



**National Institute for Metalworking Skills®**

# **Complete Guide to NIMS Credentialing Program**

Educational Programs

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# — CONTENTS —

Overview of NIMS Credentialing Program	1
List of Available Credentials	2
Getting Started: Roles & Registration	3
The Credentialing Process: Testing Students/Trainees	4
The Credentialing Process: Testing Instructors/Trainers	5
Guide to Establishing a MET-TEC Committee	6
Performance Affidavit	7
Credentialing Checklist	8



# NIMS Credentials

Skills in the metalworking industry are certified through the earning of NIMS credentials. The credentials are awarded on satisfactory completion of both performance tests and related theory exams.

## **Standards-based Assessments**

The assessments are standards based; i.e., they are drawn from the NIMS national metalworking standards. Both performance and theory assessments are developed by the industry and piloted in the industry.

## **Performance plus Knowledge Examinations**

NIMS certifications require both performance and theory exams. The performance will be the manufacturing of a part, the set-up and operation of a machine or the writing of a program that will manufacture a specific part.

## **Multiple Credentials**

The NIMS standards are modular, thus permitting credentials based on specific metalworking process and levels of competency. For example, there are 11 distinct credentials in Machining Level I. Overall, there are 52 NIMS credentials. The credentials enable the employer to assess candidates in those skills most applicable the firm's needs and enable training institutions to measure program performance tailored to industry's needs.

## **Advantages to Companies**

Metalworking companies use the credentials for recruiting, hiring, placement and promotion. The guesswork is removed from the human resource process. Companies can advertise for specific NIMS credentialed skills, preferring or requiring certain credentials. For example, a North Carolina company requires two NIMS Level I machining programs from all candidates. A Missouri company bases raises on NIMS credentials.

## **Basis for Apprenticeship Training**

The NIMS credentials serve as progress assessments in the industry's exciting, new Competency-Bases Apprenticeship System. The credentials demonstrate the earned competencies required in the new system.

## **Advantages to Education and Training Programs**

Educational institutions use NIMS credentials as performance measures and as the basis for articulation. For example, Pennsylvania requires all machining students to test for NIMS. U.S. Army machinist trainees earn NIMS credentials. The Robert C. Byrd Institute requires NIMS credentials for the earning of the Associate Degree in Manufacturing Technology. An ever-growing number of colleges and universities award credits to high school students and to company employees for NIMS credentials.

## **Advantages to the Workers, Trainees and Students**

The candidates know clearly what is expected of them, whether it is for graduation, hiring or advancement. The NIMS credential clearly demonstrates that the credential holder met the industry benchmark for that competency.

## **Where and How**

The company or training institution needs no prior relationship with NIMS for its employees or trainees to earn credentials. The credentials can be earned literally anywhere.





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## NIMS Credentials

The NIMS Credentials certify an individual's skills as measured against the NIMS Standards. Earning NIMS credentials requires a performance test and a theory test. The performance requirements and theory tests are drawn directly from the NIMS Standards, and are written and piloted by industry. NIMS currently offers 52 metalworking credentials.

**SECTION 2**

<p><b>Machining Level I</b> <i>Designed to meet entry-level requirements for on-the-job skills</i></p>	<p>Measurement, Materials &amp; Safety Job Planning, Benchwork &amp; Layout Manual Milling Skills I Turning Operations: Turning Between Centers Turning Operations: Turning Chucking Skills Grinding Skills I Drill Press Skills I CNC Turning: Programming Setup &amp; Operations CNC Milling: Programming Setup &amp; Operations CNC Turning: Operations CNC Milling: Operations</p>
<p><b>Machining Level II</b> <i>Designed to meet journey-level requirements for on-the-job skills</i></p>	<p>Manual Milling Skills II Turning II (manual) Drill Press Skills II Grinding Skills II CNC Milling Skills II CNC Turning Skills II EDM — Wire EDM — Plunge</p>
<p><b>Machining Level III</b> <i>Designed to meet master-level requirements for on-the-job skills</i></p>	<p>CNC Turning Skills III CNC Milling Skills III</p>
<p><b>Metalforming Level I</b></p>	<p>Metalforming Level I</p>
<p><b>Stamping Level II</b></p>	<p>Operate with Single Hit Tooling II Operate with Compound Dies II Operate with Progressive Dies II Operate with Deep Draw Dies II Operate with Transfer Dies II</p>
<p><b>Stamping Level III</b></p>	<p>Parts Inspection &amp; Quality Control Setup with Single Hit Tooling III Setup with Compound Dies III Setup with Progressive Dies III Setup with Deep Draw Dies III Setup with Transfer Dies III</p>



