have the correct assessment, raise your hand so I may give you the correct booklet. Print and sign your name on the cover of your assessment booklet. [Pause]

Now locate the demographic sheet. Be careful and ensure the number on the demographic sheet matches the number on the assessment booklet.

Listen to the instructions carefully when filling out the information on your demographic sheet. This information must be filled in properly for correct processing of your assessment. When filling out the demographic sheet, use a pencil so that you can erase any unwanted marks.

[Review how numbers, letters, and demographic answers are completed on this form to better understand how to properly instruct completion of the demographic sheet. As you read the following instructions on completing this form, please walk through the Assessment Site to verify that participants are correctly completing this form.]
Sections that Must be Completed Correctly—VERY IMPORTANT

First, enter today’s date, [provide month, day, year] at the top of the demographic sheet. In the upper left of the page, please find the space labeled First Name. Please print your first name, placing one letter of your name in each box. Upon completing the entry of your name in the boxes, darken in the corresponding bubble below each letter. If you are entering multiple names in either the first or the last name sections, please leave a blank space in the box and the corresponding bubble located below.

In the upper right, in the space labeled Last Name, print your last name, one letter in each box. Darken in the corresponding bubble below each letter. If you use a suffix with your name, darken the appropriate bubble. If you do not, bubble next to “none.”

In the middle section of the demographic sheet, enter your social security number in the spaces provided by entering one number in each box. In the bubbles below each box, bubble in the corresponding numbers in the spaces provided.

In the next section, titled PIN, enter a four-digit number that you wish to use as a Personal Identification Number throughout this program. This number will be required from you in order for you to access scores, reports, and other confidential information. Choose a number you are not likely to forget. DO NOT share this number with anyone. For ease of remembering, I suggest using the last four digits of your social security number or the month and day of your birthday. You will need your social security number and PIN to access your results at www.nccer.org.

For the Site ZIP Code, enter the following number, one number in each box _______ _______. Then, darken in the corresponding bubble below each space. [The site ZIP code is the ZIP code of the Assessment Site. Verify it in advance so that you can provide participants with this information.]

In the next section, Examiner ID, enter the following number, starting with the box on the left _______ [The examiner ID is the NCCER card number for you, the person administering the assessment—if you do not know your card number, consult with your Primary Administrator.]

Optional Sections, depending on your Assessment Center’s needs

The next section is titled Index. If you are using this Index field, please give instructions for completing this section. The Index field is provided solely for the purpose of capturing additional information about the Sponsors or Clients. If you decide to use this field, please establish your own internal policy so that you are consistent. The value of this field is to allow you to sort and generate reports. If you are not using this field, direct the participants to skip this section and to move the next section.

The next section is titled Tested For. In some cases, an Assessment Center may test employees of another Assessment Center. Please enter the site code from your employer so that they may access test results if this is the case (zip code.)

Other Information

In the lower section of the sheet, there are several questions to answer and then a box where you must sign your name.

Formal Education Completed: Fill in the bubble next to the highest level you achieved.

Craft Training: If you have received training for the craft on which you are being assessed, darken the bubble next to the type of training provider. Then darken next to Y for yes or N for no, indicating whether or not you completed the training program.

Years in Craft: Indicate how many years of industry trade experience you possess for the trade in which you are being assessed. If you have fewer than 10 years of experience, please enter a leading zero (0) in the first square and enter the second digit in the second box. For example, if you have eight years of experience, enter 08. Then darken in the bubbles provided below.

Gender and Race: Darken the appropriate bubbles.

Finally, read the statement in the last box and sign on the line below it.

Doublecheck that you have bubbled in all spaces carefully and correctly. If you are unsure that you have dark-
ened in the information properly, raise your hand and I will come by to assist you.

Now turn to the Answer Sheet.

At the bottom you will see a Release Statement, which allows your Assessment results to be released to the Assessment Center by NCCER. Please read this statement now. [Pause] Are there any questions before we continue?

All answers must be recorded on your answer sheet. You will not be given credit for any questions that have been answered incorrectly or left blank. Neither will you be given credit for answers that are written in the assessment booklet. You will not be given credit for any questions that have more than one answer marked. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer. If you have to change an answer, be sure to erase it completely without damaging the answer sheet. Do not make stray marks on either answer sheet.

