



Self-Study Kit for Initial Accreditation

Effective: January 1, 2018



NIMS®

▶ Part I:

Accreditation Policies

These policies, and subsequent requirements and procedures available in this guidebook which programs receive upon application for accreditation, are approved by action of the Board of Directors of the National Institute for Metalworking Skills, Inc. All fees and policies pertaining to these procedures are identified and subject to change by action of the NIMS Board of Directors.

© January, 1997
The National Institute for Metalworking Skills, Inc.
Revised 10/17/2012

NIMS—The National Institute for Metalworking Skills

The National Institute for Metalworking Skill, Inc. is a nonprofit organization formed to support the development of a skilled workforce for the metalworking industry.

NIMS is supported through contributions from a number of industry organizations and companies. Additional support will increase NIMS ability to promote and improve quality in training programs for preparing metalworkers.

Contributions to NIMS programs are tax deductible under NIMS 501(c)(3) IRS status. Contact NIMS for information on how to contribute. Write to NIMS, 10565 Fairfax Blvd., Suite 203, Fairfax, VA 22030, call (703) 352-4971, or email support@nims-skills.org.



Self-Study Kit: Part I – Policies

Accreditation 1-2-3

- 1 — Submit to NIMS an Application for Accreditation with the Application Fee.
- 2 — Complete components of the Self-Study Kit within 18 months of application submission. During this time instructors must become certified in the NIMS skills credentials for which accreditation is being pursued. At least one student must earn a NIMS credential as well.
- 3 — Provide payment of the Evaluation Fee to become eligible to host an On-Site Evaluation, where a NIMS Evaluation Team conducts a full program audit.

For more information on any of the policies set forth in this document, please contact NIMS staff:

NIMS
10565 Fairfax Boulevard, Suite 203
Fairfax, Virginia 22030
Phone (703) 352-4971 | support@nims-skills.org

NIMS National Institute for Metalworking Skills, Inc.

The National Institute for Metalworking Skill, Inc. is a nonprofit organization formed to support the development of a skilled workforce for the metalworking industry. NIMS primary activities include:

- developing, writing, validating, and maintaining skill standards for each industry;
- certifying the skills of individuals against the skill standards;
- accrediting training programs that train to the skill standards and meet NIMS quality requirements; and,
- assisting states, schools, and companies to form partnerships to implement the skill standards, achieve program accreditation, and credential trainees and workers.

Section 1 – Scope of NIMS & Accreditation Program

1.1 NIMS Background

The National Institute for Metalworking Skills, Inc. (NIMS) is a nonprofit (501.c.3) organization actively promoting a skilled workforce for the metalworking industry in the United States. NIMS develops skill standards as a means to support quality in training programs for preparing metalworkers. NIMS also sponsors a voluntary assessment program allowing students, workers, and trainees to certify their competencies against the skill standards and earn credentials that are recognized nationwide. NIMS also will grant accreditation to programs that meet or exceed NIMS requirements and procedures.

1.2 NIMS Accreditation Program Purpose

The purpose of NIMS Accreditation Program is to improve the quality of training in metalworking. The policies and procedures governing NIMS Accreditation Program and the requirements for maintenance of status are provided in this Self-Study Kit. NIMS sets standards for program content; equipment, tooling, and measuring devices inventory; instructor qualifications; and participation by advisory bodies. NIMS does not specify curriculum nor endorse curricular products, and does not provide training in metalworking.

1.3 Applicant Program Types

There are three program types eligible for NIMS accreditation:

- 1) Educational Training Programs
- 2) Company-Based Training Programs
- 3) Interfirm Training Programs

Interfirm training programs include those run or coordinated through trade associations (or chapters thereof), labor union programs involving multiple firms, or other consortia of companies organized at least in part to sponsor training. Policies for these programs are the same, however requirements and procedures may differ depending on program type.

1.4 Exclusion

Participation in the NIMS Accreditation Program is voluntary. NIMS cannot mandate that training programs be accredited.

1.5 Accreditation Boundaries

NIMS accredits specific education and training programs and not entire institutions or companies.



Section 2 – Program Eligibility for Accreditation

2.1 Eligibility

Eligible programs include:

- 1) Educational Training Programs – *Must be in institutions that are accredited by the appropriate regional agency and approved for operation by a state administrative entity. Applicable to public and private schools.*
- 2) Formal Company-Based Training Programs
- 3) Interfirm Training Program

2.2 Program Content

All applicant training programs that focus on machining skills must meet the minimum requirement for program content by selecting a minimum of two skills areas, in addition to the two required, as listed below. These are the areas in which accreditation will be awarded.

Minimum requirements for machining training programs:

- 1) Measurement, Materials, & Safety – (Quality control and inspection, process management and improvement, general maintenance, industrial safety, and environmental protection)
- 2) Job Planning, Benchwork, & Layout – (Basic metalworking)
- 3) A minimum of two more machine operations listed below:

CNC Milling: Operations

CNC Milling: Programming & Setup Operations

CNC Turning: Operations

CNC Turning: Programming & Setup Operations

Drill Press I

Grinding I

Milling I (manual)

Turning Operations: Turning Between Centers

Turning Operations: Turning Chucking

Machine Building II—Mechanical Assembly

Machine Maintenance, Service & Repair II—Preventive Maintenance

Press Brake—Operate CNC Punch (Turret) II

Press Brake—Operate Non-CNC Drive II

Screw Machining—Operate with Single Spindle II

Screw Machining—Operate with Multiple Spindle II

CNC Milling II

CNC Turning II

Drill Press II

EDM II (Wire)

EDM II (Plunge)

Grinding II

Milling II (manual)

Turning II (manual)

Section 2 – Program Eligibility for Accreditation *(continued)*

All applicant training programs that focus on metalforming skills must meet the minimum requirement for program content by selecting a minimum of two skills areas, in addition to the required Metalforming I credential, as listed below. These are the areas in which accreditation will be awarded.

Minimum requirements for metalforming training programs:

- 1) *Metalforming I* – (General metalforming: job planning and management, quality control and inspection, process adjustment and improvement, general maintenance, and industrial safety and environmental protection)
- 2) A minimum of two more machine operations listed below:
 - Stamping—Operate with Single Hit Tooling II
 - Stamping—Operate with Compound Dies II
 - Stamping—Operate with Progressive Dies II
 - Stamping—Operate with Deep Draw Dies II
 - Stamping—Operate with Transfer Dies II
 - Slide Forming Operations II
 - Diemaking II

Applicable to Machining & Metalforming Training Programs when selecting skills areas for accreditation:

NIMS has skill standards for each of these machine operations and offers credentials for individuals in each of these skills areas. Skill standards are written to different levels of skills. NIMS accredits programs that instruct to the Level I and/or Level II standards. NIMS does not accredit programs instructing to Level III skills but does offer [credentials](#) for those who wish to be certified at that level.

Programs seeking accreditation should review the [requirements](#) and [procedures](#) for NIMS Credentialing Program. Individuals must meet performance requirements and pass a related theory test to earn a NIMS credential. Performance requirements may involve making a part to NIMS specifications or fulfilling a Credentialing Achievement Record, which is a checklist of skills demonstrations. Programs seeking accreditation are expected to offer credentialing opportunities to students and trainees.

2.3 Programs with Multiple Training Facilities

Applicant programs with multiple sites are regarded as a single accreditation provided the sites share the same administration, instructors, curriculum, and program purpose. The distance between the sites also must be reasonable enough to allow the On-Site Evaluation Team to review all locations within the two-day evaluation period.

2.4 Organizations with Multiple Training Programs

Organizations with multiple training programs will require separate accreditation for each program if the student or trainee population attending each program is significantly different (ex. Daytime high school program vs. adult education program in the evenings at the same organization).



Section 2 – Program Eligibility for Accreditation

2.5 Joint Accreditation

This section is applicable whenever two or more organizations are seeking accreditation as a joint operation. Applicants seeking joint accreditation must state compelling reasons for the joint accreditation and must clearly demonstrate their partnership through formal, written agreements, which demonstrate program progression (either vertical or horizontal), that include articulation agreements, as well as shared facilities and instructors, and joint advisory committees or some coherent combination thereof. Members of this "partnership," as it will be referred to, must understand that each is responsible for every other unit in this partnership.

For example, failure to meet the NIMS credentialing requirements by one unit in this partnership will result in the assigning of probationary status to the failing unit for six months. During this probation, the failing unit must take whatever steps are necessary to correct the deficiency. The other member units of the partnership are required to assist in the correction of the deficiency as well. Should the partnership be unable to resolve the situation within six months, the unit in question will lose its NIMS Accreditation and the partnership will consist only of the remaining passing units within the joint operation.

The failing unit will have the opportunity, if the partnership is in agreement, to reapply for NIMS accreditation and rejoin the partnership in Joint Accredited Status.

