



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.