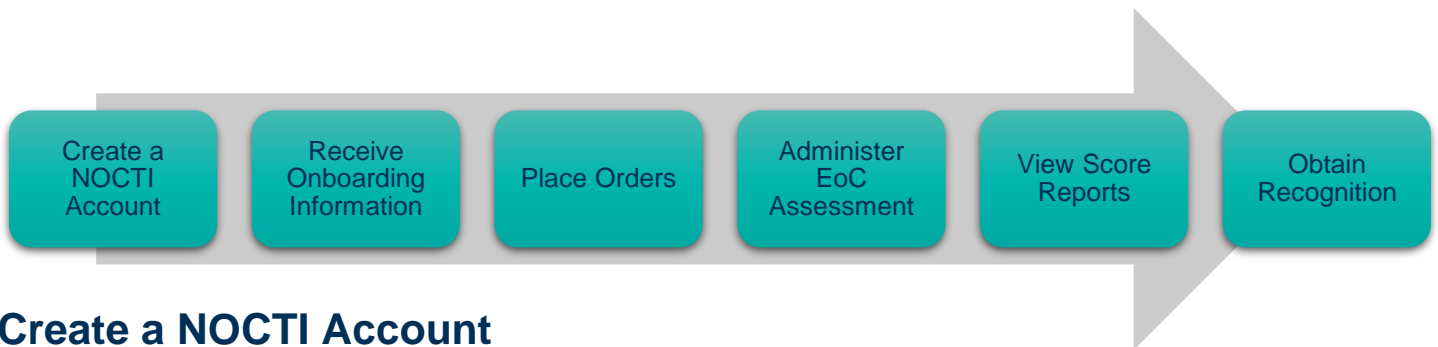


## Certification at a Glance

AMTEC has selected NOCTI as the delivery partner for its Emerging Technician certification assessments. The information below will assist you with the process for ordering and administering the Emerging Technician - Electrical and Emerging Technician – Maintenance Mechanic tests. [Review test blueprints](#) at NOCTI's website for the standards and competencies on which the tests were built, and for helpful administration details.



### Create a NOCTI Account

Getting started with NOCTI is as simple as submitting a [Security and Testing Agreement](#) (STA). Designate a primary contact for your site to serve as the NOCTI Site Coordinator to manage the testing program, noting that teachers cannot serve in this roll. The Site Coordinator should be in an administrative and decision-making position, including being able to enter into agreements such as this agreement with NOCTI. Examples, include, but are not limited to:

- Principal/Assistant Principal
- CTE Coordinator
- Counselor
- Director
- Dean
- Testing Coordinator

The Site Coordinator designee will complete the STA. The completed agreement will need to be electronically signed by the Site Coordinator and an additional administrator at the site. Once received at NOCTI an account will be created and a welcome email will be sent. Examples of key Site Coordinator responsibilities include:

- Assuring all involved in the NOCTI program are aware of and abide by NOCTI policies and guidelines.
- Providing instructional staff with resources, information, test data, and access to the Teacher Resource Center (as applicable).
- Selecting/approving proctors and evaluators according to NOCTI guidelines.
- Coordinating ordering, test administration, and providing reports and certificates to stakeholders, as needed.

## Participate in Customer Onboarding

Part of getting started with NOCTI are onboarding resources such as recorded webinars, a Site Coordinator Guide, Proctor Guides, and much more. These resources are available in the password-protected Client Services Center which the Site Coordinator will access to manage testing. NOCTI's friendly and knowledgeable team is available to assist by phone and email.

## Place Orders

Ordering through NOCTI is quick and easy! The Emerging Technician assessments are ordered through the ordering module in the Client Services Center. Tests may be ordered to be administered in 1, 2, or 3 sessions to assist with shorter testing sessions, the need to test across days, and to offset test fatigue. Payment method of credit card or purchase order is required at the time of order.

## Administer Assessments

Both the Emerging Technician – Electrical and Emerging Technician – Maintenance Mechanic assessments are administered through NOCTI's online testing system. Administration must take place in a proctored environment following the processes and policies outlined in NOCTI's administration resources. Remote proctoring services can be ordered for virtual learners.

NOCTI offers accommodations for students with an Individualized Education Plan (IEP) such as multiple session administration, extended time, and text-to-speech. A pre-test can be administered to determine a student's baseline technical knowledge at the start of a program or course.

## View Score Reports

NOCTI's comprehensive score report package includes group reports, individual reports, analysis of scores, and competency-level reports. Score reports are accessed in the Client Services Center and are also available in NOCTI's Teacher Resource Center for those instructors who have been provided access by the Site Coordinator.

## Provide Recognition

Students meeting or exceeding the benchmarks for each Emerging Technician assessment will receive certification through AMTEC in the form of a certificate and a digital badge. Access is simple and quick!

- Cut Scores:
  - Emerging Technician – Electrical 54.3
  - Emerging Technician – Maintenance Mechanic 54.2
- Certificates can be printed by either the Site Coordinator in their Client Services Center or the teacher through their Teacher Resource Center.
- Digital badges are awarded via NOCTI's SkillBadge Locker to students who provide an email during their testing session