



BECOME AN NWSA PRACTICAL EXAMINER

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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-00000 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



NWSA Practical Exam Audits

- 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/ 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

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Questions?

Thank You!