



BECOMING AN NWSA PRACTICAL EXAM TEST SITE

Erin Jones, Practical Exam Program
Manager

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NWSA Webinar Series #1

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BECOMING AN NWSA PRACTICAL EXAM TEST SITE

Webinar will start in a few moments

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Presentation Outline

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- ❑ Why host an NWSA Practical Exam?
- ❑ What/ Who is a Test Site Coordinator (TSC)?
- ❑ Practical TSC duties
- ❑ Form submission
- ❑ Commonly used material in course set-up
- ❑ Best practices and tips for success



Why Host a NWSA Practical Exam?

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- ❑ Complete “package”
- ❑ You use your own towers and facility
- ❑ You set the schedule, more flexibility
- ❑ Reduce/eliminate travel expenses
- ❑ Retesting is easier
- ❑ Ability to order Pass/Fail or Detailed Score Reports
- ❑ Industry recognition



NWSA & Training

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- ❑ NWSA policy on training
- ❑ Third-party independent status
- ❑ Training firms roster
- ❑ Availability of exam content outlines



Roles of those involved in practical testing

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- Test Site Coordinator (TSC) – appointed by host company to setup the administration
- Practical Examiner (PE) – accredited by NWSA to record candidate performance



TSC Duties

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- Liaises with Practical Examiner and NWSA in all aspects of test preparation and administration
- Ensures site meet NWSA testing requirements
- Submits information to NWSA on the Test Site Application
- Stays up-to-date on current NWSA policy and procedure



TSC Duties (cont.)

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- ❑ Signs a TSC Agreement
- ❑ Schedules candidates to take the practical examination and informs them of their test date location and time
- ❑ Prepares the test area with all proper equipment
- ❑ Must be available throughout the testing administration (or designates a representative)



Practical Examiner Duties

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- ❑ Provides notification of testing to NWSA
- ❑ Ensure site is set up properly, and complete Site Report
- ❑ Maintain professional standards of testing practices
- ❑ In-charge of the examination administration
- ❑ Responsible for the safety of the personnel and implementing the site safety survey and monitoring against unsafe acts
- ❑ Give instructions to the practical exam candidate
- ❑ Time and record candidate performance on each task accurately
- ❑ Electronically submit score sheets, site reports, candidate applications (and fees), and photos within 10 days of exam administration



Pre-Exam Scheduling Tasks

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- ❑ Review Practical Test Site Coordinator Handbook in detail
- ❑ Determine location and towers to be used for testing and make sure they meet testing requirements
- ❑ Submit Test Site Application
- ❑ Identify and coordinate with Practical Examiner
 - ▣ Verify with NWSA to ensure Practical Examiner is permitted to test
- ❑ Obtain materials required (order TTT-1 mount kit)
- ❑ Set-up the test site in accordance with Site Report



Practical Examiners for Hire

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CONTACT A PRACTICAL EXAMINER FOR HIRE

The following NWSA Accredited Practical Examiners are available for hire to administer the TTT Practical Exams only in the area(s) in which they are accredited.

Charles Inee
Company: MasTec Network Solutions
Location: Pelham, AL
Phone: 205-704-3855
Email: charlesinee@yahoo.com

Brady Stanford
Company: MasTec Network Solutions
Location: North Little Rock, AR
Phone: 501-339-3655
Email: brady.stanford@mastec.com

Salvador Alcala
Company: Tower Safety & Instruction
Location: Phoenix, AZ
Phone: 623-824-6355
Email: salgalcala@gmail.com

www.nws-a.org/contact-a-practical-examiner-for-hire/




Practical Exam Scheduling

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- Minimum of Two (2) Weeks (recommended four (4) weeks), prior to scheduled exams:
 - ▣ Complete and submit the Test Site Application
 - ▣ Complete and submit the Test Site Coordinator Agreement form



Test Site Application



Practical Test Site Application TELECOMMUNICATIONS TECHNICIAN

Please type or print neatly.