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**NIMS Credentials** (page two)

<b>Press Brake Level II</b>	Operate Non-CNC Drive Press Brake Skills II CNC Punch (Turret) Press Level II
<b>Press Brake Level III</b>	Setup and Operate Non-CNC Mechanical III Setup and Operate CNC Drive III
<b>Slide Forming Level II</b>	Slide Forming Operations II
<b>Slide Forming Level III</b>	Slide Forming Setup & Operation II
<b>Screw Machining Level II</b>	Operate with Single Spindles II Operate with Multiple Spindles II
<b>Screw Machining Level III</b>	Setup & Operate with Single Spindles II Setup & Operate with Multiple Spindles III
<b>Machine Building Level II</b>	Machine Building Level II Mechanical Assembly
<b>Machine Building Level III</b>	Machine Building Level III Mechanical Assembly
<b>Machine Maintenance, Service &amp; Repair Level II</b>	Preventive Maintenance
<b>Machine Maintenance, Service &amp; Repair Level III</b>	Machine Service & Repair Machine Repair/Rebuilding
<b>Diemaking Level II</b>	Diemaking Level II
<b>Diemaking Level III</b>	Diemaking Level III
<b>For use in certifying training staff to train personnel to achieve all NIMS standards:</b>	
	OJT Trainer
	OJT Senior Trainer
	OJT Training Coordinator





## Roles Involved in the NIMS Credentialing Program

### 1. Primary Organization Contact—

The organization contact is the main contact person between your training program and NIMS. For training programs at educational organizations, this is usually a lead instructor, department head/chair, principal or career-tech director. For industry training programs this is usually the manager of HR or in-house training.

Contact NIMS Staff to register yourself or a colleague as Primary Organization Contact:

Phone: (703) 352-4971 Email: [support@nims-skills.org](mailto:support@nims-skills.org)

### 2. Sponsor—

A sponsor is the person who oversees students/trainees while enrolled in your training program. At educational organizations, sponsors are typically instructors. At industry training programs, this is usually the person who delivers the on-the-job training. **Sponsors are not required to earn any NIMS credentials before allowing students/trainees to do the same.**

Sponsor responsibilities:

- Supervise students/trainees throughout the Performance Exam, which is a requirement for every NIMS credential except Measurement, Materials & Safety.
- Enter information into the Performance Affidavit (see Section 7) for each student/trainee that successfully finishes a Performance Exam.
- Coordinate with inspectors on your MET-TEC Committee to have each student/trainee's part inspected against the print issued by NIMS. Parts are made during the Performance Exam.
- If a student/trainee's part passes inspection within 100% tolerance, the sponsor will fax or email a Performance Affidavit to NIMS. If a part does not pass inspection, it is up to the discretion of the sponsor on allowing a second or third attempt at machining the part.

*Please note- Sponsors may inspect both parts required for the Job Planning, Benchwork & Layout Performance Exam. For this credential only, a MET-TEC is not necessary.*

#### **Sponsors must register before students/trainees register as candidates.**

To do so, simply have your Primary Organization Contact log in to the NIMS website, then click "Add a Sponsor" on the left-hand menu. You can always contact NIMS Staff for assistance by calling (703) 352-4971 or by emailing [support@nims-skills.org](mailto:support@nims-skills.org).

### 3. Candidate—

Students/Trainees must be registered as a candidate no less than 24 hours before taking any NIMS Theory Exam through the Online Testing Center. To register:

1. Go to [www.nims-skills.org](http://www.nims-skills.org) and click **Candidate Registration** on the left.
2. Choose your school and sponsor from the drop-down lists, then complete the contact form to reflect the name and home address of a given student/trainee. *For phone number* you may use the student or school phone number. *For email address*, you may enter the student's email address or the email address of his or her sponsor. **Following registration, this email address will receive an message containing a username and password for that student.**
3. Click **submit**. The next page will request payment of a \$40 registration fee. This can be paid on-screen by entering credit card information or a pre-arranged account code. *Contact NIMS Staff for more information on pre-arranged account codes.*

#### 4. Proctor –

To ensure that all Online Theory Exams are taken in a fair environment free from cheating and distractions, NIMS requires that a registered exam proctor be present anytime an individual takes an Online Theory Exam—this includes sponsor and candidate testing.

The proctor is any employee of integrity, however **sponsors may not proctor their own candidates' online exams.**

Proctors must register online for free at [www.nims-skills.org](http://www.nims-skills.org). The registration form has a space for “Proctor Code.” This is a secret code created by the proctor and is needed for any student to begin an exam.

