

If you do **not** have an NCCER number assigned to you (you have **never** tested or taken a class) and have **not** completed registration in the new NCCER Registry system, please follow the instructions below:

Visit nccer.org

Scroll down and click “Home”

Scroll down and click “Registry System Icon”

Click “Register” and follow instructions to receive your NCCER #.

Once you have received your NCCER #, please forward it to me at:

kay@abctxgulfcoast.org

If you **do** have an NCCER number assigned to you but **have not registered** the number in the new system, please follow the instructions below:

Visit nccer.org

Scroll down and click “Home”

Scroll down and click “Registry System Icon”

Click “Register” and follow instructions to complete registration.

Thank you,

Kay Fakmek

Associated Builders & Contractors, Inc.

Merit Shop training, Inc.

1002 ABC Avenue

Freeport, TX 77541

Phone: (979)824-7370



REGISTRATION FORM MERIT SHOP TRAINING, INC.

NCCER Card # _____

TO BE COMPLETED BY STUDENT/PLEASE PRINT

Craft or Course (Registering in) _____

MSTI Certificate Program
 Upgrade Training
 Continuing Ed./Renewal

Name _____ Date of Birth _____

Address _____ City _____ Zip _____

Phone No. _____ Social Security No. _____

NCCER Card No. _____ Email Address _____

Employer Company _____ Supervisor _____

Male White
 Female Black
 Hispanic
 Asian
 Other

Per NCCER, MSTI is required to hold your records no more than three (3) years. You are responsible for your own records.

If my employer is paying for this class, I give permission for Merit Shop Training, Inc. (MSTI) to release my grades, attendance records and student ID# to my employer and ABC of Texas Gulf Coast, Inc.

In consideration for the voluntary training program offered by Merit Shop Training, Inc., I hereby agree to accept all responsibility and liability for any and all harm or injury which I might suffer while attending such classes or while in transit to and from such classes.

Signature _____ Date _____

Comments: _____ Classes: _____

FOR OFFICE USE ONLY

Fall 20_____
 Spring 20_____
 Summer I 20_____
 Summer II 20_____

Phone/Internet Registered

Approved for _____ Classes & Coop _____

Phone Approval: _____
Company Rep./ MSTI Initial / Date

MERIT SHOP REPRESENTATIVE

COMPANY TRAINING DIRECTOR

Registration and Release Form



Please type or print legibly. Inaccuracies on this form may be reflected on credentials. This form must be completed to be entered into the NCCER Registry System. Records containing personal trainee information, including but not limited to score reports, training prescriptions, and transcripts, may not be distributed until this form has been completed.

* Denotes required fields.

ATS/AAC Name*: MERIT SHOP TRAINING, INC. _____

Name*: _____

Job Title: _____

Address*: _____

City*: _____ State*: _____ Zip*: _____

Phone*: _____ Home Number OR Cell Number

Email Address: _____

Birth Date*: _____ Birth City: _____

* You must provide **ONE** of the following numbers to be entered into the NCCER Registry System. A unique NCCER Card Number will be generated once your Registration and Release Form has been entered into the system. System Generated Numbers (SGNs) are no longer available. **Pipeline users MUST provide their SSN.**

Social Security Number: _____

NCCER Card Number: _____

State DOE Student Number: _____ Which State? _____

If you provide the **State DOE Student Number**, then please first contact your Sponsor Representative to ensure your state I.D. Type has been added to the Registry System. NCCER must approve all new Alternate I.D. Types. Please contact NCCER Customer Support if you have any questions.

Optional Information:

Company/School Name: _____

Company/School Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I agree to release and hold harmless NCCER for the disclosure of any such information in connection with this verification process.

Signature*: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if individual is under 18 years of age.)

NOTE: This form must be maintained on file per NCCER Accreditation Guidelines. Do not send to NCCER unless requested.