During the assessment, you may find that you have a question or concern about a particular assessment question. Because of the nature of the assessment process, we are unable to answer questions of a technical nature during the assessment process. However, your concerns are important to us and we would like to know what they are. Therefore, if you have a comment about any question on the assessment or about the assessment itself, please raise your hand for assistance. I will bring you a Question/Comment Form upon which you can document your concerns. When completing the form, please read the instructions on the form and then be specific when commenting about an assessment question. You must complete all comments within the time frame allotted for assessment since all assessment booklets will be collected immediately once time is called.

I will collect the comment forms at the end of the assessment process. All comments will be forwarded to our testing company and NCCER where they will be evaluated for merit. Any adjustments made as a result of your comments will be reflected in subsequent assessment scores.

During the assessment, no scratch paper is provided. Write in your assessment booklet if you need to do any writing.

You will not be permitted to leave the room until all assessment materials given to you have been accounted for and collected.

Retesting Policy

A retest on the same assessment may be taken following a 2-day waiting period if the score of the initial assessment was within 10 points of the established cut score. This rule only applies to the second time you take a specific assessment.

If you do not score within 10 points of the cut score, you must wait 30 days from the date of the initial assessment before reassessing. If you do not attain the cut score on the second attempt, it is strongly recommended that you attend some type of upgrade training based on the training prescription you will receive.

If you take the same assessment twice without passing it, you must wait a minimum of 90 days before the assessment can be taken again. Each subsequent reassessment has a minimum 90-day waiting period. In addition, the same assessment may not be taken more than four times within a 12-month period.

Taking a previous version or a version in another language counts when calculating when you may retest, no matter how long ago the assessment was taken.

Begin the Assessment

Please turn the front page of the assessment booklet and read and sign the liability statement on the back of that page.

You may begin now.
Proctor Script For Spanish Paper Assessments
Buen día/buenas tardes. Mi nombre es ______.

En nombre del National Center for Construction Education and Research y [nombre del Centro de Prueba o compañía], les doy la bienvenida a esta sesión de prueba y les deseo mucho éxito en sus esfuerzos de hoy. En caso de preguntas, en cualquier momento durante las siguientes instrucciones, levanten la mano y los ayudaré.

Antes de repartir las pruebas, describiré el proceso de prueba que se seguirá hoy. Comenzaré por describir las reglas generales de prueba que rigen la sesión, las cuales deberán cumplir para poder terminar su prueba.

Ahora les pido que apaguen sus localizadores (“beepers”), teléfonos celulares, radios y PDA (computadoras tipo Palm) u otros aparatos de alarma y los ubiquen debajo de sus asientos para asegurarse de que no distraigan a otros durante el proceso de prueba.

Cada uno de ustedes tiene autorización para usar sólo los materiales de referencia que NCCER ha aprobado para su prueba específica. Si tienen alguna pregunta sobre cualquiera de los materiales de referencia, por favor, levanten la mano. [Pausa].

Cada uno de ustedes es responsable de su propio material de referencia. Se les prohíbe compartir los materiales de referencia de cualquier tipo durante la sesión de prueba. Los participantes no deben hablar entre sí ni comparar materiales. Por favor, ahora, coloquen debajo del asiento todos los materiales no aprobados para la prueba.

Los siguientes procedimientos deberán respetarse en todo momento durante la sesión de prueba. Se prohíbe comer, beber y consumir tabaco. Si, durante la sesión, necesitan ir al baño, levanten la mano. Recogeré sus materiales de prueba y se los devolveré cuando vuelvan. Sólo una persona por vez podrá salir del salón. Durante el descanso, no pueden hablar con nadie fuera del salón de prueba. No se les concederá tiempo adicional para terminar la prueba por el tiempo perdido fuera del salón. Por lo tanto, les recomiendo tomarse descansos breves. Los baños están ubicados [indicar ubicación].

Al finalizar la sesión de prueba, levanten la mano y pasaré a recoger los materiales de prueba.

Una vez que se hayan entregado todos los materiales, podrán salir del salón.

[Introducir el método de presentación de calificaciones que utiliza su Centro de Prueba o compañía y mencione cuándo y qué recibirá el participante en términos de resultados de la prueba].

En unos momentos, repartiré los cuadernos de prueba. Pero antes de hacerlo, les voy a pedir que dejen la prueba frente a ustedes y no la abran hasta que haya distribuido todas las pruebas y les diga que abran el cuaderno.