Proctor duties:

- Be present for the duration of Online Theory Exam testing.
- Verify candidates by checking IDs before beginning exams.
- Instruct candidates to go to [www.nims-skills.org](http://www.nims-skills.org) and log in using the username and password that were issued at the time of Candidate Registration (see previous page).
- Ensure that candidates purchase the correct Online Theory Exam. On-screen payments are accepted by credit card or by pre-arranged account code. *For more information on pre-arranged account codes, please contact NIMS Staff at (703) 352-4971 or at [support@nims-skills.org](mailto:support@nims-skills.org).*
- Allow no talking during the exam.
- Allow only the following NIMS-approved items during testing:
  - Calculator
  - Pencil and paper
  - Machinery’s Handbook or Student’s Shop Reference Handbook
- Enter a proctor code, which the proctor establishes at the time of registration. By entering this code, the candidate is officially cleared to being the Online Theory Exam.

***It is imperative that proctors keep their proctor codes completely confidential. Proctor Codes may not be shared with candidates or sponsors. If a proctor is unavailable when candidates need to test, your organization may register another employee as proctor (at no charge).***

#### 5. MET-TEC Committee – A.K.A. – The Metalworking Technical Evaluation Committee

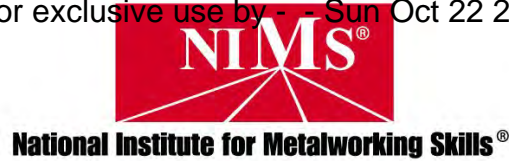
This is a group of volunteers from local metalworking companies, who are responsible for inspecting the parts made by candidates during the Performance Exam. Committee members can be from any local Companies, regardless of never having worked with NIMS in the past. Inspections can take place at your facility or at the facility of the inspectors, as long as sufficient measuring tools are present.

*Please note — Industry training programs whose company has a quality certification are exempt from assembling a MET-TEC Committee. These programs may use their in-house inspection department to inspect parts created during the performance exam against the NIMS-provided print.*

For more information on MET-TEC Committees and their members, please see the “Guide to Establishing a MET-TEC Committee” – found on the Resources page of the NIMS website and in this booklet.

If your organization contact(s), sponsor(s), or candidate(s) cannot recall a username or password to log in to the NIMS website, feel free to contact NIMS staff at (703) 352-4971 or by email at [support@nims-skills.org](mailto:support@nims-skills.org). Please note that NIMS staff is available Monday through Friday, 9am until 5pm Eastern Time.

If your proctor(s) cannot recall a proctor code, he or she must call NIMS at (703) 352-4971. Proctor codes will not be provided by email. Students and instructors will not be given proctor codes under any circumstances.



## Credentialing Process: Testing Your Students/Trainees

### STEP ONE— CANDIDATE REGISTRATION

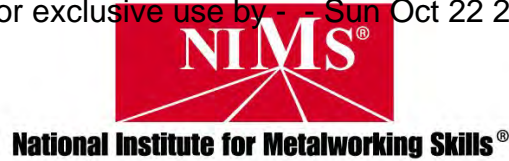
- Candidate registration is completed on the NIMS website and requires a \$40 registration fee per person
- Registration is good for life, so the \$40 fee is assessed only once per person.
- Only individuals seeking NIMS credentials are required to register.
- Students/trainees may complete the NIMS Performance Exam prior to registering, however registration must be completed prior to taking an Online Theory Exam.
- Registration may be completed by the student/trainee or on his behalf by a sponsor or other employee

#### Registering a student/trainee as a candidate:

1. Go to [www.nims-skills.org](http://www.nims-skills.org) and click **Candidate Registration** on the menu to the left.
2. Select your organization and the student/trainee's sponsor from the first two drop-down lists.
3. Complete the rest of the form to reflect the student/trainee's home address and contact information. If this information is unavailable at the time of registration, simply enter the address and phone for the school or company where training occurs.
4. Enter a valid email address in the last box of the form. NIMS Staff will send two messages to this email address to confirm this registration, so please enter a valid address. Sponsors may enter their own email address in this box. The two emails will arrive within 24 hours of registration and they are:
  - a. A receipt for payment of the \$40 registration fee.
  - b. A candidate username and temporary password. The student/trainee will use these to log into the NIMS Online Testing Center at [www.nims-skills.org](http://www.nims-skills.org), where he will take Online Theory Exams.