All units included in the joint partnership will be assessed the application fee individually. The On-Site Evaluation fee will be assessed only once and will provide payment for all units participating in the joint accreditation.

2.6 Accreditation Time Period

Applicant programs have a maximum of 18 months from the date of application submission to complete a Self-Study Kit. After 18 months, the process must be re-initiated or the applicant must submit a written request for deadline extension.

2.7 Lapsed Accreditation

As mentioned above, once awarded NIMS Accreditation is valid for five years. At the end of the five year period a program may voluntarily elect to renew their accredited status. Once the initial five year accreditation has expired, any training program that allows its accreditation to lapse for more than one year will be required to (a) follow the procedures and pay fees for initial accreditation, and (b) meet any additional requirements required for renewal.

Section 3 – Equipment, Tools & Measuring Devices

3.1 General Policy

Applicant programs must provide for access to machine tools and necessary tooling to meet the performance requirements for earning NIMS credentials, as specified in the skill standards. Time-availability and condition of machine tools and tooling must be sufficient to allow achievement of performance requirements.

3.2 Guidelines

A listing for each program content area of equipment, tools, and measuring devices as addressed in the NIMS skill standards is found in Self-Study Kit Part IV.

NIMS does not specify brands for equipment, tooling, or measuring devices. However, all equipment and tooling must address the following issues:

Safety

Equipment and tooling must have all shields, guards, stops, and other safety devices in place, operable, and used.

Type and Quality

Equipment, tooling, and measuring devices used in an accredited program must be of the same type and quality found in the workplace, and must be of sufficient quantity to meet the program goals and allow trainees production use to develop the competencies specified in the skill standards for earning NIMS credentials.

Maintenance

The program must have a preventative maintenance schedule for the equipment and tooling, including recalibration and reconditioning of tooling, so as to minimize downtime.

Replacement

The program should have a schedule for replacement of equipment and tooling in order to maintain the most current safety standards of industry. Input from the program's advisory committee should be used to determine this schedule.

Hand Tools

Each trainee should be encouraged to purchase a hand tool set for use during training.

Tool Crib

Limited access and adequate storage of tooling should be provided by the program. Space for storing the trainee's hand tools should be provided.



Section 4 – Requirements for Initial Accreditation

4.1 Necessary Criteria for Self-Study Kit Evaluation

Applicant programs must meet the minimum program content as specified in Self Study Kit Part I— Section 2.2. The following two following requirements must also be met:

1) Advisory Committee*

For educational and interfirm training programs: The advisory committee must (a) consist of representatives of at least five (5) different metalworking companies, (b) have at least two working meetings per year, (c) have an industry representative as a co-chair, and (d) keep minutes of meetings and decisions.

For company-based training programs: The advisory committee must (a) involve both management and workers, (b) have at least two (2) working meetings per year, and (c) keep minutes of meetings and decisions.

2) Safety Requirements*

Within the Self-Evaluation the applicant program must rate an average of at least four points on the five point self-evaluation scale in the areas relating to safety.

Facilities are required to meet all applicable industry and OSHA safety standards. Machine tools must be equipped with and have in working order: appropriate shields, guards, stops, and other safety devices. Safety practices and requirements should be included throughout the curriculum and emphasized continually.

Safety and environmental policies should be written and adopted by the administration and governing body for use in decision-making situations and in guiding the program in achieving its goals. Requirements include, but are not limited to, policies and practices in compliance with OSHA for General Industry (29CFR, Part 1910), liability, and EPA compliance for safe handling and operating in the metalworking industry.

**Self-Study Kit items should not be submitted to NIMS until the above requirements can be met.*

Section 4 – Requirements for Initial Accreditation

4.2 Necessary Criteria for On-Site Evaluation

Applicant programs are given a Self-Study Kit to complete in which they rate various aspects of their program on a five point scale. An on-site evaluation will be scheduled if the program scores at least a four on all areas related to safety and the overall score for all other areas averages 3.75 or greater.

4.3 Scheduling an On-Site Evaluation

The On-Site Evaluation will be scheduled only when applicant programs are in session and students/trainees are present.

4.4 Causes for Accreditation Denial

An On-Site Evaluation can result in a recommendation not to award accreditation to an applicant program. Often such recommendation will reflect one or more of the following:

- a) Existence of “imminent danger” safety hazards
- b) Existence of numerous safety violations
- c) Significant conflict between the applicant and advisory committee
- d) Obvious misrepresentation by the applicant program
- e) Inadequate facilities (rooms, equipment, tooling) or program to provide training to NIMS standards

A program receiving denial of accreditation will be granted a six month period to address the reported issues and file a report to NIMS documenting the corrective actions taken. If NIMS determines that a second on-site review to note corrective changes is warranted, the applicant program will be responsible for expenses incurred.

4.5 Trainee Credentialing

Applicant programs must demonstrate an ongoing effort to certify students/trainees in NIMS metalworking credentials. This means evidence must be present that students/trainees are taking NIMS certification exams; it does not require that students/trainees pass the exams.

4.5 Instructor Qualifications & Credentialing

At least one full-time instructor must hold NIMS credentials for each of the skills areas in which accreditation is sought (see 2.2). An instructor may meet this requirement by holding credentials at a higher level (ex. Holding a Milling II credential satisfies the need for Milling I)

4.7 Adjunct & Part-Time Faculty

Adjunct and part-time instructors are not required to hold NIMS credentials if they are employed for less than one calendar year. If they are employed beyond one year, they must earn NIMS credentials in the skills that they instruct by the end of the eighteenth month of cumulative teaching time from the first day of his contract (or within thirty calendar months, whichever first occurs).



Section 5 – Recognition of Accreditation

5.1 Recognition Materials

A program approved for accreditation will receive a plaque bearing the NIMS seal and the institutional name of the program. The plaque will identify the skills areas in which the program is accredited, as well as the expiration dates of these accreditations.

Accredited programs also will receive a banner indicating that the program is NIMS accredited.

5.2 Privileges of Accreditation

An accredited program is authorized to display the NIMS banner during the five year accreditation period. Accredited programs may also use the NIMS logo to advertise and promote the program to potential trainees or their families, to advertise that the program meets industry quality standards, and/or to sponsor their trainees for pursuing NIMS credentials.

5.3 Discounts for Accredited Programs

Accredited programs receive a twenty percent discount on Online Credentialing Theory Exam Fees.

5.4 Discounts for Applicants

Effective as of May 1999, all applicant programs will automatically receive the aforementioned discount on Theory Exam Fees upon submission of an application for accreditation.

Section 6 – Adding Skills Areas to an Accreditation

6.1 Adding Skills Areas to an Accreditation

A NIMS-Accredited program may add additional skill skills areas to its accreditation by having instructors earn the relevant NIMS credentials for that additional skill. Any additional skills areas must be within the same level as the skills currently accredited.

Adding skills from NIMS credential levels not currently accredited will require a second On-Site Evaluation.

If approved, the added skills areas will be part of the program's areas of accreditation and will be subject to re-examination and renewal when the initial five year accreditation period expires.

Section 7 – Appeals

7.1 Appeals & Complaints

Programs may appeal if NIMS decides not to award program accreditation or programs may file a complaint regarding the implementation of NIMS procedures. Such appeals/complaints must be submitted in writing to the Executive Director of NIMS who will assign the appeal or grievance to an Arbiter. The Arbiter will consider the written statement, examine NIMS policies and procedures, interview the parties involved, and submit a finding to NIMS and the complainant. Findings and recommendations of the Arbiter are final and will be acted upon accordingly.

7.2 Revocation

NIMS will consider revoking accreditation from a program when complaints are received, in writing, alleging malpractice or misrepresentation involving the misuse of NIMS accreditation by the program.

An Arbiter will be assigned to review the allegation and determine whether the complaint has substance or should be dismissed. The Arbiter will inform the program of the complaint and finding. If the Arbiter determines that the complaint has substance, the Arbiter will arrange for a hearing before an Accreditation Review Panel. If the program against which a complaint has been filed elects to decline the hearing, the Accreditation Review Panel can find that accreditation should be revoked. In either case, the decision of the Accreditation Review Panel will be final.

Accreditation Review Panel members will be selected by the Arbiter from among individuals certified to lead On-Site Evaluation Teams and educators who provide instruction in metalworking skills. The Panel will have three members, two from industry and one from education.

Section 8 – Evaluation Requirements for Accreditation Renewal

8.1 Necessary Criteria

Renewal involves an abbreviated Self-Study Kit which focuses on program improvements, trainee activity data, and the report of safety or environmental problems recorded during the initial accreditation evaluation. Also required:

- 1) Faculty must hold NIMS Credentials in skills being renewed.
- 2) Program must show record of maintaining an active, annual credential effort through the initial five (5) year accreditation.
- 3) Advisory Committee reviews and recommendations must form part of the program's improvement agenda.
- 4) Program, facility, and faculty must undergo a one-day On-Site Evaluation.