[En este momento, usted deberá repartir las pruebas correspondientes, una a la vez, a los participantes. No haga que los participantes reparten los cuadernos a los de su fila. Una vez que todos los participantes hayan recibido un cuaderno de prueba, prosegua con las instrucciones según se describe a continuación].

Observen el nombre de la prueba y asegúrense de haber recibido la prueba correcta. Si no tienen la prueba correcta, levanten la mano para que pueda darles el cuaderno correspondiente. Por favor, firmen y escriban su nombre en letra de molde en la portada del cuaderno. [Pausa]

Ubiquen la hoja de respuestas. Asegúrense de que el número de la hoja de respuestas coincida con el número del cuaderno de prueba.

Presten mucha atención a las instrucciones a la hora de completar la información en la hoja de respuestas. Esta información debe completarse en forma adecuada para el procesamiento correcto de su prueba. Tengan en cuenta que la hoja de respuestas tiene dos páginas. Una hoja es para información demográfica y del candidato, mientras que la otra es la hoja de respuestas.

Cuando completen la hoja de respuestas, utilicen un lápiz para poder borrar las marcas no deseadas.

[Fíjese cómo completar los números, las letras y las respuestas demográficas en este formulario para com-
prender mejor cómo explicar correctamente la forma de completar la hoja de respuestas. Mientras lea las siguientes instrucciones sobre cómo completar este formulario, verifique la sección del “Sitio de Prueba” para asegurarse de que los participantes estén completando este formulario de manera correcta.

Secciones que Deben ser Completadas Correctamente — MUY IMPORTANTES

Primero, escriban la fecha de hoy [“Assessment Date”], ___/___/______, en la parte superior de la hoja de respuestas demográfica. En el margen superior izquierdo de la primera página de la hoja de respuestas, encontrarán el espacio para el Nombre [“First Name”]. Escriban allí su nombre en letra de molde, con una letra en cada casillero. Una vez escrito el nombre en los casilleros, pinten la burbuja correspondiente debajo de cada letra. En caso de que escriban varios nombres en las secciones de nombre o apellido, dejen vacío el casillero del espacio, así como la burbuja correspondiente a dicho casillero.

En el margen superior derecho, en el espacio para el Apellido [“Last Name”], escriban su apellido en letra de molde, con una letra en cada casillero. Pinten la burbuja correspondiente debajo de cada letra. En caso de que el nombre incluya un sufijo [“suffix”], escribanlo en letra de molde en el espacio adecuado y marquen la burbuja del casillero correspondiente.

En la sección de abajo izquierda de la hoja de respuestas, ubican la sección para el Número del Seguro Social [“Social Security Number”]. Escriban su número del seguro social en los espacios que se proveen para tal fin, escribiendo un número en cada casillero (los participantes que se nieguen a ingresar su número del seguro social DEBEN utilizar el número de identificación de 9 dígitos que el Centro de Prueba haya obtenido del Registro de NCCER). En las burbujas debajo de cada casillero, marquen los números correspondientes en los espacios provistos.

En la siguiente sección, llamada PIN, escriban el número de cuatro dígitos que deseen utilizar como Número de Identificación Personal a lo largo de este programa. Deberán dar este número para poder ver calificaciones, informes y otra información confidencial. Elijan un número que puedan recordar fácilmente en el futuro. NO le den este número a nadie. Para recordarlo mejor, recomiendan utilizar los últimos cuatro dígitos de su número del seguro social o el día y mes de su cumpleaños. Necesitarán su número del seguro social y PIN para ver los resultados en www.nccer.org.

Vayan a la siguiente sección, Código del Sitio [“Site Code”]. Escriban el siguiente número, un número en cada casillero: ___ ___ ___ ___. Luego, pinten la burbuja correspondiente debajo de cada espacio del Código del Sitio.

[El código del sitio es el Código Postal del Sitio de Prueba. Verifique con antelación el Código Postal del Sitio de Prueba de modo que pueda dar esta información a los participantes].

En la siguiente sección, Numero de Identificación del Examinador [“Examiner ID”], entre los siguientes número, comenzando con la caja a la izquierda __________ [el Examinador ID es el número de tarjeta NCCER para usted, la persona que administra la prueba — si usted no sabe su número de tarjeta, consulte con su Administrador Primario].

Secciones Opcionales, según las necesidades de su Centro de Evaluación

La siguiente sección se llama Índice [“Index”].