**NCCER CERTIFIED CRAFT INSTRUCTOR
& PERFORMANCE EVALUATOR PROFILE for Merit Shop Training, Inc.
Educational Affiliate of ABC Texas Gulf Coast**

Name: _____ Social Security #: _____

Company: _____ Current Job Title: _____

Instructor Performance Evaluator for _____
List Crafts you will be teaching / evaluating

Instructors and Performance Evaluators **MUST** have **APPROVAL** and documented **EXPERIENCE/TRAINING** in the craft they will be teaching and/or evaluating.

➤ **APPROVAL** -

Instructors must be approved by a Sponsor Representative of an Accredited Training Sponsor;
Performance Evaluators must be approved by the Administrator of an Accredited Assessment Center.

➤ **EXPERIENCE** -

Instructors must have experience at a minimum of journey level or technician level in their area of expertise, or they must have a minimum of 3 years experience as a certified teacher in a vocational/technical construction-, maintenance-, or pipeline-related training program as shown by: (Check all applicable)

- _____ Diploma from an acceptable secondary institution in field(s) to be taught, **OR**
- _____ Resume with documentation of education, training or work history in field(s) to be taught, **OR**
- _____ License granted by the state in the field(s) to be taught, **OR**
- _____ Certification by a State Department of Education, **OR**
- _____ Previous NCCER certification as a Craft Instructor

Performance Evaluators must have journey level or technician level experience in the craft/technical area to be evaluated as documented by:

- _____ Resume with documentation of education, training or work history in field(s) to be evaluated, **OR**
- _____ License granted by the state in the field(s) to be taught, **OR**
- _____ Certification by a State Department of Education, **OR**
- _____ Previous NCCER certification as a Performance Evaluator

Instructors and Evaluators must **also** have **successfully completed or will complete** one of the following **before beginning to train or evaluate** (check one):

- NCCER Assessment or Pipeline Task in the designated craft, **OR**
- NCCER Performance Evaluation in the designated craft

ATTESTED TO: *I attest that to the best of my knowledge all the information above is true and that all conditions as stated above do abide by and are within the policies and procedures of the NCACP set forth in the NCCER Accreditation Guidelines.*

Applicant's Signature: _____ Date: _____

Company Representative's Signature: _____ Date: _____

For Office Use Only	
_____ NCCER Form 702A	_____ NCCER Release Form
_____ NCCER Assessment in ANR	_____ NCCER Performance Verification in ANR
_____ Resume and documentation	M:\word\Becky\Training Units\2015

Responsibilities & Liabilities (Form 702A/703A)



I attest to comply with all conditions as listed and agree to abide by the policies and procedures of NCCER Accreditation Guidelines & Program Compliance.

Instructor

- Have and maintain current credentials
- Use NCCER curriculum
- Only teach module(s) for which I am (NCCER) certified to teach
- Work through Sponsor Representative for any special needs/accommodation requests
- Ensure the test site is adequate for all tasks
- Have all trainees complete NCCER Registration & Release Form prior to beginning training
- Not allow any observer(s) while testing
- Administer module tests closed-book
- Not allow any reference or resource materials during the module test(s) unless specified in the curriculum
- Adhere to NCCER testing out policy
- Grade all module tests I administer
- Adhere to NCCER retest policy for module tests (written and performance)
- Destroy (shred) any unused copies of modules tests immediately
- Maintain security of all test materials (keep in a secured, locked cabinet)
- Maintain confidentiality of module test results
- Return completed module tests and Registration & Release Forms to Sponsor
- Representative or keep in a secure location for **at least 3 years** (per ATS policy)
- Never leave a test session unattended
- Submit Training Report to Sponsor Representative only if trainee has successfully completed module tests (**both** written **and** performance)
- Terminate performance test for any trainee who acts in an unsafe or hazardous manner or engages in horseplay
- Ensure necessary tools and materials are available and in good working order
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Curriculum Proctor

- Have and maintain current credentials
- Will work through Sponsor Representative for any special needs/accommodation requests
- Ensure the test site is adequate for all tasks
- Have all trainees complete NCCER Registration & Release Form prior to beginning training
- Not allow any observer(s) while testing
- Administer module tests closed-book
- Not allow any reference or resource materials during the module test(s) unless specified in the curriculum
- Adhere to NCCER testing out policy
- Return all module written tests to instructor for grading
- Return any/all unused copies of module written test(s) to Instructor and/or Sponsor Representative
- Maintain security of all test materials (keep in a secured, locked cabinet)
- Maintain confidentiality of module test results
- Never leave a test session unattended
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Assessment Coordinator