#### Troubleshooting:

- *Completing candidate registration for two or more students/trainees?*  
*You can pre-pay by first calculating your total cost in registration fees and then simply sending payment (check, purchase order, or credit card) to NIMS prior to the date you plan to register students/trainees as candidates. In exchange, NIMS staff will put your funds into an account that you will draw on by entering a 4-digit account code anytime the system requests payment for the \$40 fee.*
- *Using an account code to pay registration fees, but the system says my account code has insufficient funds. What happened?*  
*If you receive this message, please contact NIMS Staff at (703) 352-4971 or at [support@nims-skills.org](mailto:support@nims-skills.org) to check the balance of your account code and verify the transactions that have occurred. This is often result of a student/trainee being registered more than once, which means the system charged the \$40 fee to your account code more than once.*
- *Sponsor is missing from the drop-down list on the candidate registration form?*  
*No problem! Simply contact NIMS Staff at (703) 352-4971 or at [support@nims-skills.org](mailto:support@nims-skills.org) and tell them you would like to "add a new sponsor" to your organization's account.*
- *Candidate is registered, but forgot his username and/or password. How are they retrieved?*  
*No problem! Simply go to [www.nims-skills.org](http://www.nims-skills.org) and click the **Forgot My Password** link on the left. From there, simply enter the candidate's username, complete the text verification, and click **Retrieve Password**. This will enable the system to send an email to the email address listed on the candidate's profile. If you do not see that email, are unable to access your email, or if you need a username, please contact NIMS Staff at (703) 352-4971 or at [support@nims-skills.org](mailto:support@nims-skills.org).*



## STEP TWO— CANDIDATES COMPLETE A PERFORMANCE EXAM

- Performance Exams are required for all NIMS Credentials—except Measurement, Materials & Safety (MMS). If your candidates are seeking the MMS credential, you may skip to step three.
- Most Machining Level I and II Performance Exams require the candidate machining a part based on a NIMS-provided print. Part prints are found on the Resources page online or on the NIMS Tools & Documents CD.
- Some Machining Level I, II, and II Performance Exams require the candidate to complete a Credentialing Achievement Record (CAR). This is a comprehensive checklist of skills and is to be completed under sponsor supervision. CARs are found on the Resources page online or on the NIMS Tools & Documents CD.
- All other NIMS Credentials require a CAR as a Performance Exam. This includes: Metalforming Level I; Stamping Level II and III; Press Brake Level II and III; Slide Forming Level II and III; Screw Machining Level II and III; Machine Building Level II and III; Machine Maintenance, Service & Repair Level II and III; and Diemaking Level II and III.
- Level I Performance Exams do not have a time limit, however most Level II and III Performance Exams do have a time limit, which can be found in the Performance Guide to Machining Level II or in the CAR.

### Candidates complete a Performance Exam:

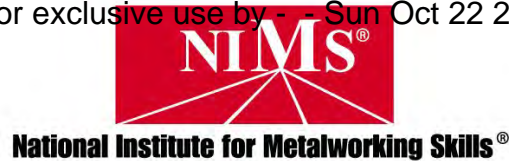
1. Sponsors should distribute part print or CAR to candidates prior to starting the Performance Exam.
2. Candidates are to complete the Performance Exam under the supervision of a NIMS-registered sponsor.

*Once a candidate completes his part—*

- If a candidate completed the two parts required for the Job Planning, Benchwork & Layout credential, then the sponsor may inspect both. If the parts are within 100% tolerance of the prints, the sponsor will then complete the top and middle portion of the Performance Affidavit and then fax or email that affidavit to NIMS staff at (703) 352-4991 or by email at [support@nims-skills.org](mailto:support@nims-skills.org).
- If a candidate completed a part for any other machining credential, the sponsor is to complete the top and middle portion of the Performance Affidavit for that specific candidate, then make arrangements with his MET-TEC Committee to have that part inspected. For more information on MET-TEC Committees, see Section 6 of this booklet. If a part passes inspection by no less than two members of a MET-TEC Committee, then both inspectors should complete the bottom portion of the affidavit. Next, please fax or email that affidavit to NIMS staff at (703) 352-4991 or by email at [support@nims-skills.org](mailto:support@nims-skills.org).
- Submitting affidavits alerts NIMS staff that the candidate has completed and passed the Performance Exam. At this point a staff member will make the corresponding Online Theory Exam available.

*Once a candidate completes a CAR—*

- The sponsor is to complete the Affidavit of Successful Completion, which is found at the end of the CAR booklet, and then fax or email that affidavit to NIMS staff at (703) 352-4991 or by email at [support@nims-skills.org](mailto:support@nims-skills.org).
- Submitting affidavits alerts NIMS staff that the candidate has completed and passed the Performance Exam. At this point a staff member will make the corresponding Online Theory Exam available.