Si usted está utilizando la sección del Índice, indíquelas cómo completar esta sección. El campo Índice se da sólo para tener la información adicional sobre los Patrocinadores o Clientes. Si decide usar este campo, defina su procedimiento interno de modo que su uso sea consecuente. Este campo es importante por que da la posibilidad de clasificar y generar informes. Si decide no utilizar este campo, digales a los participantes que salten esta sección y pasen directamente a la sección siguiente.

La siguiente sección se llama Evaluado para [“Tested For”]. En algunos casos, un Centro de Prueba puede evaluar empleados de otro Centro de Prueba. Escriban el código del sitio de su empleador para que puedan ver los resultados de la prueba si esto fuera así (código postal).

Otra Información

En la sección más baja de la hoja, hay varias preguntas para contestar y luego una caja donde usted debe firmar su nombre.
Educación Formal Completada: Oscurezca la burbuja al lado del nivel más alto que usted logró.

Entrenamiento en la Industria: Si usted ha recibido el entrenamiento en la industria en el cual usted está siendo examinado. Oscurezca la burbuja al lado del tipo de entrenamiento proporcionado. Luego oscurezca al lado de S para sí [“yes”] o N para no [“no”], indicando si usted completó el programa de entrenamiento.

Años en la Industria: Esta sección es para que ustedes puedan decirnos cuántos años de experiencia tienen en la industria en la que se les está evaluando. Si tienen menos de 10 años [“years”] de experiencia, escriban cero (0) en el primer casillero y el segundo dígito en el segundo casillero. Por ejemplo, si tienen ocho años de experiencia, escriban 08. Luego, pinten las burbujas debajo.

Sexo [“Gender”] y Raza [“Race”]: Oscurezcan las burujas correspondientes.

Asegúrense de haber marcado todos los espacios con cuidado y de haber oscurecido las burbujas correctas. Tómense un momento para verificar que toda la información marcada concuerde con lo que está escrito más arriba. Si no están seguros de haber marcado bien la información, levanten la mano y yo me acercaré para ayudarlos.

Diríjase a la Página 2 de la Hoja de Respuestas.

En la parte inferior, verán una Autorización de Divulgación [“Release Statement”], la cual permite a NCCER divulgar los resultados de su prueba al Centro de Prueba. Lean ahora esta autorización. [Pausa] ¿Alguna pregunta antes de continuar?

Todas las respuestas deben registrarse en la hoja de respuestas. No se les dará crédito por ninguna pregunta que respondan de forma incorrecta o dejen en blanco. Tampoco se les dará crédito por las respuestas que se escriban en el cuaderno de prueba. No se les dará crédito por las preguntas que tengan más de una respuesta marcada. Si no saben la respuesta a una pregunta, tienen la ventaja de poder adivinar, ya que no se penalizan las respuestas incorrectas. Si deben cambiar una respuesta, asegúrense de borrarla por completo sin dañar la hoja de respuestas. No hagan marcas aisladas en ninguna de las hojas de respuestas.

Durante la prueba, es posible que les surjan preguntas o comentarios sobre una cuestión particular de la prueba. Dada la naturaleza del proceso de prueba, no podemos responder preguntas técnicas durante la prueba. Sin embargo, sus comentarios nos importan y queremos conocerlas. Por lo tanto, si tienen algún comentario sobre cualquier pregunta de la prueba o sobre la prueba en sí, levanten la mano para recibir ayuda. Yo les entregará un Formulario de Comentarios para que los documenten. Al completar el formulario, lean las instrucciones de éste y luego traten de ser lo más específicos posible cuando incluyan comentarios sobre una pregunta de este examen. Deben completar todos los comentarios en el plazo designado para la prueba, ya que todos los cuadernos de prueba se recogerán de inmediato una vez que se informe que se ha terminado el tiempo.

Yo los recogeré al final del proceso de prueba. Todos los comentarios se reenviarán a NCCER, donde se les evaluará según su importancia. Cualquier cambio como resultado de sus comentarios se reflejará en las calificaciones de las pruebas.

Durante la prueba, no se permite el uso de papel borrador. Si deben escribir algo, háganlo en el cuaderno de prueba.

Está prohibido abandonar el salón hasta que un Supervisor haya recogido todos los materiales de prueba que se les haya entregado.

Póliza para Reexaminar

En caso de que la calificación de la prueba se encontrara dentro de los 10 puntos por debajo de la calificación establecida para aprobarla, se puede volver a tomar la misma prueba luego de 2 días.