Self-Study Kit: Part I – Policies

NIMS Program Accreditation Fee Schedule

Fees for Initial Accreditation

Application Fee	\$1,000
Due with application; Applicant program will receive a Self-Study Kit upon payment	

On-Site Evaluation Fee*	\$1,500
Due with completed Self-Study Kit	

Total Cost for Initial Accreditation	\$2,500
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Annual Maintenance Fees

NIMS assesses to actively accredited programs an annual fee to offset the cost of program maintenance and quality improvements throughout the year. The annual fee is \$250 and is due on the anniversary of the program’s accreditation. NIMS will invoice the program four times during the five-year accreditation term.

Example Accreditation awarded March 31, 2018

- Annual fee invoice #1: March 31, 2019 (\$250)*
- Annual fee invoice #2: March 31, 2020 (\$250)*
- Annual fee invoice #3: March 31, 2021 (\$250)*
- Annual fee invoice #4: March 31, 2022 (\$250)*

Fees for Accreditation Renewal

Application Fee	\$1,000
Due with application; Applicant program will receive a Self-Study Kit upon payment	

On-Site Evaluation Fee*	\$1,500
Due with completed Self-Study Kit	

Total Cost for Renewal	\$2,500
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Annual Maintenance Fees assessed after renewal

*If total travel costs exceed this amount, the applicant program will be billed appropriately

DISCLAIMER: This schedule is effective January 1, 2018. Rates are subject to change without notice. Applicant programs should contact NIMS prior to final submission of Self-Study Kit to confirm fees.



Self-Study Kit for Initial Accreditation

Effective: October 17, 2012



NIMS®

▶ Part II:

Program Requirements

SAMPLE

NIMS—The National Institute for Metalworking Skills

The National Institute for Metalworking Skill, Inc. is a nonprofit organization formed to support the development of a skilled workforce for the metalworking industry.

SAMPLE

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Requirement 1 – Purpose

1.1 General Requirement

The applicant training program should have clearly stated goals that are related to the needs of the trainees and employers served.

1.2 Service Area

The applicant program must define the geographic area that is attempting to serve. The needs assessment should be based upon this defined service area.

1.3 Needs Assessment

The applicant program should be planned in response to the needs of metalworking employers in the program's service area. A needs assessment should be conducted on a regular basis to determine the skills most in demand by metalworking employers in the program's service area.

1.4 Presentation of Program Goals & Requirements

A written description of the program's intentions and goals, to be shared with potential trainees, should include (a) admission requirements, (b) summary of area skills needs, (c) area(s) of specialty training in metalworking offered by the program, and (d) the cost of any tuition, fees, or resource and/or tool purchases. The technical qualifications of the instructional staff and the placement records of the program also should be included.

Requirement 2 – Facility Requirements

2.1 General Requirements

The physical facilities for metalworking training must be adequate for preparing individuals to meet the performance requirements to the NIMS Skill Standards and for satisfying the program's goals. The ratio of trainees-to-workstations must allow for practice time sufficient for the trainees to make the parts or otherwise develop the competencies that meet the requirements of the respective performance standards.

2.2 Safety

Facilities are required to meet all applicable industry and OSHA safety standards. Students/trainees, instructors, and visitors must comply with all relevant safety rules.

2.3 First Aid

The facility should insure the ready availability of medical supplies, this includes personnel who are trained as on-site first responders, or that a hospital is in near proximity. Eye or body washing stations should be available in the event of exposure to corrosive material. A first aid kit should be in place and in compliance with industry regulations and standards. Trainees should be aware of the first aid facilities and instructed in appropriate procedures.



Requirement 2 – Facility Requirements

2.4 Tooling & Material Storage

Limited access to tooling crib and material storage areas should be sufficient to support the program's objectives and performance requirements.

2.5 Maintenance

A program of regular facilities maintenance should be in place and followed to ensure that the machine tools and tooling will meet the accuracy requirements of the skill standards. NIMS recommends that a maintenance schedule be kept for all metalworking equipment. It is recommended that regular cleaning of the equipment be a part of the trainee's responsibilities.

2.6 Support Facilities

Support facilities should include: (1) an instructional classroom convenient to but separate from the metalworking shop area, (2) an office for the instructional staff convenient to but separate from the metalworking shop area, and (3) restrooms, cleanup areas, and lockers for male and female trainees that are convenient to the instructional and metalworking shop areas.

2.7 Housekeeping

All rooms should be kept clean, orderly, and subject to a regular schedule of cleaning. Metal chips and other metal scrap, lubricants, cutting fluids, and coolants should be handled in accordance with applicable environmental codes.

2.8 Facility Evaluation

The applicant program's industry Advisory Committee should conduct annual evaluations of the training facilities to ensure adequacy to meet program goals.

Requirement 3 – Equipment, Tooling, & Measuring Devices

3.1 General Requirements

Programs seeking accreditation must provide for access to machine tools and necessary tooling to meet the performance requirements specified in the NIMS Skill Standards for earning skills credentials. The time availability and condition of the machine tools and tooling must be sufficient so as not to be a factor that unduly limits achievement of performance goals.

3.2 Equipment, Tooling, & Measuring Devices

Each facility, equipment, tooling, and measuring device inventory will be judged for its adequacy in supporting the curriculum. The overall program will be assessed in its ability to allow trainees sufficient machine time to develop skills needed to meet NIMS performance requirements for earning NIMS skills credentials.

Requirement 3 – Equipment, Tooling, & Measuring Devices

3.3 Safety

All machine tools used by the applicant program must be equipped with appropriate shields, guards, stops, and other safety devices. All safety features must be in working order and used.

3.4 Materials

The program must provide for a sufficient supply of materials (e.g.; metal blocks for machining or sheet stock for forming) and consumables (e.g.; cutting fluids, coolants) to ensure continuous instruction.

Requirement 4 – Requirement Program Features

4.1 General Requirements

NIMS does not promote or otherwise recommend how a training program should be designed nor represent curricular materials for adoption. NIMS does, however, expect certain program features which it deems important to ensuring training that is thorough, current, in accord with industry needs, and provides the trainee the opportunity to earn industry recognized, portable NIMS credentials.

4.2 Metalworking Industry Advisory Committee

An industry Advisory Committee must be formed and given substantive roles in assisting the program in the design, implementation, and fulfillment of its goals. The Advisory Committee must (a) consist of representatives from at least five (5) different metalworking companies, (b) have at least two (2) working meetings per year, (c) have an industry representative as co-chair, and (d) keep minutes of meetings and decisions.

Programs are encouraged to work with local chapters of metalworking trade associations, where such exist, in forming and maintaining an industry Advisory Committee.

4.3 Performance Standards

All instruction should be performance based, intent on satisfying the knowledge and performance requirements of the NIMS Skill Standards for earning skills credentials. Trainees should be advised of the applicable skill standards at the outset of the instructional program and encouraged to earn the appropriate NIMS credentials.



Requirement 4 – Requirement Program Features

4.4 Safety

Safety practices and requirements should be included throughout the curriculum and emphasized on a continuing basis. Trainees and instructional staff are expected to practice good safety procedures at all times in the use of machine tools, tooling, as well as in the conduct of benchwork, in wearing appropriate clothing and personal protective equipment (including, but not limited to eye, ear, foot and head protection) when working; in keeping machines and work areas clean and as free from metal chips or other scrap as possible; and in handling, storing and disposing of chemicals, rags, and scrap, and other potentially hazardous materials.

4.5 Needs Assessment

The program plan must be based on current needs assessment of the metalworking industry in the program's service area. The needs assessment should identify those skills most in need in the service area. The program plan should address skills that are in demand in the service area.

4.6 Program Plan

The program should have stated goals, be designed to proceed in logical steps, and include part prints and experiences that satisfy the performance requirements of the NIMS skill standards for earning skills credentials. The program plan should provide for sufficient flexibility to adapt to changing circumstances, and be made available to the Advisory Committee and trainees.

4.7 Instructional Load

The trainee-to-instructor ratio and available classroom/metalworking shop time should allow for interaction on a one-on-one basis.

4.8 Curriculum

NIMS does not specify nor endorse specific curricular products. The Applicant program should, however, demonstrate that the proposed curriculum is performance based and is designed to meet the applicable NIMS skill standards, including the related theory or knowledge skills required for pursuing NIMS skills credentials.