### STEP THREE— CANDIDATES TAKE AN ONLINE THEORY EXAM

- The last step to earning any NIMS Credential is to take the Online Theory Exam while under proctor supervision. For information on selecting and registering a proctor, please see Section 3 of this booklet.
- Sponsors are to work with their proctor to select a time and place for candidates to test online.
- Several study guides and sample tests are available to candidates. Simply go to [www.nims-skills.org](http://www.nims-skills.org) and go to the Resources page to see the available guides and tests.
- Online Theory Exams are priced at \$35 for Level I credentials and at \$50 for Level II and III credentials. Training Programs that are accredited by NIMS receive a 20% discount, making fees \$28 and \$40 respectively.
- Each Online Theory Exam must be completed within 90 minutes. A time counter is located in the top-right corner of the screen once the exam is started.
- A pass or fail grade is displayed on-screen after submitting answers for scoring. If the candidate passed, NIMS staff is alerted and an official certificate will be mailed to the address listed on the candidate's profile. If the candidate failed, he may re-take the exam any time. The exam fee will be re-assessed for each re-take.
- If a power outage, computer failure, or any other issue arises that results in a pause in testing, the Online Testing Center will save the candidate's progress and the time that has lapsed. To continue an exam, the candidate will simply log in, click **Take Test**, have his proctor enter a proctor code, and continue where he left off

#### Candidates take an Online Theory Exam:

1. Once the sponsor and proctor have arranged a time and place for candidates to test (under proctor supervision), the proctor will ensure that one computer is available per candidate.
2. Candidates will then go to and log in with the username and password that were assigned following registration. If a candidate cannot recall a username or password, please see the bottom of page one of this section.
3. Have candidates click the **Skip** button on the **Edit Profile** page to go to the **Welcome Screen**.
4. Have candidates click **Purchase Test** on the menu to the left, then click the **Order** box for the particular exam they are planning to take. Next click **Add to Cart**.
5. Provide payment for the exam by typing in credit card information or by typing in a pre-arranged account code. Click **Submit Payment**. *Accredited Programs: Your discounted exam fee will be reflected on the next page.*
6. On the **Order Confirmation** page, scroll to the bottom and click **Done**.
7. The next page will show all exams that have been purchased for this candidate. Click the **Take Test** button next to the particular test that is being taken today.
8. The page will shift down and the **Test ID** has been automatically copied into the corresponding box. At this point the proctor will enter a proctor code into the second box and then click **Start Test**.  
*It is imperative that the proctor personally enter his or her proctor code. These codes must be kept absolutely and may not be shared with other faculty, staff, or students/trainees. Failure to abide by this confidentiality will result in revoked proctor privileges and other penalties.*
9. From here the candidate can simply follow the on-screen prompts and begin the Online Theory Exam.

#### *Questions?*

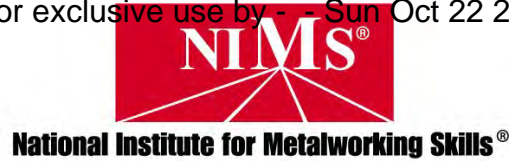
#### *Trouble navigating the Testing Center?*

#### *Not seeing the exam your candidate is prepared to take?*

*Please contact NIMS Staff at (703) 352-4971 or by email at [support@nims-skills.org](mailto:support@nims-skills.org).*







## NIMS Credentialing Process: Testing Your Instructors/Trainers

### STEP ONE— INSTRUCTORS/TRAINERS AS CANDIDATES

Before instructors/trainer can personally earn NIMS Credentials, you will want to contact NIMS to be sure they have been registered as candidates. To do so, simply call NIMS at (703) 352-4971. Be sure to ask if “\_\_\_\_\_ is registered as a candidate so that he may personally test for NIMS certifications.” You may also request this information from NIMS staff by emailing [support@nims-skills.org](mailto:support@nims-skills.org).

### STEP TWO— INSTRUCTORS/TRAINERS COMPLETE PERFORMANCE EXAMS

Just like students/trainees, instructors/trainers are required to successfully complete a Performance Exam before he is eligible to take the corresponding Online Theory Exam.

- Performance Exams are required for all NIMS Credentials—except Measurement, Materials & Safety (MMS). If an instructor is seeking the MMS credential, you may skip to step three.
- Most Machining Level I and II Performance Exams require the instructor/trainer to machining a part based on a NIMS part print. Part prints are found on the Resources page online or on the NIMS Tools & Documents CD.
- All other NIMS Performance Exams require a Credentialing Achievement Record (CAR) instead of simply machining a part. A CAR is a comprehensive checklist of skills and is to be completed under supervision. CARs are found on the Resources page online or on the NIMS Tools & Documents CD.
- Level I Performance Exams do not have a time limit, however many Level II and III Performance Exams do. Time limits can be found in the Performance Guide to Machining Level II or in the CAR for that credential.