Los participantes cuyas calificaciones no estuvieran dentro del margen de 10 puntos con respecto a la calificación establecida para pasar la prueba, deberán esperar 30 días a partir de la fecha de la prueba inicial para poder volver a tomarla. En caso de que un participante no pase la prueba en el segundo intento, se le recomienda fuertemente que reciba algún tipo de entrenamiento para subir el nivel en base a las recomendaciones de estudio.
La persona que haya tomado la prueba dos (2) veces y no haya pasado, deberá esperar al menos 90 días para poder volver a tomarla. Para poder tomar la prueba de nuevo, deben transcurrir por lo menos 90 días. Si pasó la prueba pero desea tomarla de nuevo, existe un periodo de espera mínimo de 2 días para volver a tomarla.

La misma prueba no se puede tomar más de cuatro veces en un plazo de 12 meses.

Cada centro de prueba acreditado es responsable de verificar el cumplimiento de esta regla.

Las excepciones a esta regla deberán ser aprobadas con anticipación por NCCER.

En caso de que un participante presentara el Formulario 701A de Comentarios/Preguntas (en el que se documentaran comentarios o errores en una prueba) y NCCER/Prov considerara válido dicho reclamo, el participante tendrá las siguientes opciones:

• Volver a tomar la prueba
• Hacer que las respuestas de la prueba inicial se ajusten a la calificación para que se reflejen las correcciones

Comience la Prueba

Den vuelta la primera página del cuaderno de prueba, lean la declaración de responsabilidad en la parte de atrás de esa página y firmenla. Buena suerte. Pueden empezar.
Proctor Script for Computer Assessment Sessions

Good morning/afternoon, my name is ____________ and I want to welcome each of you on behalf of the National Center for Construction Education and Research. Today you will be participating in an assessment process which is one measure of the knowledge you have in your particular craft or technical field. I want to wish each of you success in that process today.

The assessment you will be taking is administered online through Internet connections which have been set up for you. During the assessment registration, it is very important you follow along with me step by step. Do not try to work ahead because everyone must be properly logged in before anyone can begin the actual assessment.

If you still have any in your possession, be sure that all cell phones, beepers, PDAs (hand-held palm type computers), two-way radios, and any other alarm devices are turned off and placed [state where your AAC wants these to go] until you leave the assessment area. Please stop me if at any time you do not understand any part of the registration process.

The following information that you are going to enter is very important. It is the information used to ensure that you are given proper credit for your exam today. Please fill in each of the following:

When prompted, enter your name and social security number. After verifying that your name and social security number are correct, left click “Next Step.”

If this is the first time you are taking an NCCER assessment on the computer, you will be asked a few demographic questions.

For each question, except Years in Craft, select an answer from the drop down menu.

For Years of Craft, type in the number that applies to the craft for which you are being assessed.

When everyone is done filling out the information, we will go to the next step. Are there any questions so far?

Everyone please left click “Next Step.” This next page is to verify what assessment you will be taking as well as if there are any graphics required. [Check if there are graphics and show how to access them if needed.] If no assessment has been scheduled for you, the system will ask for an exam key, site code, and index code. Raise your hand if you are being prompted for an exam key. [Proctor should input exam key and site code if exam was not pre-scheduled.] You will be permitted a calculator [except for the Core assessment], scratch paper, and a pencil or pen.

Is everyone ready to continue? Then click “Next Step.” This page is a confidentiality agreement that you need to read. When you have read through it, and if you agree to abide by the agreement, please left click “I Accept” and wait for further instruction. If you do not click “I Accept,” you will not be able to continue the assessment.

On the next screen, at the top where it says “PIN,” left click inside the box and type in a four-digit number that you will not forget. I recommend the last four digits of your social security number or the month and day of your birth. Please be aware that you will need your social security number and PIN to access your assessment results from the website.

Please scroll down the page for the sample question of the assessment. At the top left it says JOHN SMITH (upper right hand corner) is on question 1 out of 10. Question 1 is “What is the State Capital of Florida?” He may select A, B, C, or D. If he were to select D – Miami, the answer would turn bold and highlighted. If he were to change his mind and select B – Tallahassee, all he would have to do is left click B and B would turn bold and highlighted. Changing an answer is that easy. Once he has answered the question, on the right hand side where it says “Unanswered Questions” it would state that he now has 9 unanswered questions. Above “Unanswered Questions”, where it says “Time Remaining” the program performs a minute-by-minute countdown of the remaining time.