NIMS does not require that an applicant program be self-contained in meeting all of the NIMS skill requirements for the areas petitioned for accreditation. However, education programs must offer at least two machine-specific operations areas for which the instruction and machine usage by the trainees is contained within the program. When more than two machine operations areas are offered by a program, some of the instruction and/or machine usage may be articulated through other programs or cooperative agreements with other training suppliers (including metalworking companies) in order to provide the necessary instructional and learning opportunities for the students/trainees. Such articulation and/or cooperative agreements must be documented and the applicant program must show where the particular tasks are taught, by who, and how trainees are evaluated.

Requirement 4 – Requirement Program Features

4.9 Work Habits & Ethics

The applicant program should be organized in such a manner that work habits and ethical practices required on the job are an integral part of the instruction. Such work habits and practices include, but are not limited to, punctuality, attendance, dependability, attention to instructions, concern for accuracy, personal pride in quality of work, honesty, developing time efficient work habits, and respect for workers, trainees, etc.

4.10 Differences in Speed of Learning

The program design should address and accommodate different rates of learning among trainees.

4.11 Related Instruction

Instruction in related mathematics, reading, communications, metalworking theory, and reading of engineering drawings, as specified in the NIMS skill standards, should be provided and coordinated with the applicant program on an ongoing basis. Instruction in these areas should be provided by qualified instructors who are encouraged to become familiar with the needs and uses of their discipline area in the metalworking industry.

4.12 Workplace-Based Components

Structured workplace-based components in the program design are highly recommended. NIMS credentialing procedures emphasize problems and contexts that are common to the metalworking workplace. Trainees who have no opportunity to experience training in a metalworking company may be disadvantaged when taking the credentialing exams. Workplace-based components should be structured with goals and specific learning objectives, a structure schedule of activities, and a plan for evaluating trainee performance in the workplace setting.

4.13 Skill Competitions

Opportunities for trainees to participate in skill competitions are highly recommended. NIMS credentialing procedures emphasize performance to tolerance and accuracy requirements in the use of metalworking equipment and tooling. Skill competitions, such as those provided by the Vocational Industrial Clubs of America (VICA), offer opportunities for students and trainees to demonstrate their skills in time constrained settings, emphasizing accuracy and encouraging mastery of machine using skills that are stressed on-the-job.

4.14 Trainees Activity Data

The applicant program must provide data on enrollments in the metalworking courses and program, and must report performance results to include (a) percentage of trainees passing NIMS credentialing exams, (b) percentage of trainees attempting NIMS credentialing exams, (c) percentage of program trainees placed in metalworking jobs within six (6) months of program completion, and (d) percentage of program completers continuing in training.



Requirement 4 – Requirement Program Features *(continued)*

4.15 Reference Resources

The applicant program must provide trainees with access to reference resources common to industry. At a minimum, these reference resources should include at least one copy of *Machinery's Handbook* that is not older than 5 years preceding the current edition, as well as current general and technical metalworking magazines and papers. These reference resources should be available in the metalworking shop area. A student version of *Machinery's Handbook* is also available and it is recommended that students and trainees purchase this volume.

4.16 Promotion, Counseling, & Placement

The program plan should include specific steps to promote the opportunities for careers in metalworking to potential trainees and their parents or families. It also should explain how counseling services are provided for trainees and how such services are kept informed of the needs and opportunities in the industry. The plan also should include a systematic means to assist trainees in finding placement into metalworking positions.

4.17 Articulation

The applicant program must demonstrate efforts to articulate its curriculum and criteria defining success, including workplace-based components, to related programs in which trainees could enroll to pursue further training and education. Related programs can include further training and education in schools, apprenticeship programs, company-based training programs, or military training opportunities.

4.18 Instructional Evaluation

Instructional procedures and effectiveness should be evaluated on a regular and systematic basis involving self-evaluation and surveys of former trainees. Instructional procedures should demonstrate a responsiveness to the feedback from these evaluations.

Requirement 5 – Administration

5.1 General Requirements

Administrative policy and practice must evidence support and promotion of the metalworking program, including adequate financial support to meet and maintain accreditation requirements.

5.2 Administrative Support

The applicant program must be positively supported by the institution of which it is a part and by the local governing body. Examples include: support of staff in-service training in the metalworking industry; on-going provision of reference resources; active participation in the program's Advisory Committee; and financial provision for tool replacement and update, machine tool maintenance and acquisition, training support materials, and consumable supplies.

Requirement 5 – Administration *(continued)*

5.3 Safety & Environmental Policies

Policies should be written and adopted by the administration and governing body for use in decision-making situations and in guiding the program in achieving its goals. Requirements include, but are not limited to, policies and practices in compliance with OSHA for General Industry (29CFR Part 1910), liability, and EPA compliance for safe handling and operating in the metalworking.

5.4 Reporting

Written policies and reporting procedures should exist and be understood by the metalworking instructional staff regarding curriculum decision-making, materials, equipment, and tooling acquisition and maintenance

5.5 On-Going Investment

The institutional administration and governing body must explain how the necessary access to machine tools, tooling, and measuring devices is provided on an on-going basis. This should include (a) the maintenance of the machine tools to keep them in good, operational condition, (b) calibration for accuracy, (c) and current digital readout devices common to the industry.

Requirement 6 – Instruction Staff Qualifications

6.1 General Requirements

The instructional staff in the applicant program must evidence the experience and technical competency appropriate to the proposed metalworking program.

6.2 Technical Competency

Instructional staff must hold NIMS credentials in the areas being petitioned for program accreditation. This means the instructional staff must meet applicable NIMS performance and credentialing exam requirements for the skills areas considered for the program accreditation.

6.3 Instructional Competency

Instructional staff should hold an appropriate degree or state certification for metalworking instruction or have completed a minimum of five (5) years of full-time on-the-job experience in metalworking.

6.4 Industry In-Service Experience

Instructional staff in the applicant program are expected to maintain technical competencies and understandings of practices, technology, and work organization in the industry through regular in-service experiences with metalworking companies. Such experiences can range from actual production work using metalworking machinery to job shadowing, formal observation of machine usage practices, and others. The interval between experiences should not exceed five (5) years. The program should include the desired learning outcomes for instructional staff when in-service experiences are scheduled.

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Self-Study Kit for Initial Accreditation

Effective: October 17, 2012



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▶ **Part III:**
Procedures

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NIMS—The National Institute for Metalworking Skills

The National Institute for Metalworking Skill, Inc. is a nonprofit organization formed to support the development of a skilled workforce for the metalworking industry.

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Section 1 – Procedures of Initial Accreditation

1.1 Initial Petition to NIMS

The applicant program must submit a formal application for Accreditation. In exchange NIMS will send the program the Self-Study Kit, An application fee is due with submission of the application.

1.2 Program Self-Study

The applicant program must complete and file its Self-Study Kit with NIMS. A period not to exceed eighteen (18) months is allowed for completion of the Self-Study Kit and all of its components. The Self-Study Kit includes:

Part I – Policies (this document)

Part II – Program Requirements (informational booklet)

Part III – Procedures (informational booklet)

Part IV – Self-Evaluation for Initial Accreditation; Topics of self-evaluation include:

- Program Purpose & Goals

- Facility

- Equipment & Tooling

- Program Features & Curriculum

- Instructional Staff Qualifications

- Reporting/Decision-Making Processes (curriculum, materials, tooling, & equipment)

- Improvement Statement & Implementation Plan for Weak Areas of Evaluation

Part V – Initial Accreditation Forms

- General Program Information

- Identification of Metalworking Areas of Instruction

- Program Liaison & Administrator

- Advisory Committee Listing

- Local Employer Listing

Part VI – Procedures Manual for NIMS Online Credentialing Program (informational booklet)

Part VII – Performance Guide for Machining Level I (informational booklet)

The filing of the Self-Study Kit constitutes the applicant's request for an On-Site Evaluation.

Reference documentation materials as called for in the Self Study should NOT be sent to NIMS.

Reference documentation should be organized into a binder and kept at the program location for the On-Site Evaluation Team to review.



Section 1 – Procedures of Initial Accreditation

1.3 NIMS Self-Study Kit Review

NIMS will review an applicant program's Self-Study within an average of thirty (30) days. The NIMS review will result in one of the following decisions:

- a) Request for additional information or clarification
- b) A decision to proceed with the request for an On-Site Evaluation
- c) A decision that the program does not meet the NIMS policies and requirements, in which case NIMS will return the On-Site Evaluation Fee to the applicant program.

1.4 On-Site Evaluation Team

Given a favorable review of the applicant program's Self-Study Kit, NIMS will form an On-Site Evaluation Team. The Evaluation Team consists of three members:

- 1) A Certified Evaluation Team Leader (from industry)
- 2) A Representative from Industry
- 3) A Representative from Education (nominated by the applicant program according to the terms specified in Part III – Section 3.3)

NIMS will inform the applicant program's liaison of contact information for the Evaluation Team Leader, who will contact the program liaison to establish details of the On-Site Evaluation.