HOST COMPANY REPRESENTATIVE _____ NWSA PE SITE # _____

HOST COMPANY NAME _____

HOST COMPANY MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

HOST PHONE _____ HOST EMAIL _____

TEST SITE ADDRESS (Physical address of where the exam(s) will be conducted; P.O. boxes not acceptable)

CITY _____ STATE _____ ZIP _____ COUNTRY _____

PROGRAMS TO BE TESTED AT THIS SITE (CHECK THE APPROPRIATE BOXES):
 Telecommunications Tower Technician 1 Telecommunications Tower Technician 2

TELL US AS APPROPRIATE:
 If this is your first Test Site Application for this company:
 \$250 Site Fee for _____ (year) enclosed \$250 Site Fee for _____ (year) already paid
 If this is your second (or more) Test Site Application for this company, what is the first NWSA Test Site Number assigned to this company? _____ \$50 Site Fee for _____ (year) enclosed

This is a secured site. (Submit separate Security Requirements Report; see page 4 for details.)

PRACTICAL TEST SITE COORDINATOR NAME _____ PHONE _____ EMAIL _____




PRACTICAL EXAMINER NAME _____ PRACTICAL EXAMINER EMAIL _____

ESTIMATED DATE(S) OF TEST _____

The Test Site Coordinator or Company Representative assumes total responsibility for the following items:
 1. Verification that candidate's application for the Practical Exam is complete
 2. Abiding by NWSA Practical Test Site Audit requirements

SIGNATURE _____ DATE _____

METHOD OF PAYMENT FOR TEST SITE FEE *Do not send cash.*

   Personal check enclosed Employer check enclosed Money order enclosed *Please do not staple your check or money order.*

If paying by credit card, please complete the following information:

CREDIT CARD NUMBER _____ EXPIRATION DATE _____

NAME (Print as it appears on card) _____ SIGNATURE (on card) _____ SECURITY CODE* _____

* Three- or four-digit code located on the card.

Checks and money orders should be payable to: NWSA
 Please send application and payments to:
 NWSA—Testing Services Phone: 703-459-9211
 5250 S. Commerce Drive, Suite 100 Fax: 703-459-9124
 Murray, UT 84107 Email: nwsa@nws-a.org

- One application per program per address
 - ▣ Each physical location is assigned a different test site number
 - ▣ A Practical Examiner must be listed
- Once approved, NWSA PE # is provided



TTT-1 Mount Kit

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- The TTT-1 program requires a specially fabricated mount. This mount must be ordered through Perfect10 Wireless.
 - ▣ Individually fabricated mounts are not permitted
 - ▣ Can only be ordered by an authorized Examiner or Test Site Coordinator
- To order the mount
 - ▣ Request order form from NWSA
 - ▣ Submit the order form directly to Perfect10 Wireless
 - ▣ Should be ordered no later than 2 weeks (recommend 4 weeks) prior to testing



Intent to Test

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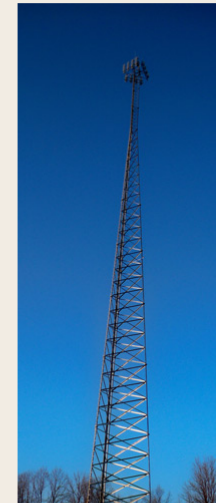
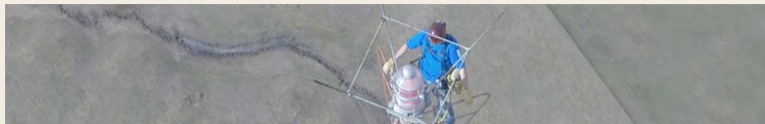
- Practical Examiners must provide intent to test at least two (2) business days prior to conducting Practical Exams by going to the NWSA website and completing the online “Intent to Test” form
 - ▣ Helps facilitate NWSA Audit Program
 - ▣ Monitoring of exam administration
 - ▣ Monitoring of Practical Examiner



Intent to Test form



PRACTICAL EXAMINER INTENT TO TEST FORM



Practical Examiner Intent to Test Form

Notification of an intent to test for all practical test administrations must be submitted using the online form below. Once submitted you will receive an auto notification indicating the request has been submitted. **This is not permission to test.** You will receive an additional email from NWSA approving or denying this request. *If you do not receive an additional email from NWSA within 24 business hours,* this indicates that your notification was not received and you should contact the office by phone at 703-459-9211.

