



Policy Name:	NOCTI Administration
Policy Number:	1.170
Effective Date:	June 1, 2007
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Functional Area:	Academic Affairs

NOCTI Administration

Northwest Louisiana Technical Community College (NLTCC) defines the scope, standards, fiscal administration, and the testing procedures it will use for administering assessments of the National Occupational Competency Testing Institute (NOCTI).

170.1 SCOPE

Northwest Louisiana Technical Community College will follow the processes outlined below regarding NOCTI Program administration.

170.1.1 NLTCC NOCTI Test Center Coordinators will be responsible for program administration of NOCTI in each region

170.1.2 NLTCC Test Center Coordinators must be appointed by the Director

170.1.3 NOCTI Area Test Center Applications must be on file in the LCTCS office

170.1.4 NLTCC Test Center Coordinators must be approved by the NOCTI Board of Trustees

170.1.5 NLTCC NOCTI Test Center Coordinators must participate and attend a training session

170.1.6 NLTCC NOCTI Test Center Coordinators will provide these needed services, as applicable:

- Oversee test administration
- Order test materials
- Secure pin numbers for Online testing
- Maintain security
- Select/train proctors & evaluators
- Approve remote campus test sites
- Distribute score information
- Maintain test results and records

170.2 STANDARDS

170.2.1 Current faculty and faculty candidates without appropriate nationally recognized certification, recognized licensure for the program area, or a bachelor's degree in the area of instruction must take and pass the written portion of the National Occupational Competency Test(s) (NOCTI) if available for their program area.

170.2.2 It is preferred that national occupational competency be demonstrated prior to employment.

- 170.2.3** NLTCC has set the minimum passing score on NOCTI exams as the national norm average of the assessment, minus one (1) standard deviation as reported by NOCTI for the assessment. For example, if the National Norm Average for the assessment is 70 and the standard deviation as reported by NOCTI for the assessment is 10, then you would deduct 10 from the national norm average of 70 to get the minimum passing score, which would be 60 for this example.
- 170.2.4** It is required that the initial NOCTI exam be administered to new faculty, if applicable, within the first semester of hire. Faculty not meeting the minimum score requirement of the initial NOCTI exam will be given one re-test opportunity (not sooner than 30 days nor more than 60 days from the initial NOCTI exam date).
- 170.2.5** The consequence of unsatisfactory progress towards faculty credentialing is the nonrenewal of an employment contract and/or the recommendation for termination,

170.3 FISCAL MATTERS CHARGES

Northwest Louisiana Technical Community College campuses will utilize these approved charges for administration of NOCTI tests to groups identified below:

- 170.3.1** Faculty who are hired, have no certification, and have never been tested, \$90.00.
- 170.3.2** Faculty Candidates for interview as a new hire, \$90.00
- 170.3.3** Customized Training Testing, \$135.00
- 170.3.4** Business and Industry Testing, \$135.00
- 170.3.5** Out of State (Community College or Technical College) Candidates, \$180.00
- 170.3.6** Pre-Employment test for T&I Instructors in Parish School Systems, \$120.00
- 170.3.7** Re-tests, \$120.00
- 170.3.8** Recommendations for Business & Industry Group Purchases:
1. one Test, Full Price (\$135)
 2. Three to Five Tests, 10% Discount
 3. Ten Tests, 20% Discount
 4. More than Ten Tests, 25% Discount

170.4 FISCAL MATTERS. PAYMENTS

Northwest Louisiana Technical Community College campuses will utilize the following guidelines regarding NOCTI invoices:

- 170.4.1** The NLTCC campus requesting the NOCT test is responsible for payment Of Invoices from NOCTI.
- 170.4.2** Current faculty required to take the NOCTI are responsible for costs associated with the initial NOCTI test and the retest.
- 170.4.3** Faculty may request use of campus professional development funds to cover the costs of the initial test.

170.4.4 Current faculty not required to take the NOCTI are responsible for costs associated with the initial NOCTI test and any retests.

170.4.5 Faculty candidates are responsible for costs associated with the initial NOCTI test and any retests.

170.4.6 All other persons requesting NOCTI test administration are responsible for costs associated with the initial NOCTI test and any retests.

170.5 TESTING PROCEDURES

170.5.1 The Vice Chancellor of Academic and Student Affairs or designee will verify credentials of faculty candidates and submit names of those who need to take the NOCTI exam to the Campus Administrator.

170.5.2 Campus Administrator will notify Campus NOCTI Test Proctor to initiate the testing process.

170.5.3 Campus NOCTI Test Proctor will set up testing times and dates. Proctors must communicate with the Regional Test Center Coordinator at least 5 business days prior to test administration to enable the Test Center Coordinator to process the test orders

170.5.4 Test orders will be shipped by NOCTI to the "ship to" addresses provided to NOCTI by the Test Center Coordinator.

170.5.5 Proctors will administer tests and return ship (using a traceable source) all completed tests, along with other necessary documents to NOCTI.

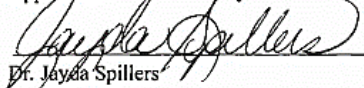
170.5.6 NOCTI will score and report results to Test Center Coordinator who will communicate score reports to Campus Administrators.

170.5.7 NOCTI will score and report results to Test Center Coordinator who will communicate score reports to Campus Administrators.

170.5.8 Test Center Coordinator will maintain official test results Of NOCTI testing sessions

Policy Reference: LTC Policy # IS1930.170 NOCTI Administration
LTC Policy 1930.145 Faculty Job Description

Approved:



Dr. Jayda Spillers

Chancellor