*Once an instructor/trainer completes his part—*

- If an instructor/trainer completed the two parts required for the Job Planning, Benchwork & Layout credential, then another instructor/trainer may inspect his parts. If his parts are within 100% tolerance of the prints, the instructor/trainer will complete the top portion of the Performance Affidavit and have the inspecting instructor/trainer complete the middle section. Please fax or email that affidavit to NIMS staff at (703) 352-4991 or by email at [support@nims-skills.org](mailto:support@nims-skills.org).
- If an instructor/trainer completed a part for any other machining credential, then he is to complete the top of the Performance Affidavit, have his supervisor sign the middle portion of the Performance Affidavit, and then make arrangements with his MET-TEC Committee to have that part inspected. *For more information on MET-TEC Committees, see Section 6 of this booklet.* If a part passes inspection by two members of a MET-TEC Committee, then both inspectors should complete the bottom portion of the affidavit. Please fax or email that affidavit to NIMS at (703) 352-4991 or at [support@nims-skills.org](mailto:support@nims-skills.org).
- Submitting affidavits alerts NIMS staff that the instructor/trainer has completed and passed a Performance Exam and at this point NIMS staff will make the corresponding Online Theory Exam available.

*Once an instructor/trainer completes a CAR—*

- The sponsor (instructor/trainee’s supervisor) is to complete the Affidavit of Successful Completion, which is found at the end of the CAR booklet, and then fax or email that affidavit to NIMS staff at (703) 352-4991 or by email at [support@nims-skills.org](mailto:support@nims-skills.org).
- Submitting affidavits alerts NIMS staff that the instructor/trainer has completed and passed the Performance Exam. At this point a staff member will make the corresponding Online Theory Exam available.

SECTION 5

More —>

### STEP THREE— INSTRUCTORS/TRAINERS TAKE ONLINE THEORY EXAMS

1. Work with your proctor (see section three of this book) to arrange a date and time for your instructor/trainer to take the Online Theory Exam, which is the paper exam counterpart to the Performance Exam he has already completed.
2. At the time of testing, your instructor/trainer may have only the following items:  
Pencil and paper / Calculator / Machinery's Handbook *or* Student's Shop Reference Handbook
3. To start the test, have the instructor/trainer go to [www.nims-skills.org](http://www.nims-skills.org) and log in using his username and password that were assigned at the time of registration. If an instructor/trainer is unsure of his username or password, simply contact NIMS staff at (703) 352-4971 or by email at [support@nims-skills.org](mailto:support@nims-skills.org) during business hours (Monday—Friday 9am—5pm Eastern).
4. On the page that opens click the **Change Role** button in the top-right corner and select **Candidate**. If the **Change Role** button is not in the top-right corner, simply click the **SKIP>>>** in the bottom-right corner. This takes you to the **Welcome** screen.
5. From the **Welcome** screen, click **Purchase Test** on the left. On the purchase page, click the box next to the appropriate test, then click **Add to Cart**.
6. On the payment page, scroll to the bottom and click the button next to the words **Use Account Code** then enter the fee-waiving account code that was assigned to you by NIMS staff. Click **submit payment**. If you do not have a fee-waiving account code, please contact NIMS staff and request “an account code for instructor/trainer testing online.”
7. Click **Take Test** on the left menu, then click the gray **Take Test** button located next to the appropriate test.
8. The screen will shift down, where a **Proctor Code** box will be highlighted. At this time your proctor will personally type in his or her **proctor code**. It is imperative that proctors type in their codes. Proctors are prohibited from sharing their proctor codes with instructors and students. Proctors who do share their codes will have their proctoring privileges revoked and codes set as expired/invalid.
9. From here, simply follow the on-screen instructions. You will be notified of your results on-screen immediately follow the exam. If you passed, an alert will automatically be sent to NIMS staff, who will prepare and mail your certificate.

PLEASE NOTE: FEE-WAIVING ACCOUNT CODES ARE FOR INSTRUCTOR/TRAINER ONLINE THEORY EXAM FEES ONLY.

#### *Some Tips for Online Theory Exams...*

-Each online exam has a 90 minute limit. A time counter is on-screen to give students a countdown.

-If testing must be stopped (or if a power failure occurs), the system will save all answers and the countdown time at which testing was interrupted. To resume testing, the instructor should log in and complete steps 3 and 4 above. Once logged in and on the **Welcome** screen, simply click **Take Test** and have the **Proctor** re-enter his or her code.

-A pass or fail grade will be displayed on-screen after scoring. If a passing grade is received, NIMS is automatically alerted to send an official certificate will be mailed within one week.