You may choose to mark a question you wish to return to later. You must use “Show Question List” to go back to marked questions.

To make a comment about a question that you have reason to believe is in error, use the “Make Comment” feature. [This is an electronic version of a Form 701A.] Click “Next” for the next question and “Previous” to go back to the previous question. Are there any questions on how to use the computer terminal in taking this assessment?
Retesting Policy

A retest on the same assessment may be taken following a 2-day waiting period if this is the first time you have taken this assessment and if your score is within 10 points of the established cut score.

If you do not score within 10 points of the cut score on your first attempt, you must wait 30 days before reassessing. If you do not attain the cut score on the second attempt, it is strongly recommended that you attend some type of upgrade training based on the training prescription you receive.

If you take the same assessment twice without passing it, you must wait a minimum of 90 days before retesting. Each subsequent reassessment has a minimum 90-day waiting period, and the same assessment may not be taken more than four times within a 12-month period.

Taking a previous version or a version in another language of the same assessment counts when calculating when you may retest. It also does not matter how long ago the first attempt was made.

I will announce when you have thirty and fifteen minutes remaining for your assessment.

When you answer the final question, before you click on End Test, raise your hand so I may collect all pencils, calculators, and scratch paper. After you have submitted your assessment for scoring, by clicking on the “End Test” button, you may leave the test site. [If your center allows them to wait and check their own score, give appropriate instructions. Otherwise, explain how and when they will find out their scores.]

If you have questions about the process or trouble with your workstation, raise your hand and I will assist you as quickly as possible. I will NOT answer questions related to the content of the assessment.

At this time, please click “Start Exam.” Your Time Has Begun.
Proctor Script in Spanish for Computer Assessments

Buenos días / Buenas tardes, mi nombre es _____ y les doy la bienvenida de parte del Nacional Center for Construction Education & Research. Hoy participarán en una prueba que medirá su conocimiento en su oficio o área técnica. Le deseo mucho éxito en esta prueba.

La prueba que estará tomando se administra a través del Internet, y todo se ha instalado para usted.

Es bien importante que llene la información de registro paso a paso, a medida que yo le dé las instrucciones. No se adelante, ya que todos los participantes deben estar inscritos adecuadamente a la misma vez para comenzar la prueba.

Por favor tomen asiento en su estación indicada. Aseguren que todos los celulares, beepers, radios, alarmas, o cualquier aparato electrónico estén apagados y guardados debajo de su asiento hasta que salga del área de pruebas. Por favor pregunten si tienen alguna pregunta del proceso del registro.

La siguiente información que va a escribir es muy importante. Esta es la información necesaria para que se le dé crédito por su examen hoy. Favor de llenar todo lo siguiente:

Verifiquen que su nombre y número de seguro social estén correctos, luego hagan clic en Paso Siguiente [“Next Step”]

Educación Formal Completada: Oscurezca la burbuja al lado del nivel más alto que usted logró.

Entrenamiento en la Industria: Si usted ha recibido el entrenamiento en la industria en el cual usted está siendo examinado. Oscurezca la burbuja al lado del tipo de entrenamiento proporcionado. Luego oscurezca al lado de S para sí (“yes”) o N para no (“no”), indicando si usted completó el programa de entrenamiento.

Años en la Industria: Esta sección es para que ustedes puedan decírlos cuántos años de experiencia tienen en la industria en la que se les está evaluando. Si tienen menos de 10 años [“years”] de experiencia, escriban cero (0) en el primer casillero y el segundo dígito en el segundo casillero. Por ejemplo, si tienen ocho años de experiencia, escriban 08. Luego, pinten las burbujas debajo.

Sexo [“Gender”] y Raza [“Race”]: Oscurezcan las burbujas correspondientes.

Cuando todo el mundo haya terminado de llenar toda esta información, iremos al próximo paso.

[Presione para continuar.] ¿Hay alguna pregunta hasta ahora?

Por favor opríman “Next Step” con el botón izquierdo del “mouse”. La próxima página será para verificar cual prueba usted está tomando y si hay imágenes requeridas. Verifique aquí si hay imágenes y de ser necesario, explique como se obtienen. Si no se le ha programado para que tome la prueba, el sistema le va a pedir el código del examen [“exam key”], código del lugar [“site code”] y código del índice [“index code”]. Levante su mano si el sistema le pide el código del examen [“exam key”]. El/la supervisor/a del examen debe entrar el código del examen [“exam key”] y el código del lugar [“site code”] si no se programó anteriormente. Se permite el uso de una CALCULADORA, PAPEL Y LÁPIZ O PLUMA.

