



## Testing Tips & Tricks

**Calculate costs and pay early** Don't let funds run dry on testing day. Calculate estimated costs and pay today. Better yet, let our Credentialing Calculator do the math for you:

- Download the [Credentialing Calculator](#)
- Download the [Credentialing Calculator for Accredited Programs \(and applicants\)](#)
- Have old codes? [Contact NIMS](#) to check balances.

**Register, register, register** It is the first step to earning a NIMS credential.

- Download the [Complete Guide to NIMS Credentialing](#) and refer to Sections 3 and 4 for registration instructions.
- Not sure who has previously registered? Sponsors can [log in](#) to view current candidates.

**Pro tip...** Register candidates well before testing to ensure that everyone has a username and password. Test logins a few days prior to online testing, too!

**Show your skills** Most credentials require a performance project before the online theory test can be taken. The Measurement, Materials, and Safety credential is the exception and only requires a theory test.

- [Log in](#) and visit the Resources page to download performance materials, including the Performance Affidavit.
- Sponsors may check both parts for the Job Planning, Benchwork, and Layout credential. All other parts must be inspected by two industry reps from your MET-TEC Committee.
- Each part must have its own affidavit and be signed by the Sponsor before going to MET-TEC inspection.
- Inspection passed? [Email](#) or fax the Performance Affidavit to NIMS. This tells staff to unlock the online test.
- Working on CARs? The last page is the Affidavit and should be sent to NIMS when the candidate has successfully completed all work activities. NIMS staff does not need a copy of the entire CAR.

**Pro tip...** Send affidavits to NIMS at least 24 hours before testing to ensure that NIMS staff has sufficient time to update candidate accounts and unlock the online tests.

**Prep for proctors** Online testing means proctor supervision. [Contact NIMS](#) for a list of who has already registered to proctor online tests at your location.

- No proctors yet? [Follow this guide](#) to select and register a new proctor.
- Proctor forgot his or her code? Proctor codes can be looked up if proctors personally call NIMS staff.

**Pro tip...** Register two or three proctors to ensure backups in case your primary proctor is unavailable.

### Online Testing in 3... 2... 1...

- Each test has a 90 minute time limit that will appear on-screen and the [NIMS Online Testing Center](#) will save time and progress if a computer should freeze or if a power failure occurs.
- Candidates may have blank paper, a pencil or pen, a non-programmable calculator, and either The Machinery's Handbook or The Shop Reference for Students and Apprentices.
- Certificates are mailed to the address on a candidate's profile.
- If a candidate does not pass an online test, then it may be re-taken at any time. The test fee will be re-assessed.