-Instructors may print temporary certificates. While logged in, simply go to the “My Credentials” page and click the printer icon under the column “Print Temporary Certificate.”

#### ***Questions? Trouble navigating the Online Testing Center?***

***Please contact NIMS staff at (703) 352-4971 or by email at [support@nims-skills.org](mailto:support@nims-skills.org)***





**Establishing a**

# **MET-TEC**

**Metalworking-Technical Committee**

**National Institute for Metalworking Skills, Inc.**  
**10565 Fairfax Boulevard, Suite 203**  
**Fairfax, VA 22030**  
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**July 29, 2004**

**SECTION 6**



## **Establishing a MET-TEC (Metalworking Evaluation) Committee for Machining Level I and II**

### **Purpose**

A Metalworking Technical Evaluation Committee (MET-TEC) is a committee of voluntary representatives from a local area's metalworking companies. A MET-TEC serves as an agent for NIMS to fulfill the quality review requirement of the performance evaluation of candidates seeking NIMS credentials. A MET-TEC plays a *very key role* in promoting the training and documenting of worker and student skills to industry standards.

A MET-TEC evaluation is conducted to validate that a part made by a candidate to prints approved by NIMS meets all specifications with allowable tolerances. A positive evaluation of a part establishes a candidate's eligibility to take the required Related Theory Examination for the credential being sought.

### **Composition**

A MET-TEC should have a minimum of three (3) members from the metalworking companies in the local or jurisdictional area. Members come from metalworking companies and should consist of managers, supervisors, metalworkers, and/or quality control personnel. Each MET-TEC member should have five (5) years experience or a journey person's certificate in the metalworking industry. The geographic jurisdiction of a MET-TEC is not prescribed by NIMS, but an appropriate jurisdiction should exist, such as that related to the service area of participating schools, whether secondary or post-secondary, public or private.

Each MET-TEC will select its own chairperson whose responsibility will be to assure that the evaluation procedures are conducted in a timely and fair manner. Having alternate MET-TEC members is advised, filling in for members who cannot participate in a timely manner, or due to possible conflicts of interest.

Training programs participating in the NIMS Credentialing Program may establish their own MET-TECs, which can consist of companies in their area and/or companies on their advisory committee.

### **Registration**

A MET-TEC must register with NIMS, reporting participating members and the companies they represent as well as a description of the geographic area to be served. *There are no registration fees.*

### **Sponsor's Role with the local MET-TEC**

The sponsor will be responsible for organizing the parts and part prints when they are ready for MET-TEC review. The sponsor will also schedule the review of parts with the MET-TEC members. Once the MET-TEC members have reviewed the parts, the sponsor will then need to collect the part and signed Performance Affidavits. NIMS should receive successful Performance Affidavits only. Parts may then be returned to the credentialing applicants.

## **Operational Procedures and Issues**

The MET-TEC must determine how and what instruments to use to evaluate submitted parts. NIMS provides options, but does not specify the measuring instruments a MET-TEC must use, as the availability of instruments may vary by locale and company.

NIMS requires that a MET-TEC panel of three (3) be prepared to evaluate each candidate's part. If two (2) MET-TEC members evaluate a part and agree, the third MET-TEC member's review is not necessary.

The candidate's sponsor is responsible for submitting a copy of the print used by the candidate in making a part to qualify for a NIMS Credential. Evaluation instructions for the MET-TEC can be found in the Performance Guides. Performance Guides may be downloaded from [www.nims-skills.org](http://www.nims-skills.org).

## **Reporting Procedures**

Once a MET-TEC has completed its review of a part, the Performance Affidavit should be completed and signed. Be sure to check that each participating MET-TEC member has signed the Performance Affidavit. Once completed and signed, the Performance Affidavit and the part bearing the stamp mark from the MET-TEC should be returned to the sponsor.

The sponsor is encouraged to check with the MET-TEC chairperson to insure a timely evaluation of the candidate's part(s).

## **Which NIMS Performance Exams Require a MET-TEC Committee Evaluation?**

### **Machining Level One:**

- Milling I
- Drill Press I
- Grinding I
- Turning Operations: Turning Between Centers
- Turning Operations: Chucking Skills
- CNC Turning—Programming Setup & Operations
- CNC Milling—Programming Setup & Operations

### **Machining Level Two:**

- Milling II
- Turning II
- Drill Press II
- Grinding II



# Machining Performance Affidavit

NIMS Credentialing Program

National Institute for Metalworking Skills, Inc.

