

NCCER ACCREDITED ASSESSMENT CENTER PERSONNEL CERTIFICATION VIRTUAL TRAINING GUIDE

Assessment Performance Evaluator / Assessment Proctor

1. Assessment Administrator/Master Trainer must order the appropriate training material from NCCER by visiting shop.nccer.org
 - a. Master Trainer must ensure that they have the most updated version of the Master Trainer and Assessment Performance Evaluator Guides.
 - Master Trainer must ensure the participant has the most updated Assessment Performance Evaluator guide OR participant can order their own book from shop.nccer.org
 - b. Assessment Administrator must ensure that they have the most updated version of the Assessment Proctor Guide and PPT slides.
 - Assessment Administrator must ensure the participant has the most updated Assessment Proctor guide OR participant can order their own book from shop.nccer.org
2. Participant will need to create and activate a Registry account. Click [here](#) for how-to instructions
 - a. Participant must follow all steps to activate their account and receive an NCCER card number
 - Doing so requires the participant to check the Registration & Release Form box
 - It is recommended that you require the participant to also check the Responsibility & Liabilities Form box
 - If this is done, a hard copy of these forms does not need to be collected from the participant
 - Participant must provide NCCER card number to the Master Trainer or Assessment Administrator.
 - b. It is the Master Trainer and Assessment Administrator's responsibility to ensure that the Registration & Release as well as the Responsibility & Liabilities have been completed within the Registry if a hard copy is not collected. This is done via [NCCER Online Verification](#)

The screenshot shows the NCCER Registry System interface. At the top left is the NCCER logo and the text "Registry System". Below this is a "Try Another" button. The main heading is "Online Verification" followed by the name "Frodo Baggins," and "Card Number: 15782409". There are two checked checkboxes: the first authorizes the Accredited Training Sponsor and/or Accredited Assessment Center to release training and/or assessment records to NCCER, and the second states that the user understands and accepts all conditions outlined in "Responsibilities & Liabilities". At the bottom, there is a progress bar with five categories: "Certifications", "Completed Training", "Knowledge Verified", "Performance Verified", and "Completed PV Tasks".

3. Training is to be conducted via Zoom or a similar video conference platform
 - a. Master Trainer or Assessment Administrator must be able to see all participants on the screen simultaneously – grid view is recommended.



- b. After each Assessment Performance Evaluator module has been taught, a certified Assessment Administrator or Assessment Proctor is to conduct testing for each module in the Assessment Platform.
 - Participants must remain visible on-screen during testing
 - Utilize the [proctor script](#) to administer the test.
 - c. After the Assessment Proctor training is completed, the Assessment Administrator is to conduct testing in the NCCER Assessment Platform.
 - Participants must remain visible on-screen during testing
 - Utilize the [proctor script](#) to administer the test.
 4. All tests must be taken within the Assessment Platform.
 - a. Tests are free of charge
 - b. Assessment Administrators and Assessment Proctors must ensure they have the appropriate permissions within the Assessment Platform.
 - All Assessment Platform permissions are automatically assigned when the role is assigned in the Registry System to the appropriate testing location. Click [here](#) for instructions on how to assign user roles in the Registry System.
 5. Once training and testing have been completed, individuals that have completed training must be certified in the Registry System.
 - a. The Assessment Administrator must certify the Assessment Performance Evaluator participant within the Registry system. Click [here](#) to access the how-to instructions on this process.
 - b. The Master Trainer or Assessment Administrator must certify the Assessment Proctor participant within the Registry system. Click [here](#) to access the how-to instructions on this process.

TIPS/BEST PRACTICES

- We suggest giving a sample test before the start of the actual test to get the participant's familiar with a virtual training/testing process.
- It is highly recommended to conduct a run-through to ensure all technology is working properly.