NIMS will endeavor to form On-Site Evaluation Teams in a manner to keep the expenses to the applicant program to a minimum. NIMS will encourage companies to donate the time and expenses of employees who serve on On-Site Evaluation Teams.

1.5 Arrangements for the On-Site Evaluation

The Evaluation Team Leader will contact the applicant program's liaison to arrange dates for the On-Site Evaluation. Interviews with instructional staff, administrative personnel, advisory committee members, local employers, and trainees, as well as trainee observations, facility inspections, and documentation reviews will be arranged by the Evaluation Team Leader and program liaison.

1.6 On-Site Evaluation

The On-Site Evaluation should be completed within two (2) consecutive days. Sample agenda:

- a) Prior to Evaluation Day #1 – The Evaluation Team meets to assign roles, review evaluation procedures, reporting requirements, and confidentiality expectations.
- b) Evaluation Day #1 – Facility and documentation review; interviews with instructional staff, administrative personnel, as well as trainee interviews and observations
- c) Evaluation Day #2 – Interviews with sampling of Advisory Committee members and local employers, plus an exit interview with instructional staff and program liaison
- d) End of Day #2 – Evaluation Team meeting to complete evaluation recommendation report, which will be submitted to NIMS.

Section 1 — Procedures of Initial Accreditation

1.7 Employer Interviews

Employer interviews are a key component of the On-Site Evaluation. Five (5) employers will be interviewed, selected from the list provided by the applicant program in Self-Study Kit Section V. Some employers listed for interviews should also be Advisory Committee members. These interview will focus on employer satisfaction with the program, its graduates, and the employers' perception of the cooperativeness of the program.

1.8 NIMS Accreditation Decision

NIMS assess the Evaluation Team's final ratings and recommendations, then decides on the accreditation status for the applicant program, which could be one of the following:

- a) Award accreditation. This requires an average rating of at least 3.75 occurs in all six sections of the Self-Study Evaluation and a positive recommendation from the On-Site Evaluation Team.
- b) Deny accreditation. This occurs when an average rating of less than 3.75 occurs in all six (6) sections of the Self-Study Evaluation or when a negative recommendation from the On-Site Evaluation Team is made. In this case NIMS will issue a report to the applicant program to note any areas of question or recommended improvements.

1.9 Accreditation Denial

If an On-Site Evaluation results in a recommendation not to award accreditation, it usually will reflect of or more of the following citations:

- a) Existence of "imminent danger" safety violations
- b) Existence of numerous safety violations
- c) Significant conflict between the program and the Advisory Committee
- d) Obvious misrepresentation by the applicant program
- e) Inadequate facilities (rooms, equipment, tooling) or program to train to NIMS skill standards

A program receiving denial of accreditation will be granted a six (6) month period to address the reported issues and file a report to NIMS documenting the corrective steps and resulting changes. If NIMS determines that corrective actions properly address cited concerns, accreditation will then be awarded. If NIMS determines that an additional On-Site Evaluation is warranted to review the changes, the applicant program will be responsible for expenses incurred.



Section 2 – Procedures of Accreditation Renewal

2.1 General Procedures for Renewal

Accreditation renewal will require the applicant program to submit an application for renewal, an abbreviated Self-Study Kit, and to host a one day On-Site Evaluation.

2.2 Renewal Requirements

Programs petitioning for accreditation renewal must complete an abbreviated Self-Study Kit for Accreditation Renewal. The renewal kit will focus on improvements to the program, trainee activity data, and report of any safety or environmental problems that have been recorded during the initial five-year period of accreditation.

Additionally, the instructional staff must hold NIMS credentials in the skills areas in which accreditation renewal is sought. Records of annual facility reviews by the industry Advisory Committee must be available. Recommendations from these reviews should form part of the improvement agenda for the program. A one (1) day On-Site Evaluation will be required.

2.3 On-Site Evaluation for Accreditation Renewal

The On-Site Evaluation should be completed within one (1) day. Sample agenda:

- a) Prior to Evaluation Day #1 – Evaluator reviews evaluation procedures, reporting requirements, and confidentiality expectations.
- b) Evaluation Day #1 – Facility and documentation review; interviews with instructional staff, administrative personnel, as well as trainee interviews and observations. Interviews with sampling of Advisory Committee members and local employers, plus an exit interview with instructional staff and program liaison
- d) End of Day #1 – Evaluator completes a recommendation report, which will be submitted to NIMS.

The schedule will be very tight and demanding, therefore well planned and facilitated meetings and interviews will be mandatory. The Evaluation Team Leader submits an On-Site Evaluation report and recommendations to NIMS.

2.4 NIMS Renewal Decision

NIMS assess the On-Site Evaluation Team Leader's report and recommendations, and decides on the renewal status for the applicant program, which will result in one of the following decisions:

- a) Award accreditation renewal. This requires an average rating of at least 4.0 on all sections of the Self-Evaluation and a positive recommendation from the On-Site Evaluation.
- B) Deny accreditation renewal. This occurs when a Self-Evaluation receives an average rating of less than 4.0 in all sections or when a negative recommendation results from the On-Site Evaluation Team. NIMS then issues a report to the applicant program, noting any areas of question or recommend improvements.

Section 2 – Procedures of Accreditation Renewal

2.5 Accreditation Denial

An On-Site Evaluation can result in a recommendation not to be awarded accreditation renewal and such a recommendation usually will reflect one or more of the reasons outlined in Self-Study Kit Part III – Section 1.9. An applicant program receiving denial of accreditation renewal will be granted a six month period to address the reported issues and file a report to NIMS documenting the corrective steps and resulting changes. If NIMS determines that an additional On-Site Evaluation of the changes is warranted, the applicant program will be responsible for expenses incurred.

Section 3 – On-Site Evaluation Team Members

3.1 General

Certified Evaluation Team Leaders are individuals with experience in metalworking as a tradesperson manager, or as a trainer. Whenever possible, evaluators are selected from among nominees made by the trade associations participating with NIMS.

3.2 Certified Evaluation Team Leaders

Certified Evaluation Team Leaders are from the metalworking industry and meet two (2) sets of mandatory criteria:

- 1) Completion of NIMS Evaluation Team Leader Training
- 2) Assume no association as a graduate of, advisor to, or former instructor within the applicant program.

Additionally, a Certified Evaluation Team Leader must meet one of the following criteria:

- 1) Have a minimum of six (6) years of experience as a tradesperson and/or manager in a metalworking company.
- 2) Have a minimum of three (3) years experience in a metalworking company as an in-company trainer, mentor, or director of training.
- 3) Be an approved instructor in a metalworking training program run by a trade association, union, or consortium of companies.

Team Leader re-certification is automatic if an individual has served as a Team Leader and if NIMS has not received complaints from applicant programs concerning the professional conduct of the review. Additional training will be required if an individual does not lead an On-Site Evaluation or if complaints have been received.

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Self-Study Kit for Initial Accreditation

Effective: October 17, 2012



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Applicant Program's Self-Evaluation for Initial Accreditation

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Section 1 – Instructions for Completing the Self-Evaluation

- 1.1** Review Parts I – III of this Self-Study Kit, then carefully review the prerequisites for the Self-Evaluation, located in Part IV–Page 3.
- 1.2** Identify an individual to coordinate completion of Self-Study Kit requirements, particularly this Self-Evaluation. This is usually done by an HR manager or lead trainer. Normally this person will also serve as the program liaison or the main contact point for NIMS staff.
- 1.3** A Self-Evaluation steering committee is recommended and may choose to divide the responsibilities for reviewing and completing components of the Self-Study Kit. This committee may consist of trainers, management representatives, or training personnel.
- 1.4** The Self-Evaluation should involve direct observations of the applicant program’s operations, curriculum, facilities, equipment and tooling support, as well as discussions with training staff, HR/administrative personnel, and trainees.
- 1.5** When completing the Self-Evaluation, all responses are rated on a five point scale unless otherwise requested. When rating, document the location of the information used to justify the score (ex. brochures, meeting minutes, personnel handbook, budget reports, etc.). This information should be entered on the line labeled “Reference Documentation.”
- 1.6** The Steering Committee should review the completed Self-Evaluation before submission to NIMS. This will help avoid incomplete filing and speed the process. If more than one individual rates a given item, the ratings should be averaged by adding the ratings and dividing by the number of raters. The results should be reported for such items on the Self-Evaluation Form that follow.
- 1.7** Send Self-Study Kit Part IV (Self-Evaluation) and Part V (Accreditation Forms) to NIMS, retaining a copy for program records.
- 1.8** Assemble copies of all materials cited as reference documentation into a single file or Notebook. The file will be used by the On-Site Evaluation Team to validate the Self-Evaluation ratings and to conduct the On-Site Evaluation. NIMS recognizes that some information must be maintained in separate files due to confidentiality concerns. The On-Site Evaluation Team must have access to reference documentation.



