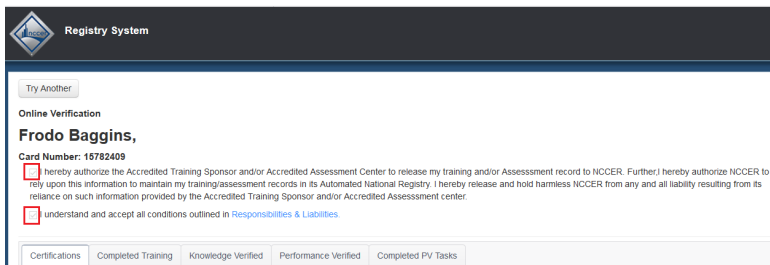


NCCER ACCREDITED TRAINING SPONSOR PERSONNEL CERTIFICATION VIRTUAL TRAINING GUIDE

ICTP / Curriculum Performance Evaluator / Curriculum Proctor

1. Master Trainer must order appropriate training material from NCCER by visiting shop.nccer.org
 - a. Master Trainer must ensure they have the most updated version of the Master Trainer or Curriculum Proctor training guide
 - b. Master Trainer must ensure participants have the appropriate training materials (Craft Instructor Kit, Curriculum Performance Evaluator Guide, Curriculum Proctor Guide)
 - i. Participant can order their own books from shop.nccer.org
2. Participant 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
 - i. Doing so requires the participant to check the Registration & Release Form box
 - ii. It is recommended that you require the participant to also check the Responsibility & Liabilities Form box
 - iii. If this is done, a hard copy of these forms does not need to be collected from the participant
 - iv. Participant must provide NCCER card number to the Master Trainer
 - b. It is the Master Trainer'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](#)



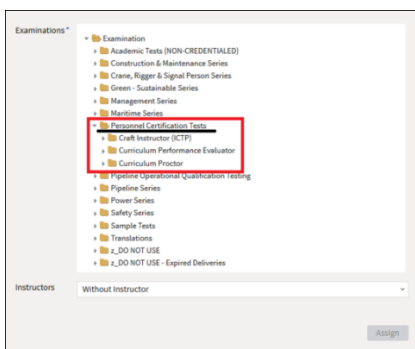
The screenshot shows the 'Registry System' interface. At the top, there is a 'Try Another' button. Below it, the 'Online Verification' section displays the name 'Frodo Baggins' and 'Card Number: 15782409'. There are two red checkboxes: the first is checked and is followed by the text 'I hereby authorize the Accredited Training Sponsor and/or Accredited Assessment Center to release my training and/or Assessment record to NCCER. Further, I hereby authorize NCCER to rely upon this information to maintain my training/assessment records in its Automated National Registry. I hereby release and hold harmless NCCER from any and all liability resulting from its reliance on such information provided by the Accredited Training Sponsor and/or Accredited Assessment center.' The second checkbox is also checked and is followed by the text 'I understand and accept all conditions outlined in [Responsibilities & Liabilities](#).' At the bottom, there is a progress bar with five items: 'Certifications', 'Completed Training', 'Knowledge Verified', 'Performance Verified', and 'Completed PV Tasks'. The 'Completed Training' and 'Performance Verified' items are highlighted in green, indicating they are completed.

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

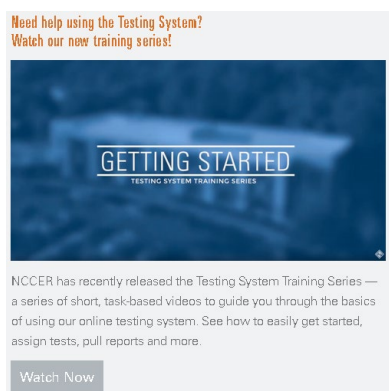


- b. After each module has been taught, the Master Trainer is to conduct module testing through the NCCER Testing System, utilizing the meeting platform to ensure a secure testing environment.
 - i. Utilize the [proctor script](#) to administer the test.
 - ii. Participants must remain on screen during the testing process

4. All tests must be taken within the Testing System. Paper testing is not allowed with virtual training
 - a. Tests are free of charge
 - b. Master Trainer must ensure they have the appropriate permissions within the Testing System to assign tests to the participants.
 - i. All Testing System permissions are automatically assigned to the Sponsor Representative, Secondary Representative or ATS Support role.
 - ii. Permissions (can proctor) must be set up under the appropriate training unit or ATEF where the master trainer is administering tests.
 - c. Appropriate tests must be set up in order to assign and proctor in the Testing System. ["How To" Setup and Launch Personnel Certification Tests](#) and [User Manual for Personnel Certification Exams](#)



- i. NCCER has a series of short, task-based videos to guide you through each step. Click [here](#) to access these videos. You will need to click on “Watch Now” as shown in the screen shot below.



5. Once training has been completed, the Master Trainer must certify the participant within the Registry system. Click [here](#) to access the how-to instructions on this process.

TIPS/BEST PRACTICES

- The ICTP is a 24-hour curriculum. Even when the training is done virtually, it shouldn't be rushed. Trainees should get the same benefit of the class as if they were participating in person.
- Whatever platform you choose to deliver the training, make sure that participants are familiar with it so they can be fully engaged in the class.
- It is highly recommended to conduct a run-through to ensure all technology is working properly.