Industrial Technology Maintenance (ITM)

National certifications based on industry-written, industry-approved standards
ITM Level 1 Standards

• Industry-written and industry-approved
• Pilot companies include, but are not limited to:
  – Ashley Furniture
  – Bridgestone Metalpha
  – Caterpillar Forest Products
  – Con Agra Foods
  – General Mills
  – Menards
  – Nestle Purina; Nestle Water
  – Nissan North America
  – Ocean Spray
  – Shell Oil
  – Sherwin Williams
  – Target Food Distribution Center
ITM Level 1 Credentials

• Nine areas of focus
  – Maintenance Operations
  – Basic Mechanical Systems
  – Basic Hydraulic Systems
  – Basic Pneumatic Systems
  – Electrical Systems
  – Electrical Control Systems
  – Process Control Systems
  – Maintenance Welding
  – Maintenance Piping

MODULAR DESIGN
(earn in any order)
Roles & Set Up

1. Organization:  Your school or company

2. Sponsors:  Individuals who oversee the performance assessment
(Teachers, trainers, etc.)

3. Proctors:  Organization employees who administer the theory assessment

4. Candidates:  Individuals pursuing NIMS credentials
(students, employees, apprentices, etc.)
1. Register your organization and primary point of contact (POC)

<table>
<thead>
<tr>
<th>Who should complete this registration?</th>
<th>The individual who will oversee all NIMS activities at your location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examples</td>
<td>In Education Setting → Lead Instructor, Dean, Department Head, etc.</td>
</tr>
<tr>
<td></td>
<td>In Industry Setting → Training Manager, HR Manager, Supervisor, etc.</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Oversee NIMS activity and coordinate payment</td>
</tr>
<tr>
<td>Registration &amp; Fees</td>
<td>Complete the online <a href="#">Organization Registration</a> ($0)</td>
</tr>
</tbody>
</table>
| Account Functionality                 | • Register new sponsors  
• View registered sponsors and their candidates  
• Access Resources page |
## 2. Register your sponsor(s)

<table>
<thead>
<tr>
<th>Who should complete this registration?</th>
<th>The individual(s) who will oversee performance assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples</strong></td>
<td>In Education Setting → Instructor, Teacher, Teaching Assistant, etc.</td>
</tr>
<tr>
<td></td>
<td>In Industry Setting → Trainer, Training Supervisor, etc.</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td>Oversee candidates’ performance assessment activities</td>
</tr>
<tr>
<td></td>
<td>Sign <em>CAR Affidavits of Successful Completion</em> and send to NIMS</td>
</tr>
<tr>
<td></td>
<td>Schedule theory testing time and date with proctor(s)</td>
</tr>
<tr>
<td><strong>Registration &amp; Fees</strong></td>
<td>1. POC logs into the <a href="http://nims.gov">NIMS site</a>.</td>
</tr>
<tr>
<td></td>
<td>2. Clicks <em>Add a Sponsor</em> and completes registration form ($0).</td>
</tr>
<tr>
<td></td>
<td>3. Repeat until all sponsors are registered.</td>
</tr>
<tr>
<td><strong>Account Functionality</strong></td>
<td>• View candidate profiles (includes earned credentials)</td>
</tr>
<tr>
<td></td>
<td>• Access <em>Resources</em> page</td>
</tr>
<tr>
<td><strong>Tip</strong></td>
<td>Sponsors ARE NOT REQUIRED to test for NIMS credentials</td>
</tr>
</tbody>
</table>
3. Register your proctor(s)

<table>
<thead>
<tr>
<th><strong>Who should complete this registration?</strong></th>
<th>The individual(s) who will oversee theory assessments. NOTE: Sponsors cannot serve as proctors.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples</strong></td>
<td>In Education Setting → Administrator, testing center personnel, instructors of other subjects, etc. In Industry Setting → HR personnel, administrative personnel, etc.</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td>Oversee all theory assessments: • Verify candidate identify • Assist candidate in logging in and purchasing appropriate exam • Enter confidential proctor code unlock exam</td>
</tr>
<tr>
<td><strong>Registration &amp; Fees</strong></td>
<td>Proctors must complete <a href="#">online registration</a> ($0) prior to theory testing • Proctor ID: enter first initial and full last name as one word • Proctor Code: enter confidential code of your choosing; this code will be requested anytime an theory exam is taken</td>
</tr>
<tr>
<td><strong>Tip</strong></td>
<td>Register multiple proctors</td>
</tr>
</tbody>
</table>

NOTE: Proctors do not log in at test time; do not receive a username/password.
## 4. Register your candidate(s)

<table>
<thead>
<tr>
<th>Who should complete this registration?</th>
<th>The individual(s) who is pursuing NIMS credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examples</strong></td>
<td>In Education Setting → Student, apprentice, etc.</td>
</tr>
<tr>
<td></td>
<td>In Industry Setting → Apprentice, trainee, employee, etc.</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td>1. Successfully complete performance assessment</td>
</tr>
<tr>
<td></td>
<td>2. Successfully complete theory assessment</td>
</tr>
<tr>
<td><strong>Registration &amp; Fees</strong></td>
<td>Candidates must complete <a href="#">online registration</a> ($40) prior to attempting their first theory assessment</td>
</tr>
<tr>
<td></td>
<td>NOTE: Registration is required once per candidate; Candidates are not required to re-register if multiple credentials are being pursued.</td>
</tr>
<tr>
<td><strong>Tip</strong></td>
<td>Prior to registration: ensure candidate has an active, accessible email address</td>
</tr>
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</table>
Earning Credentials

