BECOME AN NWSA PRACTICAL EXAMINER

Clint Cook, NWSA Practical Examiner Accreditation Program Instructor

NWSA Webinar Series #3
August 1, 2018
Become an NWSA Practical Examiner

- What is a Practical Examiner (PE)?
- What are the pre-requisites to become a PE?
- How do I become a PE?
- How are Practical Exams conducted?
- What are the pre and post-exam responsibilities of the PE?
- How do I maintain my PE Accreditation?
- How does the audit program work?
Why Become a Practical Examiner?

- Help meet the need of testing NWSA candidates
- Can offer exams in-house or third-party

For in-house
- Greater scheduling flexibility and cost-effective

For third-party
- Value added for customers, can charge a fee on top of exam fee

- Industry recognition
What is a Practical Examiner?

- A PE is an *unbiased recorder* of a candidate’s performance during the practical exam.
- A PE is NOT a trainer. PE should not coach candidates during an exam.
- A PE’s main roles are to:
  - Ensure proper test site setup and complete Site Report
  - Read the Verbatim Instructions
  - Record performance on the score sheet
  - Submit exam documentation to the NWSA office
Practical Examiner Pre-Requisites

- Must be certified NWSA TTT-1 and TTT-2.
- Possess expert knowledge of tower climbing, fall protection, and rigging techniques.
- Have complete mastery of all exam tasks, so as to be able to identify incorrect score marks.
- Be able to accurately record a candidate’s performance without bias.
- High degree of professionalism.
Steps to becoming a PE

1. Become TTT-1 and TTT-2 Certified

Complete both CBT and both practical exams (may be completed written or practical first). For the remainder of 2018, 2 days of practical exams will be held prior to PEAP workshops. If choosing to test at a workshop, candidates must pass both practicals before entering the workshop.

2. Submit an application and resume to attend a 3-day Practical Examiner Accreditation Workshop

The fee is $750 for the 3-day workshop. Consult the nws-a.org website for current offerings and application.

Companies are able to hold “closed” workshops if they have enough internal personnel needing PE Accreditation.
Steps to becoming a PE

3. **Successfully** complete the 3-day PEAP workshop.
   - NWSA Program and Exam Orientation and Info
   - Certification and Accreditation Requirements
   - Test Site Setup and Verification using Site Reports
   - Candidate Check In Procedures
   - Administering the Exams using the Verbatim Instructions
   - Accurate performance documentation using Scoresheets
   - Inter-Examiner Reliability Exercises
   - Written Exam
   - Workshop Debrief/Document Submission
Steps to becoming a PE

4. After successful completion of the 3-day PEAP Workshop you will be sent a PE Kit containing:
   • Practical Examiner Accreditation Card with your unique PE-000000 number.
   • Laminated Verbatim Instructions (CONFIDENTIAL)
   • 20 of each exam Scoresheet (CONFIDENTIAL)
   • Laminated Exam Task Instructions (CONFIDENTIAL)
   • Bend Radius Measuring Tool
   • Copies of Capstan Hoist manuals
How are Practical Exams Conducted

- Candidates wait in a separate area from testing.
- Candidate Check In Process
  - Check ID, Inspect PPE, Candidate App, Headshot
- Reading of Safety Briefing and Exam Rules, Candidate Signature.
- Start clock, and begin Task Verbatim Instructions
- Candidates complete each task indicating they are “done” with each.
- Accurately record candidate performance on Scoresheet for each task.
- Exam Wrap-Up. Examiners are not able to tell candidate’s whether they pass. Scoresheets are processed by NWSA office.
Practical Examiner Responsibilities

- Pre-exam communication with Test Site Coordinator
- Order scoresheets, and prep PE materials
- Submit “Intent to Test” at www.nws-a.org
- Conduct pre-exam site inspection and Site Report
- Follow Candidate Check In Steps
  - Verify ID and fill in scoresheet candidate info
  - Collect Candidate Application with payment info
  - Inspect candidate PPE to ensure proper working condition
  - Capture a digital photo of the candidate for certification card
Practical Examiner Responsibilities

- Administer exams in accordance with procedures
  - Read Intro, Safety Briefing, and Exam Rules
  - Have candidate sign the scoresheet
  - **Read Verbatim Instructions exactly as written.** PE may clarify instructions or answer questions if needed without coaching the candidate.
  - Record time after each task and inform candidate
  - Accurately record candidate performance without bias
  - Ensure scoresheet is **complete and signed.**
Post Exam Scoring Submission

- PE must submit the following exam docs within 10 days of the exam date (quicker is recommended)
  - Scan and email pdf docs to nwsa@nws-a.org
  1. **Exam Summary Form** for each submission
  2. **Site Report(s)** for each exam administration (can be up to 3 consecutive exam days)
  3. **Candidate Application(s)** complete with fee payment info
  4. **Scoresheet(s)** must be complete and signed by PE
  5. **Candidate Photos** easily identified with name, .5-1 mb size

PE’s will receive an email confirmation of submission receipt, scoresheets should be destroyed or securely archived.
PE Forms and Resources

- Download at http://www.nws-a.org/handbooks-forms/
  - Candidate Practical Exam Application
  - Candidate Handbook
  - Site Reports
  - Use of NWSA Logo Request
  - Directory of Practical Examiner Request for Inclusion
  - Pass/Fail Report Form
  - Detailed Score Report
Maintaining PE Accreditation

- **Active Status**
  - Administer one TTT-1 or TTT-2 exam in a 12 month period
  - If no exam in 12 months, 1 day refresher workshop
  - If no exam in 24 months, 3-day PEAP workshop
  - Maintain own TTT-1 and TTT-2 certification status
  - May not administer exams while Inactive/Suspended
Maintaining PE Accreditation

- Accreditation Review / Investigation
  - Three or more late or incomplete scoresheet submissions
  - Reports and/or evidence of examiner bias or coaching
  - Mis-handling of confidential exam documents
  - Review may result in retraining, suspension, or revocation
In order to maintain a high level of program integrity, NWSA will conduct exam audits in a couple formats:

- Unannounced Exam and Test Site Audits
- Practical Exam data reviews of test site and examiners
- “Secret Shopper” candidate audits of open test sites

Audits will focus on proper test site setup, exam administration, examiner performance, and post-exam submissions.
Steps to becoming a Practical Examiner

1. Become NWSA TTT-1 and TTT-2 certified
2. Determine if you meet the PE pre-requisites
3. Check [www.nws-a.org/peap-workshops/](http://www.nws-a.org/peap-workshops/) for the current list of available 3-day workshops
4. Attend and complete 3-Day PEAP Workshop
5. Receive your PE kit, and scoresheets
6. Coordinate with a Test Site Coordinator to schedule exams at an approved test site.
Points of Contact

Clint Cook
Practical Examiner Accreditation Program Instructor
970-318-1361
clint.cook@nws-a.org

Erin Jones
Program Manager, Practical Exams
703-459-9211 ext. 601
erin.jones@nws-a.org

Jeniel Shaw
Program Coordinator, Practical Exams
703-459-9211 ext. 602
jeniel.shaw@nws-a.org

Jaclyn Horrocks
Senior Associate, Testing Services
703-459-9211 ext. 660
nwsa@nws-a.org

Shelly Trego
Executive Administrator
703-459-9211 ext. 677
shelly.trego@nws-a.org
Questions?

Thank You!