E-mail: nwsa@nws-a.org

Fields with an asterisk (*) must be completed in order for your request to be submitted and processed.

NWSA PE Site # *

Certification Program *

Practical Examiner 1 Name *

Practical Examiner Accreditation # *

RECENT POSTS





Other Considerations

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- Cost of becoming a practical test site: \$250 annual test site fee
 - Renews on January 1 of each year
 - \$50 for each additional site based on host company
- Secure test sites require the submittal of the Security Requirements Report
- Simultaneous test administrations require a Practical Examiner for each practical test course (1 PE per candidate at all times)



Become an Open Practical Exam Test Site

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- ❑ Doing your part for the industry to become safer
- ❑ Allows for individuals to seek NWSA certification at a location near them
- ❑ Supplemental revenue for your test location
- ❑ Free advertising for your company on the NWSA website
- ❑ Submit your “Agreement for Listing as an Open Practical Exam Test Site on the NWSA Website” application



Become an Open Practical Exam Test Site

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CONTACT AN OPEN PRACTICAL EXAM SITES

The following open practical test sites offer NWSA Practical Exams to qualified candidates. Contact the site for details on upcoming Practical Exam administrations.

Location: Phoenix, Arizona

Organization: Telecom Technical College

Contact: Kathy Gill

Phone: 480-313-0678

Email: info@teltech-college.com

Exams Offered: TTT-1, TTT-2

Location: Vista, California

Organization: Pacific Safety Solutions

Contact: Corey Messer / Doug Hollingsworth

Phone: 760-504-1180 / 619-925-2869

Email: corey@pacsafety.net / doug@pacsafety.net

Exams Offered: TTT-1 TTT-2

Location: Denver, Colorado

Organization: PMI

Contact: Tom Wood

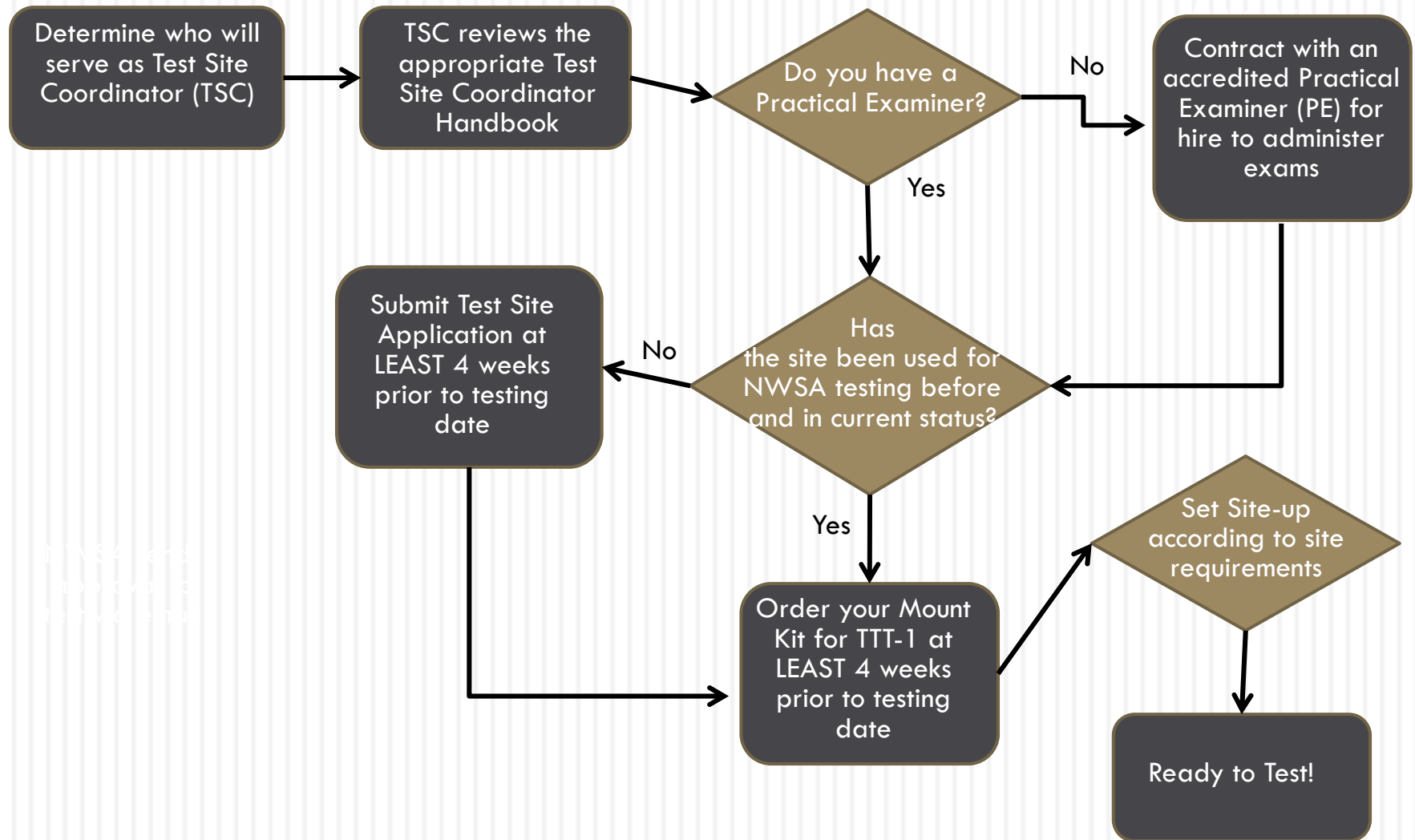
Phone: 303-800-1708 ext. 1451

Email: twood@pmiropc.com

Exams Offered: TTT-1



Setting Up a Practical Exam



NWSA and
associated
partners



Best Practices/Tips for Success