Validation #1
Performance

+ 

Validation #2
Theory

= 

Credential

Standards  Credentials  Roles & Set Up  Process  Resources
Validation #1

Performance: CAR

Applies to all Industrial Technology Maintenance credentials

- Demonstrate hands-on knowledge, skills, and abilities
  - Follow Credentialing Achievement Record (CAR)
  - Download CAR from Resources page (requires login)
  - Candidates complete CARs:
    - At school/company facility
    - Without assistance
    - Under sponsor supervision
  - No attempt limit; no time limit
  - Send Affidavit of Successful Completion to NIMS using the Affidavit Upload Portal at https://goo.gl/bVTc6u
Validation #2

Theory

Applies to all Machining Level I and II credentials

- Demonstrate theoretical knowledge, skills, and abilities through completion of a proctored, timed theoretical assessment

- Exams administered at your location
  - Accessed via NIMS website
  - Proctor required
  - Multiple choice, true/false, fill-in-the-blank, etc.
  - 90-minute time limit
  - Immediate results (pass/fail)

- Accommodations available (readers, paper tests, etc.)

- Retakes available anytime

- $35 per level one; $50 per level two (includes retakes)
Credential

- PDF emailed to candidate and sponsor upon passing theory exam
- Nationally recognized
- Portable
- Stackable
- No expiration
- Color PDFs accessible 24/7 (login required)
# Payment Options

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Candidate Registration</td>
<td>$40 per candidate</td>
</tr>
<tr>
<td>Level I Theory</td>
<td>$35 per exam, per candidate</td>
</tr>
<tr>
<td>Level II Theory</td>
<td>$50 per exam, per candidate</td>
</tr>
<tr>
<td>Level III Theory</td>
<td>$50 per exam, per candidate</td>
</tr>
</tbody>
</table>

**Option 1: Pre-Pay**

1. Calculate expected candidate registration costs.
2. Calculate expected theory exam fees.
3. Prior to theory testing date(s): submit payment via check, credit card, or purchase order. (see below)

| > Check | 1. Mail check to NIMS.  
2. NIMS will put funds into an account identified by a 4-digit code. A NIMS rep will contact the organization POC and sponsor(s) with the code. At this time the code may be used. |
|---------|----------------------------------------------------------------------------------------------------------------------------------|
| > Credit Card | 1. Call NIMS office with credit card ready.  
2. A NIMS rep will put funds into an account identified by a 4-digit code and provide that code. At this time the code may be used.  
3. A NIMS rep will email a receipt. |
| > Purchase Order (PO) | 1. Send POs NIMS electronically by visiting the PO Upload Portal at [https://goo.gl/bVTc6u](https://goo.gl/bVTc6u).  
2. Complete all fields, attach your PO file, and click submit.  
3. A NIMS rep will email an account code that can be used to pay fees.  
An invoice will also be sent. |

**Option 2: Pay On-Screen**

When registering candidates or administering theory exams, have a credit card ready for on-screen payment.

The payment screen will require the credit card type, card number, expiration date, and full billing address.
Frequently Asked Questions

**Under 18?**
Yes, if enrolled in a state-recognized training program

**Certified Instructors?**
Optional. Exam fees are waived for sponsors who wish to test.

**Program Accreditation?**
Optional. Not a requirement for testing.

**Non-NIMS Projects?**
No. Performance assessments must follow CARs.

**Theory Before Performance?**
No. Performance assessments always occur first.

**Proctor Code Sharing?**
No. Proctor codes are confidential and may not be shared.

**Theory Exam Retake Window?**
Retakes can occur anytime; there is no waiting period. Fees are assessed for each attempt.
NIMS-Endorsed eLearning

Learn more: amatrol.com/program/nims-itm/
Industrial Maintenance and Mechatronics, 1st Ed. by Goodheart-Willcox is exclusively endorsed by NIMS to prepare students to earn all nine Industrial Technology Maintenance credentials.

From the Goodheart-Willcox website: Industrial Maintenance and Mechatronics is a comprehensive, standards-based text that provides curriculum support for college-level Industrial Technology Maintenance (ITM) programs...

Designed to work in conjunction with the Duties and Standards for Industrial Technology Maintenance, the standards-based learning package will help students pass the testing and performance requirements for NIMS credentialing and acquire the multidisciplinary, hands-on skills needed in today's advanced manufacturing industry.

Learn more: https://www.g-w.com/industrial-maintenance-mechatronics-2020
Training includes:

- Sample lesson plans
- Details on equipment needed for successful testing
- The opportunity to earn NIMS ITM Level I credentials

ITM Instructor Workshop

View other workshops: nimsready.org/workshops

Prerequisite
Basic knowledge of industrial technology maintenance

Description
In this 3-Day workshop, instructors and trainers gain insight into the ITM credentials and how to incorporate the credentials into curriculum.

The investment per participant is $995.
Thank You!
Contact NIMS for support anytime.

email  support@nims-skills.org
phone  (703) 352-4971
fax    (703) 352-4991

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linkedin  http://goo.gl/gCv5Kw