

# Who's Who in NIMS Credentialing

	Primary Organization Contact (POC)	Sponsors	MET-TEC Committees	Proctors	Candidates
<b>Description</b>	Main point of contact between your program and NIMS	Supervisors of <i>hands-on training</i> , including parts made for credentials	Industry reps who voluntarily check candidates' projects	Personnel who oversee <i>online</i> testing	Those seeking to certify their skills by earning NIMS credentials
<b>At Education Programs (examples)</b>	Department heads, lead instructors, deans, principals, etc.	Instructors, teachers, etc.	Members of local industry (with 5+ yrs experience in industry)	Computer/testing center personnel, administrators, etc.	Students, instructors, teachers, etc.
<b>At Industry Programs (examples)</b>	Training manager, HR manager, etc.	Trainers, supervisors, etc.	<i>Companies with ISO:</i> quality personnel  <i>Companies without ISO:</i> <a href="#">Contact NIMS</a>	HR personnel, admin assistants, etc.	Apprentices, employees, trainees, trainers, etc.
<b>Responsibility</b>	Oversee NIMS credentialing	<ul style="list-style-type: none"> <li>✓ Oversee performance projects made for credentials</li> <li>✓ Sign performance affidavits</li> <li>✓ Inspect performance for <i>Job Planning, Benchwork, &amp; Layout</i> (when applicable)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Inspect candidate parts as needed</li> <li>✓ Sign performance affidavits for parts that match print 100%</li> </ul>	<ul style="list-style-type: none"> <li>✓ Be present for online testing</li> <li>✓ Verify candidates' identifies before testing</li> <li>✓ Enter confidential proctor code to unlock tests</li> </ul>	<ul style="list-style-type: none"> <li>✓ Complete NIMS performance projects (when applicable)</li> <li>✓ Register as a candidate PRIOR to online testing</li> <li>✓ Take online theory test</li> </ul>
<b>Registration &amp; Fees</b>	POCs enroll when the online <a href="#">Organization Registration</a> form is completed. (\$0)  <a href="#">Contact NIMS</a> to change POC.	Have your POC log into the <a href="#">NIMS site</a> then click <i>Add a Sponsor</i> on the left toolbar. Repeat for all sponsors. (\$0)	MET-TEC members enroll by completing the <a href="#">MET-TEC registration form</a> (\$0)	<a href="#">Proctors personally register themselves</a> PRIOR to scheduled testing	<a href="#">Candidates register via the NIMS site</a> (\$40)  Program personnel may register on candidate's behalf.
<b>Tips</b>		Sponsors are NOT required to test before candidates		<ul style="list-style-type: none"> <li>✓ Sponsors cannot be proctors</li> <li>✓ Register multiple proctors (as back-up)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Registration is good for life; necessary once per candidate</li> <li>✓ Register <i>in advance</i> of online testing for a smooth process</li> </ul>