- Have and maintain current credentials
- Conduct Assessment Proctor Training in accordance with NCCER Accredited Assessment Center Guidelines & NCACP Procedures
- Return all used paper assessment booklets to Primary Administrator for appropriate destruction
- If coordinator of an Authorized Assessment Site:
 - Ensure all assessments/PV are delivered via currently certified
 - Maintain inventory by keeping an Assessment Inventory Log
 - Report all assessment and PV activity to Primary Administrator no less than once per month
 - Receive and distribute assessment materials according to NCCER Accredited Assessment Center Guidelines & NCACP Procedures

This form remains on file with individual's R&R form and other applicable documentation.

Responsibilities & Liabilities (Form 702A/703A)



I attest to comply with all conditions as listed and agree to abide by the policies and procedures of NCCER Accreditation Guidelines & Program Compliance.

Assessment Proctor

- Have and maintain current credentials
- Access Arkiv system using your own User Name and Password
- Give assessments using your own Examiner ID (NCCER card #)
- Never administer an assessment to yourself
- Never leave an assessment session unattended
- Not train the same individuals whom I assess
- Work through Primary Administrator for any special needs/accommodation requests
- Have all participants complete an NCCER Registration & Release Form and submit to Primary Administrator or AAS Coordinator
- Provide all participants with the appropriate assessment Specification Sheet (available on NCCER's website)
- Maintain security of all assessment materials
- Maintain confidentiality of participant results
- Never share assessment content
- Never allow observers in an assessment session
- Allow no more than 30 participants per proctor
- Never discuss assessment content with participants
- Check all participant photo IDs (issued by a government agency) prior to administering an assessment
- Allow only approved reference materials (as listed on assessment specification sheet)
- Allow only basic function, non-programmable calculators
- Provide scratch paper to participants on an as-needed basis for computer based assessments. All scratch paper must be collected and accounted for.
- Collect any non-permissible items (i.e. cell phone, electronic devices, notes, etc) from participant prior to administering an assessment.
- Ensure assessment facility is setup per NCCER guidelines
- Disqualify participants who violate NCCER assessment policy and contact Primary Administrator immediately
- Use proctor script throughout assessment session to cover all required information/procedures
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Performance Evaluator

- Only evaluate performance profiles and/or performance verifications for which I am (NCCER) certified to administer
- Work through Sponsor Representative and/or Primary Administrator for any special needs/accommodation requests
- Ensure the test site is adequate for all tasks
- Ensure use of most current performance profile or PV
- Have all participants complete NCCER Registration & Release Form prior to beginning any performance tests
- Not allow any observer(s) while testing
- Evaluate one participant at a time
- Ensure accurate completion of all forms (i.e. dates/times for each PV task, participant signature, etc)
- Administer performance profiles and PVs closed-book
- Ensure proper identification (i.e. government issued photo ID) for each participant
- Not allow any reference or resource materials during the performance testing unless specified in the curriculum or PV packet
- Adhere to NCCER testing out policy for performance profiles
- Evaluate all performance profiles/PVs on pass/fail scale
- Maintain security of all test materials (keep in a secured, locked cabinet)
- Maintain confidentiality of results
- Return completed performance profile sheets, PV submission forms and Registration & Release Forms to appropriate ATS/AAC personnel
- Terminate performance test for any participant who acts in an unsafe or hazardous manner or engages in horseplay
- Ensure necessary tools and materials are available and in good working order
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

ATS/AAC Name: _____

Assessment or Training Personnel Signature

Name/Title/ SS# or NCCER Card # (type or print)

Date

Primary Administrator/Master Trainer Signature

Name/Title/ SS# or NCCER Card # (type or print)

Date

This form remains on file with individual's R&R form and other applicable documentation.