Asegúrese que todos/as estén en su lugar indicado y listos para continuar. Luego pida a los/las participantes que hagan clic en Próximo Paso [“Next Step”]. Esta página es una condición de seguridad que necesitan leer. Cuando la hayan leído y si están de acuerdo con seguir estas condiciones, por favor hagan clic en “Acepto” [“I Accept”] y esperen las próximas instrucciones.

Asegure que todos/as hayan seguido estos pasos y diga lo siguiente. En la parte de arriba de esta página, donde dice “PIN”, haga clic en la caja azul y escriba un número de cuatro dígitos que sea fácil de recordar. Le recomiendo los últimos cuatro dígitos de su número de seguro social o el mes y día de su fecha de nacimiento. Recuerde que va a necesitar su número de seguro social y su número “PIN” para ver sus resultados en www.nccer.org y en www.provexam.com.

Continúen hacia abajo en la página para ver un ejemplo de una pregunta [“Sample Question”].

En la parte de arriba a la izquierda dice “John Smith” y en la parte de arriba derecha se indica que esta es la pregunta 1 de 10. La pregunta número 1 es “¿Cuál es la capital del estado de Florida?”

Puede seleccionar A, B, C, o D. Si selecciona D – Miami, la opción se verá en color amarillo y con las letras más
oscuras. Si decide cambiar su respuesta y seleccionar B – Tallahassee, sólo tiene que hacer clic en la opción deseada y verá que ésta se verá de color amarillo y con letras oscuras.

Cambiar su respuesta es fácil. Una vez haya contestado la pregunta, en el lado derecho verá que se le indica que quedan 9 preguntas por contestar [“Unanswered Questions”]. Justo arriba se le indica el tiempo que le queda [“Time Remaining”] en minutos. También explique la opción de marcar la pregunta. Los participantes deben ir a “Enseñar la lista de preguntas” [“Show Question List”] para volver a ver las preguntas que marquen. Para hacer algún comentario de alguna pregunta que piensa que tenga algún error, use la opción de “Comentar” [“Make Comment”] en estos exámenes administrados por computadora. Esta es la versión electrónica de la forma 701A. Haga clic en “Próxima” [“Next”] para la próxima pregunta y “Anterior” [“Previous”] para la pregunta anterior. ¿Hay preguntas sobre cómo usar la computadora?

**Política de Repetición de la Prueba**

Un nueva prueba sobre la misma evaluación se puede tomar a 2 días después de un período de espera si esta es la primera vez que esta tomado esta evaluación y si su puntuación está entre los 10 puntos de la puntuación del corte establecido

Si usted no obtiene una puntuación entre los 10 puntos del resultado del corte establecido en su primera prueba, usted debe esperar 30 días antes de repetir la evaluación. Si usted no alcanza el resultado del corte en la segunda repetición de la prueba, se recomienda que usted asista a algún tipo de entrenamiento basado en las recomendaciones que haya recibido.

Si usted toma la misma evaluación dos veces sin pasarla, usted debe esperar un mínimo de 90 días antes de reexaminar. Cada nueva evaluación posterior tiene un período mínimo de 90 días de espera, y la misma evaluación no puede tomarse más de cuatro veces dentro de un período de 12 meses.

Tomar una versión previa o una versión en otro idioma de la misma evaluación cuentan al calcular cuando usted puede reexaminar. Por lo tanto, no importa cuánto tiempo atrás usted realizo el primer intento de la prueba.

Anunciaré cuando le quede TREINTA MINUTOS Y LUEGO CUANDO LE QUEDE QUINCE MINUTOS PARA TERMINAR EL EXAMEN.

Antes que someta su examen para obtener los resultados, levante su mano para que yo vaya a recoger todos los lápices, papeles y calculadoras. Luego que haya sometido su examen, puede salir del área cuando oprima “Terminar Examen” [“End Test”].

Le deseo mucho éxito. Si tiene alguna pregunta sobre el proceso o problemas con su computadora, levante su mano y le ayudaré lo antes posible. NO contestará preguntas relacionadas al contenido del examen. Buena suerte. Ahora hagan clic en “Empezar el Examen” [“Start Exam”]. HAN EMPEZADO SU EXAMEN.