BECOMING AN NWSA PRACTICAL EXAM TEST SITE

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Webinar will start in a few moments

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Presentation Outline

- 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?

- 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

- NWSA policy on training
- Third-party independent status
- Training firms roster
- Availability of exam content outlines
Roles of those involved in practical testing

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

- 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.)

- 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

- 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

- 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

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 Ince
Company: MasTec Network Solutions
Location: Pelham, AL
Phone: 205-704-3855
Email: charlesince@yahoo.com

Brady Stanford
Company: MasTec Network Solutions
Location: North Little Rock, AR
Phone: 501-333-3655
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

- 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

- 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
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

- 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
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: nwsanews-a.org

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

NWSA PE Site *

Certification Program *
  Telecommunications Technic *

Practical Examiner 1 Name *

Practical Examiner Accreditation *
Other Considerations

- 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

- 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

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 / 619-925-2850
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@pmirope.com
Exams Offered: TTT-1
Setting Up a Practical Exam

1. Determine who will serve as Test Site Coordinator (TSC)
2. TSC reviews the appropriate Test Site Coordinator Handbook
3. Submit Test Site Application at LEAST 4 weeks prior to testing date
4. Do you have a Practical Examiner?
   - Yes
     - Has the site been used for NWSA testing before and in current status?
       - Yes
         - Order your Mount Kit for TTT-1 at LEAST 4 weeks prior to testing date
       - No
         - Set Site-up according to site requirements
   - No
     - Contract with an accredited Practical Examiner (PE) for hire to administer exams
5. Ready to Test!
Best Practices/Tips for Success

- 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

- Test Site Coordinator Handbook
  - [www.nws-a.org/handbooks-forms](http://www.nws-a.org/handbooks-forms)

- Candidate Handbook
  - [www.nws-a.org/handbooks-forms](http://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/](http://www.nws-a.org/contact-a-practical-examiner-for-hire/)
NWSA Terminology Reference

- **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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Upcoming NWSA Webinars

- 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

Please submit questions to pe@nws-a.org