

NCCER TESTING SYSTEM

Master Trainer



START HERE

CREATE Group/class roster

CREATE a favorites list for the Instructor, Curriculum Performance Evaluator, and Curriculum Proctor exams (Personnel Certification Tests folder)

Use 'Without Instructor' option when creating list

The individuals' Curriculum or Assessment Certification credentials will be **MAILED** to that ATS or AAC

PRE-ASSIGN tests

When the individual is ready to take the test

PRINT Proctor Script and Assigned Tests Report to be used on test day

Sponsor Representative or Primary Administrator will **APPROVE** form

PROCTOR online module tests

If tests are passed, **SUBMIT** Certification form in the Registry System

ATS uses Registration of Curriculum Certification form; AAC uses Registration of Assessment Certification form

SUBMIT

Best Practices

1. When creating the module test favorites list, always select the option "Without Instructor." Master Trainer certification maintenance is completed based on the Registration of Curriculum/Assessment Certification form submission.
2. If the individual does not pass the exam(s), the standard retest policy is to wait two days before retesting. NCCER will override this retest policy, based on the Master Trainer's recommendation. The Master Trainer must call NCCER to '**Reset the retest eligibility date**' before retesting can be done.
3. Per NCCER Guidelines, Master Trainers can proctor the online test in person or virtually using any online video tool. Check with your technology department to learn what those options are.