Applicant

Name \_\_\_\_\_ Email \_\_\_\_\_

Address of Applicant \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Machining Level I: (Check Only One \*\*)**

- Benchwork \* and Layout \*
- Turning - Chucking
- Turning - Between Centers
- CNC Milling - Setup/Prog.
- CNC Turning - Setup/Prog.
- Drill Press
- Grinding
- Milling

**Machining Level II: (Check Only One \*\*)**

- Manual Milling
- Manual Turning - Chucking
- Manual Turning - Between Centers
- Manual Drill Press
- CNC Milling
- CNC Turning
- Cylindrical Grinding
- Surface Grinding
- EDM - Plunge EDM
- EDM - 2-Axis Wire EDM

\* Does not require MET-TEC review - Sponsor should review the project and complete the Affidavit of Sponsor only.

\*\* Separate Performance Affidavits are required for each credential

Sponsor

**Affidavit of Sponsor.** Sponsor: Complete this portion and send to the MET-TEC along with the part and part print.

I hereby attest that the above named applicant did perform the requirements being evaluated, that my inspection leads to the conclusion that the applicant's project meets the published NIMS specifications and requirements for the indicated activity, and that the applicant understood and practiced appropriate safety procedures in the conduct of his/her performance.

For Machining Level II Parts: Credentialing applicant must complete part in the allotted time.

Time to complete part: \_\_\_\_\_  Pass  Fail

Sponsor's Signature \_\_\_\_\_ Sponsor's Company / Organization \_\_\_\_\_ Evaluation Date \_\_\_\_\_

MET-TEC

**Affidavit of Local Metalworking Technical Evaluation Committee**

We hereby attest that we have individually inspected the part presented by the above named candidate and record the following evaluation. The evaluation will be measured with a pass or fail grade where "Pass" means that all specifications have been met and are within allowable tolerances and "Fail" means that one or more specification have not been met or are outside of allowable tolerances. Candidate must receive a passing score from at least two inspectors for submission.

Name \_\_\_\_\_ Company \_\_\_\_\_ Pass  Fail

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_ Pass  Fail

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Company \_\_\_\_\_ Pass  Fail

Signature \_\_\_\_\_ Date \_\_\_\_\_

**MET-TEC** - Return the original Performance Affidavit, part, part print, and Evaluation Sheet to the sponsor of this applicant. Stamp passing parts with a letter stamp on critical surface to prevent re-submission. Retain a copy of the Performance Affidavit for your records.

**Sponsor send or fax Performance Affidavit to:**  
 National Institute for Metalworking Skills  
 10565 Fairfax Blvd., Suite 203  
 Fairfax, VA 22030  
 Fax: (703) 352-4991

**SECTION 7**





## Credentialing Checklist

*Be sure the following steps are completed before students/trainees attempt to take online exams:*

- Has your program has completed the **Organization Registration** at [www.nims-skills.org](http://www.nims-skills.org)?  
*To check, go to [www.nims-skills.org](http://www.nims-skills.org) and click **Candidate Registration** on the left. If your school does not appear on the list of organizations then go back to the home screen, click **Organization Registration** on the left, and complete that registration form for free.*
- Do you have at least one instructor/trainer registered as a sponsors?  
*To check, go to [www.nims-skills.org](http://www.nims-skills.org) and log in using the username and password that were created as a result of completing the **Organization Registration**. Once logged in and on the **Welcome** screen, click **Manage Sponsors** to the left. All registered sponsors will appear on this list. If the sponsor you are seeking is not on this list, please click **Add a Sponsor** on the left and complete the registration form.*
- Have students/trainees registered as candidates at [www.nims-skills.org](http://www.nims-skills.org)?  
*To check, your students/trainees should have usernames and passwords. Students/trainees cannot take **Online Theory Exams** without usernames and passwords, which are created as a result of completing the **Candidate Registration** form for each person planning to test. If you are unsure, please contact NIMS staff at (703) 352-4971 or by email at [support@nims-skills.org](mailto:support@nims-skills.org).*
- Your students/trainees have successfully completed a **Performance Exam** and a **Performance Affidavit** for each student/trainee who passed the **Performance Exam** has been faxed to NIMS.  
*To check, contact NIMS to see if **Performance Affidavits** were received. Call (703) 352-4971 or email [support@nims-skills.org](mailto:support@nims-skills.org).*
- Your school has a **Proctor** who has registered with NIMS by completing the **Proctor Registration** form at [www.nims-skills.org](http://www.nims-skills.org).  
*To check, have your **Proctor** personally contact NIMS by phone at (703) 352-4971. Staff can also look up **Proctor Codes** this way.*
- Students/trainees or **Proctor(s)** are aware of how **Online Theory Exam** fees are to be paid.  
*To check, contact NIMS by calling (703) 352-4971 or email [support@nims-skills.org](mailto:support@nims-skills.org).*