Section 2 – On-Site Evaluation

- 2.1** The On-Site Evaluation Team will be rating many of the same items as the program's Self-Evaluation. To review those topics, please see Part III – Section 1.6 of this Self-Study Kit.
- 2.2** It is essential that the On-Site Evaluation Team have access to all information and reference documentation that the program used in doing its Self-Evaluation. It is strongly recommended that these materials be organized and labeled according to the requirements that they address.
- 2.3** The On-Site Evaluation Team should have a private office or area separate from other activities to review the documentation and to use for team discussions.
- 2.4** The On-Site Team should have an opportunity to observe a training session occurring in the metalworking shop or laboratory. A tour of the shop and its supporting facilities should be arranged for the Team. Team members may opt to ask questions of individual trainees during their observation period. This is common practice when companies are being audited for quality accreditation.
- 2.5** The On-Site Evaluation Team will interview a minimum of five employers from the list provided by the applicant program. The On-Site Evaluation Team Leader will select the employers to be interviewed.
- 2.6** Upon completion of the On-Site Evaluation, the Team Leader will share with the program the Team's views of the general strengths of the training program. The Team Leader cannot advise the program of the Team's recommendations to NIMS nor inform the program of NIMS' decision regarding accreditation. NIMS will issue a report to the program regarding the accreditation decision after all materials and reports have been reviewed.

Prerequisites for NIMS Accreditation

All of the following questions **MUST** be answered with a YES response. If the applicant program is unable to do so, **DO NOT** submit the Self-Evaluation to NIMS until such time that all prerequisites are satisfied.

- Have the NIMS Skill Standards been incorporated into the applicant training program's curriculum and program evaluation?
- Do trainers have a clear understanding of the credentialing process?
- Have all trainers earned NIMS credentials in the skills that they teach and in which accreditation is sought?
- Does your company's quality inspection department have copies of the NIMS Performance Guide to Machining Level I and/or II, which contains performance requirement guides for NIMS Credentials?
- Has the training staff reviewed the performance requirements for the credentials in which the applicant program is seeking accreditation?
- Are company employees in charge of hiring knowledgeable of the use of NIMS credentials in recruiting and hiring employees?
- Have training managers been actively involved with the completion of the Self-Study Kit?
- Are ALL trainees aware of NIMS credentialing opportunities to earn national, industry-recognized skills certifications?
- Are ALL trainees aware of the performance requirements involved in earning a NIMS Credential?
- Has at least one trainee earned a NIMS credential?
- Does your facility meet the applicable OSHA requirements?

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Applicant Metalworking Program Self-Evaluation

Please complete the following Self-Evaluation. For all items requiring Responses on a 5-point scale, please use the following reference:

- 5 = Exceptional
- 4 = Above Average
- 3 = Average or Otherwise Adequate
- 2 = Somewhat or Needs Improvement
- 1 = Not At All

Please provide an improvement statement for any rated item in this Self-Evaluation that is given a score of three (3) or below.

Requirement 1 Purpose

The applicant metalworking training program should have clearly stated goals that are related to the needs of the trainees and positions served within the company.

1.1 Presentation of Training Program Goals and Requirements

Rate the program materials available to potential trainees on the inclusion of the following:

- _____ A. Area(s) of specialty training offered
- _____ B. Cost of tuition, fees, and special resources
- _____ C. Technical qualifications of trainers
- _____ D. Overall goals of the training program

Reference Documentation _____



Applicant Metalworking Program Self-Evaluation

Requirement 2 Facilities

The physical facilities for metalworking training must be adequate for preparing individuals to meet the performance requirements of the skill standards and satisfying the program’s goals. The ratio of trainees-to-workstations must allow for practice time sufficient for the trainees to make parts or otherwise develop the competencies that meet the requirements of the respective performance standards.

2.1 Safety

- A. Rate the extent to which the shop facilities address applicable safety standards.
- B. Rate the degree to which all trainees, trainers, and visitors comply with all relevant safety rules.
- C. Rate the handling of metal chips, scrap, cutting fluids, coolants, and lubricants as regards applicable environmental codes.
- D. Rate the facilities compliance with all applicable OSHA, EPA, and industry safety standards.

Reference Documentation

2.2 First Aid

- A. Rate the availability of medical supplies.
- B. Rate the eye and body wash facilities.

Reference Documentation

Applicant Metalworking Program Self-Evaluation

Requirement 2 Facilities *(continued)*

2.3 Tooling and Material Storage

- _____ A. Rate the adequacy of the tooling crib and material storage area to support the metalworking training program.

Reference Documentation _____

2.4 Maintenance

- _____ A. Rate the effectiveness of the preventive maintenance schedule.

Reference Documentation _____

2.5 Support Facilities

- _____ A. Rate the availability of an area separate from the metalworking shop for the trainer's use as an office.
- _____ B. Rate the availability of an area convenient to, but separate from, the metalworking shop for theory instruction and other non-shop activity
- _____ C. Rate the area provided for after shop activities, or trainee cleanup, in terms of being conveniently located.
- _____ D. Rate the restrooms for male and female trainees, in terms of being conveniently located.
- _____ E. Rate the lockers for male and female trainees, in terms of being conveniently located.

Reference Documentation _____



Applicant Metalworking Program Self-Evaluation

2.6 Housekeeping

_____ A. Rate the classroom and shop area for being kept clean and orderly.

Reference Documentation _____

2.7 Facility Evaluation

_____ A. Rate the participation of trainers and management in making continuous equipment and shop (to include technical and facilities) improvements.

_____ B. Rate the overall visual appearance to visitors and prospective trainees upon entering the facility. Trainers and management should use the NIMS Facility Review worksheet for annual reviews.

Reference Documentation _____

Requirement 3 Equipment, Tooling, & Measuring Devices

Applicant programs must provide for access to machine tools and necessary tooling to meet the performance requirements specified in the skill standards. The time, availability, and condition of the machine tools and tooling must be sufficient so as not to be a factor that unduly limits achievement or performance.

3.1 Equipment & Tooling Inventories

_____ A. Rate the availability of machine tools and tooling needed for effective instruction and in allowing trainees to meet the performance requirements of NIMS skill standards.

- _____ i) Adequate bench space
- _____ ii) Adequate machine time
- _____ iii) Adequate tooling for machines and projects
- _____ iv) Adequate calibrated measuring devices (In-house calibration: OK)
- _____ v) Rate the equipment and tooling in terms of meeting industry quality standards for your area.

Reference Documentation _____

Applicant Metalworking Program Self-Evaluation

Requirement 3 Equipment, Tooling & Measuring Devices *(continued)*

3.2 Safety

- _____ A. Rate the degree to which all shields, guards, stops, and other safety devices are in place, operable, and used.
- _____ B. Rate the equipment and tooling in terms of meeting industry standards.

Reference Documentation _____

3.3 Materials

- _____ A. Rate the availability of materials (metal blocks, sheet stock, etc.) to assure continuous instruction.
- _____ B. Rate the availability of consumables (fluids, lubricants, etc.) to assure continuous instruction.

Reference Documentation _____

Requirement 4 Program Features & Curriculum

NIMS does not promote or otherwise recommend how a training program should be designed nor represent curricular materials for adoption. NIMS does, however, expect certain program features that it deems important to ensuring training that is thorough, current, in accord with industry needs, and provides the trainee the opportunity to earn industry recognized, portable NIMS Credentials.

4.1 Management and Training Staff Coordination

- _____ A. Do management and training staff hold at least two (2) working meetings per year, with meeting minutes on file?

Reference Documentation _____



Applicant Metalworking Program Self-Evaluation

Requirement 4 Program Features & Curriculum *(continued)*

4.2 Performance Standards

- A. Rate the degree to which the trainee is informed of NIMS performance requirements and credentialing opportunities.
- B. Rate the effectiveness of the plan to increase NIMS credentialing among trainees.

Reference Documentation _____

4.3 Instructional Load

- A. Rate the instructional staff's schedule in terms of providing adequate time for planning, preparing materials, and evaluating trainee performance.
- B. Rate the current trainee-to-instructor ratio in terms of being educationally sound.

Reference Documentation _____

4.4 Curriculum

- A. Rate the correspondence between the structure of the program and NIMS credentialing modules.
- B. Rate the importance placed on safety instruction as part of the training program.
- C. Rate the degree to which safety issues are part of instruction and evaluation of trainee knowledge and performance.
- D. Rate the trainees' instruction in awareness of first aid facilities and procedures.