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- ❑ **Plan** ahead for initial site registration
- ❑ Consider **environmental** conditions for outdoor testing
- ❑ **Ask** questions
- ❑ Become familiar with the certification process and policies (**Candidate Handbook**)
- ❑ Have **back-up PPE** for candidate use during testing
- ❑ Ensure **Practical Examiner** has:
 - ▣ Candidate applications and fees
 - ▣ Candidate photos
 - ▣ Digital format, labeled Test Site number, last name_first name



TSC Resources

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- ❑ Test Site Coordinator Handbook
 - ❑ www.nws-a.org/handbooks-forms
- ❑ Candidate Handbook
 - ❑ www.nws-a.org/handbooks-forms
- ❑ Weatherproofing Skeleton Drawing (in TSCH Handbook)
- ❑ Site Reports (in TSCH Handbook)
- ❑ PE-For-Hire Listing
 - ❑ <http://www.nws-a.org/contact-a-practical-examiner-for-hire/>



NWSA Terminology Reference

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- *Test Site Application* – Submitted prior to first exam administration to request a specific practical exam location
- *PE Site Number* – Number assigned by NWSA to a specific test address (does not change for each test date, even at same testing location), also used on candidate applications
- *Pass/Fail Report* – Report available for order only by TSC's with a pass/fail status of each candidate testing



Points of Contact

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Clint Cook

NWSA PEAP Instructor
970/318-1361

Clint.cook@nws-a.org

Erin Jones

Program Manager, Practical Exams
703/459-9211 ext. 601

pe@nws-a.org

Jeniell Shaw

Program Coordinator, Practical Exams

703/459-9211 ext. 602

pe@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



Upcoming NWSA Webinars

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- A Guide to Setting Up Your NWSA Practical Test Site
 - Presented by: Clint Cook
 - Wednesday, June 27 at 11:00am ET
- Become an NWSA Practical Examiner
 - Presented by: Clint Cook
 - Wednesday, August 1 at 11:00am ET
- Future webinars being developed
- Have a topic you'd like to hear about? Let us know!



Questions

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Please submit questions to

pe@nws-a.org