



National Institute for Metalworking Skills®

Roles Involved with NIMS Credentialing Program

Organization Contact...

This person will be the main point of contact between your program and NIMS staff. This person's name and contact information should have been entered when the Organization Registration form was completed. If not, simply click "Edit Profile" and update it now.

Sponsor...

This is typically the instructor or company trainer. **Sponsors are not required to earn any credentials before his or her students do.** Sponsor responsibilities include:

- Supervise candidates while they machine parts during the Performance Exam.
- Sign candidates' affidavits once parts are completed during the Performance Exam.
- Coordinate with the MET-TEC Committee or company QA department to have candidates' parts inspected and affidavits completed.

Note: For the "Job Planning, Benchwork & Layout" credential the sponsor may inspect candidates' parts. All other credentials require the inspection of the MET-TEC Committee or company QA department.

- Fax candidates' completed affidavits to NIMS as proof that the candidate passed Performance Exam.

Sponsors must register online before students or trainees can register as candidates. **To register a new sponsor**, log in with the username and password created when Organization Registration was completed. Once logged in, click "Add a Sponsor" on the left and complete the form.

Candidate...

The candidate is the student, trainee, or apprentice. **Before taking any online exam, he or she must complete the Candidate Registration.** To do so:

1. Go to the [NIMS site](#) and click "Candidate Registration" on the left.
2. Fill out the form for each candidate. Each new candidate will need a unique email address - this is how NIMS delivers important information directly.
3. After clicking "submit," the next page will request a \$40 registration fee payment. This can be paid on-screen by using a credit card or a pre-arranged account code.
4. Once this is complete, the candidate will receive two emails:
 - a. A receipt confirming the \$40 fee payment.
 - b. A username and temporary password to log in to the [NIMS site](#). The candidate will need these to take any Online Theory Exam.

Proctor...

The proctor is any employee of integrity at your school or company. **The proctor cannot be the instructor or anyone with the ability to alter a candidate's grade or pay wages.** Duties include:

- Be present for the duration of online testing, regardless of whether it is a candidate or sponsor who is testing.
- Verify the ID of each person who is testing.
- Instruct those testing to [log in](#) and purchase the appropriate exam.
- Ensure no talking during Online Theory Exams.
- Allow only the following NIMS-approved items:
 1. Calculator
 2. Pencil/pen and paper
 3. Machinery's Handbook **-or-** Student's Shop Reference Handbook
- Enter a confidential proctor code, which unlocks the Online Theory Exam.

Proctors must register online for free by going to the [NIMS site](#) and clicking on "Proctor Registration" on the left. The registration has a space for "Proctor Code." This is a confidential code that's created by the proctor at the time of registration and should be known by noone but the proctor.

MET-TEC Committee (a.k.a. - Metalworking Technical Evaluation Committee)...

If you are with a school, tech center, or college:

This is a group of volunteers from local metalworking companies who are asked to inspect the parts made by candidates during the Performance Exam. Committee members can be from companies involved with your Advisory Committee or elsewhere. Part inspections can occur at your facility or theirs.

If you are with a company training program...

...and your company has a quality certification: Your company inspections department may inspect the candidate's completed part against the NIMS part print. Inspection must be done by at least two different QA inspectors. If the part is within 100% tolerance of the print, then both inspectors must sign the trainee's affidavit before it is faxed to NIMS.

...and your company does not have a quality certification: Your program will need to establish a MET-TEC Committee. Please follow the guide for schools, tech centers, and colleges above.

Once you have determined which of the above categories your program fits under, please log in, access our Resources Page for a MET-TEC Committee Registration Form, and fax the completed form to NIMS at (703) 352-4991.