Applicant Metalworking Program Self-Evaluation

Requirement 4 Program Features & Curriculum *(continued)*

4.4 Curriculum *(continued)*

- E. Rate the curriculum as to including instruction in:
 - a) Applicable safety regulations the trainee may encounter on-the-job
 - b) Legal responsibilities of the metalworking technician regarding applicable environmental regulations
- F. Identification and use of appropriate tools and measuring devices
- G. Use of machine tool operations manuals.
- H. Applicable metalworking theory.
- I. Rate the flexibility of the program for accommodating trainees with different levels of cognitive and psychomotor skills
- J. Rate the alignment of related mathematics, reading, communications, theory, and use of engineering drawings instruction to the requirements of the skill standard.
- K. Rate the degree to which the trainer and the workplace supervisor have a structured plan for learning activities and evaluating trainee performance in the workplace setting.
- L. Rate the degree to which opportunities to share and evaluate trainees workplace experience are incorporated into curriculum plans.

Reference Documentation _____

4.5 Work Habits & Ethics

- A. Rate the degree to which the program is organized so that work habits developed in the program are similar to those required on-the-job.
- B. Rate the emphasis placed on the following in all instructional training activities:
 - i) Importance of maintaining good relationships with fellow trainees.
 - ii) Respect for fellow trainees' tools and other property
 - iii) Punctuality.



Applicant Metalworking Program Self-Evaluation

Requirement 4 Program Features & Curriculum *(continued)*

4.5 Work Habits & Ethics *(continued)*

B. Rate the emphasis placed on the following in all instructional training activities:

- iv) Maintaining a good record of attendance.
- v) Learning to follow instructions, especially in machine and tooling usage.
- vi) Displaying a concern for accuracy.
- vii) Developing time-efficient work habits.

Reference Documentation _____

4.6 Credentialing Activity

- A. Rate the extent to which the required trainee activity data is collected on a regular basis.
- B. Report the most recent year’s data:
 - i) Number of trainees enrolled in applicant program
 - ii) Number of trainees passing NIMS credentialing exams
 - iii) Number of trainees attempting NIMS credentialing exams
 - iv) Percentage of trainees placed in metalworking jobs within six (6) months of program completion.
 - v) Percentage of program completers who continue training

Reference Documentation _____

Applicant Metalworking Program Self-Evaluation

Requirement 4 Program Features & Curriculum *(continued)*

4.7 Reference Resources

- A. Rate the availability of metalworking trade magazines and other current information sources to the program.
- B. Rate the extent to which standard workplace reference resources (ex. *Machinery's Handbook*) are used in the instruction program.

Reference Documentation _____

4.8 Promotion, Counseling, & Placement

- A. Rate the placement system used to assist trainees in the metalworking program in securing employment upon program completion.
- B. Rate the effectiveness of effort to promote careers in metalworking and the value of NIMS credentials to potential trainees and their families.
- C. Rate the currency and quality of information regarding career opportunities in metalworking provided to counseling staff in the programs home institution.
- D. Rate the degree to which trainees are exposed to the career pathways available in metalworking.
- E. Rate the degree to which trainees are informed of metalworking skills most in need in the program's service area.

Reference Documentation _____



Applicant Metalworking Program Self-Evaluation

Requirement 4 Program Features & Curriculum *(continued)*

4.9 Instructional Evaluation

- A. Rate the use of continuous improvement in the program's instructional delivery.
- B. Rate the use of trainee follow-up data in the evaluation process.
- C. Rate the use of self-evaluation of instruction in the evaluation process.

Reference Documentation _____

Requirement 5 Administration / Management

Administrative policy and practice must evidence support and promotion of the metalworking program, including adequate financial support to meet and maintain accreditation requirements.

5.1 Administrative / Managerial Support

- A. Rate the participation of the administration/management in the training planning meetings and activities.
- B. Rate the provisions made for metalworking trainers to have industry in-service opportunities.
- C. Rate the extent to which the annual budget is prepared by the metalworking instructional staff in cooperation with management.

Reference Documentation _____

5.2 Safety & Environmental Policies

- A. Rate the extent to which written policies regarding safety, liability, and environmental handling procedures have been approved by the administrative or governing board.

Applicant Metalworking Program Self-Evaluation

Requirement 4 Program Features & Curriculum *(continued)*

5.2 Safety & Environmental Policies *(continued)*

_____ B. Rate the extent to which responsibilities of the instructional staff and the company have been written and approved by management.

Reference Documentation _____

5.3 Program Administration

_____ A. Rate the extent to which the decision-making chain-of-command is written as regards curriculum processes and acquisition procedures.

Reference Documentation _____

5.4 On-Going Investment

_____ A. Rate the provision for the maintenance and refurbishing of the machine tools used by the program.

_____ B. Rate the provision for maintaining and replacing of tooling.

_____ C. Rate the provision for acquiring new machine tools for the program.

_____ D. Rate the provision for calibrating, maintaining, and replacing measuring devices used by the program.

_____ E. Rate the extent to which company management has input in items B through D above.

_____ F. Does the program have a policy regarding acquisition procedures?

Reference Documentation _____



Applicant Metalworking Program Self-Evaluation

Requirement 6 Instructional Staff Qualifications

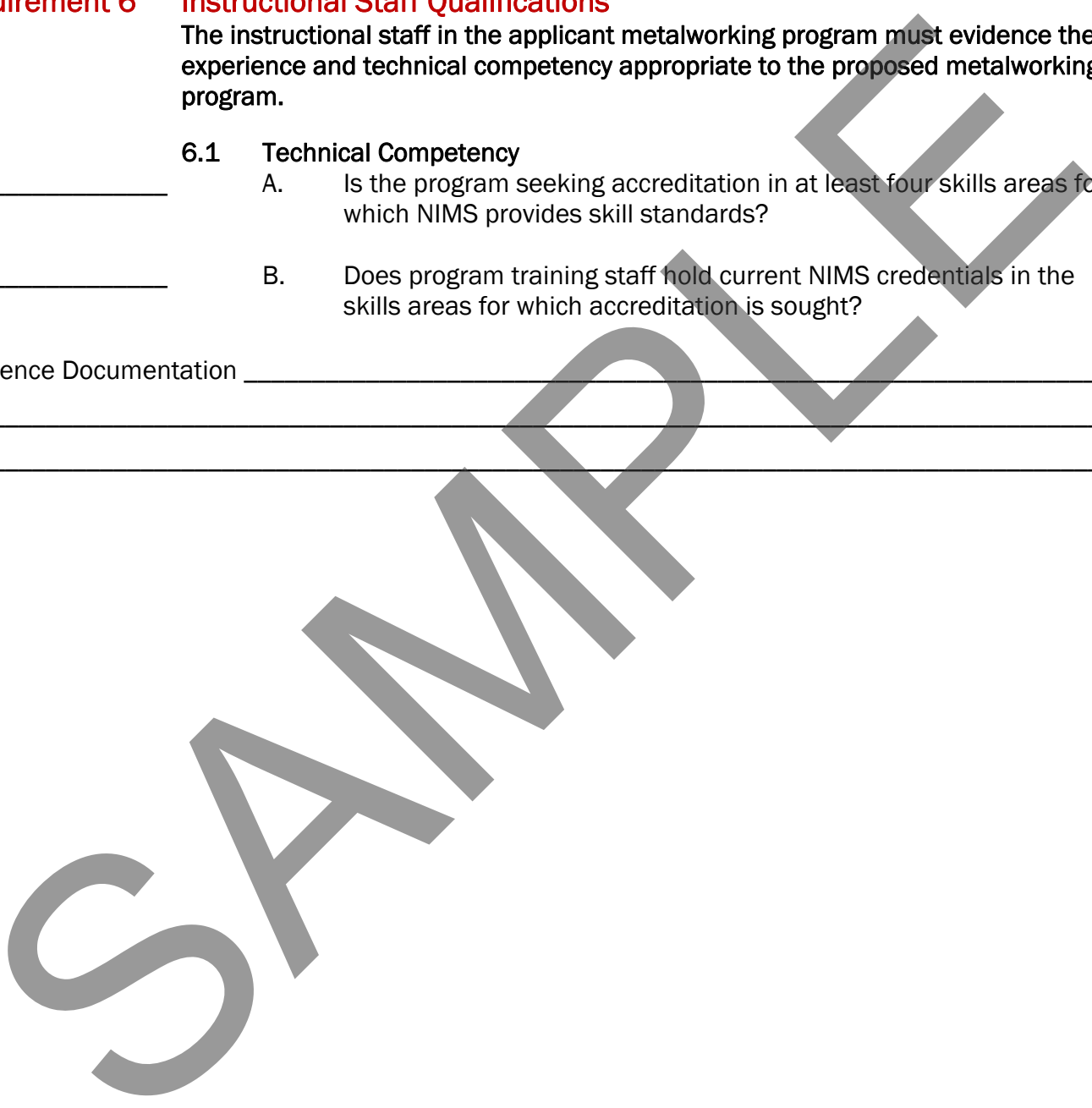
The instructional staff in the applicant metalworking program must evidence the experience and technical competency appropriate to the proposed metalworking program.

6.1 Technical Competency

- _____ A. Is the program seeking accreditation in at least four skills areas for which NIMS provides skill standards?

- _____ B. Does program training staff hold current NIMS credentials in the skills areas for which accreditation is sought?

Reference Documentation _____





Applicant Metalworking Program Self-Evaluation

For any score of 3 or less, please provide a statement on how your program plans to improve in that area, as well as your intentions to implement the improvements.

(Use additional sheet of paper, if necessary)

Signature of Program Liaison

Date

Program Liaison Name (printed)

Program Liaison Title

After completion of this self-evaluation, please continue to Self-Study Kit Part V. If both Part IV (self-evaluation) and Part V (accreditation forms) are complete, please send copies of both to NIMS.

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Self-Study Kit for Initial Accreditation

Effective: October 17, 2012



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▶ Part V:

Accreditation Forms

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NIMS—The National Institute for Metalworking Skills

The National Institute for Metalworking Skill, Inc. is a nonprofit organization formed to support the development of a skilled workforce for the metalworking industry.



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Accreditation Forms

Application for Initial Accreditation

All required fields are outlined in red.

Company

Company Name _____

Training Program Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Company Senior Management

Name of Owner, Chief Officer, or President _____

Title of Owner, Chief Officer, or President _____

Name of Training Department Manager _____

Title of Training Department Manager _____

Department Manager's Email _____

Program Liaison This is the primary contact person between your training program and NIMS.

Name _____ Title _____

Telephone _____ Fax _____

Program Liaison's Email _____

Industry Served by Applicant Company _____

Date of Establishment of Metalworking Training Program _____

Quantity of Trainers _____

Current Trainee Enrollment _____ Trainee Enrollment Capacity _____



Self-Study Kit: Part V – Accreditation Forms

Accreditation Forms

Metalworking Skills Areas for Accreditation Reference: Self-Study Kit Part I, Section 2.2

Using the NIMS [List of Credentials](#), please select a minimum of two credentials that best match your program’s training curriculum.

Tips on choosing the right metalworking skills areas for your program:

- When viewing the [List of Credentials](#), note that the left column displays module headings and the right column shows the offered credentials (a.k.a. metalworking skills certifications).
- If a curriculum focuses on entry-level skills, it is recommended that skills areas be selected from the eleven credentials listed under Machining Level
- If a curriculum does not teach some skills found on the [List of Credentials](#), then your program may skip those areas. (i.e. If a program focuses on CNC skills, then they may select only the CNC credentials and skip the manual credentials)
- NIMS requires that your program select a minimum of two skills areas in addition to the two listed below. Instructors are required to earn the NIMS credential (certification) for each of the metalworking skills areas that you list below.

List the metalworking skills areas that best match your program curriculum:

1. Measurement, Materials & Safety (required by NIMS)
2. Job Planning, Benchwork & Layout (required by NIMS)

3. _____

4. _____

If your program opts to pursue more than four skills areas, you may list additional skills below. Applicant programs may pursue more skills areas following completion of the accreditation process.

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Accreditation Forms

Training Partners *Reference: Self-Study Kit Part III, Section 1.4*

This is applicable to applicant metalworking programs in which portions of instruction are taught in cooperation with other organizations and/or companies. *Example: training partners may provide instruction in mathematics, technical writing, or machine-specific skills.*

Attach additional sheet, if necessary. Leave blank if training partners are not a component of your program.

Organization/Company _____

Contact Person _____ Title _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email _____

The above organization provides our training program instruction in:

Define the program's service area. This is the geographical area of customers that the applicant company serves. *Attach additional sheet, if necessary.*

Nominee for Educator of the On-Site Evaluation Team *Reference: Self-Study Kit Part III, Section 1.4*

As a final step in the accreditation process, NIMS will send a three-person Evaluation Team to conduct a two-day On-Site Evaluation of your training program. The Evaluation Team consists of a Team Leader, an Industry Representative, and an Education Representative. Use the space below to nominate an educator to serve on the Evaluation Team. *Nominations are optional.*

Note—Nominees may not be full-time, part-time, or recently retired employees of your training program;

Name and Title _____

Institution _____

Telephone _____ Email _____



Accreditation Forms

Required Signatures

It is understood that the applicant program will submit a \$1,000 On-Site Evaluation Fee prior to hosting a two-day On-Site Evaluation to complete the accreditation process. All expenses incurred beyond the \$1,000 Fee for the On-Site Evaluation will be paid by the applicant program.

Institution's Chief Administrator

Signature _____ Date _____

Name & Title (print or type) _____

Department Administrator

Signature _____ Date _____

Name & Title (print or type) _____

Program Liaison

Signature _____ Date _____

Name & Title (print or type) _____

SAMPLE

Accreditation Forms

Metalworking Instructor Qualifications Sheet

Complete this form on behalf of **EACH TRAINER** for the applicant program. This does not include related academic staff or technical staff within your department who are otherwise unrelated to your specific training program.

Instructor Name _____

Instructor's Email _____

Instructors must hold NIMS Credentials for each metalworking skills area being taught.

Please list all NIMS Credentials earned by this metalworking instructor.

- | | | |
|---|---|---|
| <input type="checkbox"/> CNC Milling Operations I | <input type="checkbox"/> CNC Milling Skills II | <input type="checkbox"/> Metalforming I |
| <input type="checkbox"/> CNC Milling: Programming, Setup & Operations I | <input type="checkbox"/> CNC Turning Skills II | |
| <input type="checkbox"/> CNC Turning Operations I | <input type="checkbox"/> Drill Press II | |
| <input type="checkbox"/> CNC Turning: Programming, Setup & Operations I | <input type="checkbox"/> EDM—Wire II | |
| <input type="checkbox"/> Drill Press I | <input type="checkbox"/> EDM—Plunge II | |
| <input type="checkbox"/> Grinding I | <input type="checkbox"/> Grinding II | |
| <input type="checkbox"/> Job Planning, Benchwork & Layout | <input type="checkbox"/> Milling II (manual) | |
| <input type="checkbox"/> Measurement, Materials & Safety I | <input type="checkbox"/> Turning II | |
| <input type="checkbox"/> Milling I (manual) | <input type="checkbox"/> CNC Milling Skills III | |
| <input type="checkbox"/> Turning Operations: Turning Between Centers I | <input type="checkbox"/> CNC Turning Skills III | |
| <input type="checkbox"/> Turning Operations: Turning Chucking Skills I | | |
| <input type="checkbox"/> Stamping: Operate w/Single Hit Tooling II | <input type="checkbox"/> Stamping: Setup w/Single Hit Tooling III | |
| <input type="checkbox"/> Stamping: Operate w/Compound Dies II | <input type="checkbox"/> Stamping: Setup w/Compound Dies III | |
| <input type="checkbox"/> Stamping: Operate w/Progressive Dies II | <input type="checkbox"/> Stamping: Setup w/Progressive Dies III | |
| <input type="checkbox"/> Stamping: Operate w/Deep Draw Dies II | <input type="checkbox"/> Stamping: Setup w/Deep Draw Dies III | |
| <input type="checkbox"/> Stamping: Operate w/Transfer Dies II | <input type="checkbox"/> Stamping: Setup w/Transfer Dies III | |
| | <input type="checkbox"/> Stamping: Parts Inspection & Quality Control | |
| <input type="checkbox"/> Press Brake: Operate Non-CNC Drive II | <input type="checkbox"/> Press Brake: Setup & Operate Non-CNC III | |
| <input type="checkbox"/> Press Brake: Operate CNC Punch (Turret) Press II | <input type="checkbox"/> Press Brake: Setup & Operate CNC III | |
| <input type="checkbox"/> Slide Forming: Operations II | <input type="checkbox"/> Slide Forming: Operations III | |
| <input type="checkbox"/> Screw Machining: Operate w/Single Spindles II | <input type="checkbox"/> Screw Machining: Setup & Operate w/Single Spindles III | |
| <input type="checkbox"/> Screw Machining: Operate w/Multiple Spindles II | <input type="checkbox"/> Screw Machining: Setup & Operate w/Multiple Spindles III | |
| <input type="checkbox"/> Machine Building: Mechanical Assembly II | <input type="checkbox"/> Machine Building: Mechanical Assembly III | |
| <input type="checkbox"/> Machine Maintenance, Service & Repair II | <input type="checkbox"/> Machine, Maintenance, Service & Repair III | |
| <input type="checkbox"/> Diemaking II | <input type="checkbox"/> Diemaking III | |

Number of years of full-time experience as a metalworking skills trainer: _____

Number of years of full-time experience as a metalworker in industry: _____

Most recent experience as a full-time metalworker in industry: _____
(year)