

Catalog of Assessments Job Ready and Pathway



500 North Bronson Ave.
Big Rapids, MI 49307
800.334.6283
www.nocti.org

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(The number following the test title is the test code used for ordering purposes.)

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Job Ready and Pathway Assessments

21st CENTURY SKILLS FOR WORKPLACE SUCCESS - 1037

Written (ONLY) – Reading skills, math skills, writing skills, speaking and listening skills, computer literacy, reasoning, problem solving, and decision-making, understanding the “big picture”, work ethics, positive attitude, independence and initiative, self presentation, attendance, and team member. (Administration Time: 2 hours; Number of test items: 100)

ACCOUNTING (BASIC) - 3000

Written – Journalizing, posting, payroll preparation, banking and banking procedures, merchandise inventory, completion of accounting cycle, locating source data, and mechanical and electronic accounting devices. (Administration Time: 3 hours; Number of test items: 169)

Performance – Identification of account balances, journal entries, posting verification, banking, payroll, worksheet, financial statements and locating information in source documents. (Administration time: 3 hours and 15 minutes; Number of jobs: 8)

ACCOUNTING (ADVANCED) – 3900

Written – Journalizing, posting, payroll preparation, banking and banking procedures, merchandise inventory, completion of accounting cycle, locating source data, mechanical and electronics accounting devices, and advanced accounting practices. (Administration Time: 3 hours; Number of test items: 222)

Performance – Identification of account balances, journal entries, payroll, worksheet, financial statements and locating information in source documents, financial statement comparison, and advanced journal entries. (Administration time: 3 hours and 10 minutes; Number of jobs: 8)

ADMINISTRATIVE ASSISTING - 4001

Written – Computer applications, working in an office environment, records management, office procedures, and accounting and computational skills. (Administration Time: 3 hours; Number of test items: 194)

Performance - Business writing, document processing, preparing a spreadsheet, creating a chart, and create a flyer. (Administration time: 3 hours; Number of jobs: 5)

ADMINISTRATIVE SERVICES - 1105

Written (ONLY) – General business technical skills, administration and information support technical skills, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 112)

ADVERTISING DESIGN - 4019

Written – Computer literacy, typography, design theory and application, color theory and application, drawing and digital illustration, photography, production and printing, communication and career skills, work environment, multimedia, digital image manipulation. (Administration Time: 3 hours; Number of test items: 195)

Performance – Final computer comprehensive and comprehensive redesign. (Administration time: 4 hours; Number of jobs: 2)

AGRICULTURAL BIOTECHNOLOGY – 1229

Written (ONLY) – Agriculture specific technical skills, agricultural biotechnology, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 112)

AGRICULTURE MECHANICS - 2102

Written - Safety, welding and mechanics, power and machinery, electrical power and process, agricultural structures, agribusiness, environmental and natural resource systems, careers in agriculture mechanics. (Administration Time: 3 hours; Number of test items: 183)

Performance – Horizontal square groove butt weld-SMAW, oxyacetylene cutting, troubleshoot and diagnose a gas engine, install a switch to control a light, mark a common rafter, and set up and instrument leveling of the farm level. (Administration time: 3 hours; Number of jobs: 6)

ANIMAL SYSTEMS – 1227

Written (ONLY) – Agriculture specific technical skills, animal systems, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 112)

APPAREL AND TEXTILES PRODUCTION AND MERCHANDISING- 3018

Written – Garment construction, finished garment alterations, textiles, applied mathematics, design and patternmaking, industrial and domestic apparel manufacturing, apparel technology, apparel and textile merchandising, and career opportunities. (Administration time: 3 hours; Number of test items: 185)

Performance – Patternmaking, invisible zipper insertion, seam samples, bodice construction, layout, cut and construct straight legged pants. (Administration time: 3 hours; Number of jobs: 5)

ARCHITECTURAL DRAFTING - 3004

Written – Preparing to draw – basic drawing and dimensioning skills; geometric construction, applied mathematics, drawing techniques – supplementary views, planning, architectural drawing types, site plans, structural drawings, mechanical and electrical systems, supplemental drafting activities, and specifications. (Administration Time: 3 hours; Number of test items: 185)

Performance - Architectural symbols and abbreviations, elevation, kitchen and bathroom floor plan, and light framing of sill wall. (Administration time: 3 hours; Number of jobs: 4)

AUDIO-VISUAL COMMUNICATIONS TECHNOLOGY - 3005

Written – Photography, computer based technology, audio and video production, creative development, visual design, project management, equipment operation, maintenance and troubleshooting, network technology, related information. (Administration Time: 3 hours; Number of test items: 177)

Performance – Audio-visual editing, videography, engineering and troubleshooting. (Administration time: 3 hours; Number of jobs: 3)

AUTOMOTIVE TECHNICIAN ADVANCED - 4008

Written – Customer relations and shop procedures, engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning, and engine performance. (Administration Time: 3 hours; Number of test items: 203)

Performance – Identification of parts, disc brake assembly service, tire service and balance, cylinder head service, perform fuel system pressure test, windshield washer circuit inoperative, test and diagnose battery, starting and charging system, and test electronic engine control component. (Administration time: 3 hours and 10 minutes; Number of jobs: 8)

AUTOMOTIVE TECHNICIAN CORE - 4109

Written – Customer relations and shop procedures, engine repair, electrical/electronic systems, engine performance, suspension and steering, and brakes. (Administration Time: 3 hours; Number of test items: 141)

Performance – Identification of parts, disc brake assembly service, tire service and balance, cylinder head service. (Administration time: 1 hour and 35 minutes; Number of jobs: 4)

AUTOMOTIVE TECHNICIAN STANDARD - 4009

Written – Customer relations and shop procedures, engine repair, automatic transmission/transaxle, manual drive train and axles, suspension and steering, and brakes. (Administration Time: 3 hours; Number of test items: 120)

Performance – Identification of parts, disc brake assembly service, tire service and balance, cylinder head service. (Administration time: 1 hour and 35 minutes; Number of jobs: 4)

BANKING AND RELATED SERVICES – 1096

Written (ONLY) General finance technical skills; banking and related services technical skills; academic foundations; systems; ethics and legal responsibilities; communication; information technology applications; problem solving, critical thinking, and decision making; leadership and teamwork; safety, health, and environmental; and employability and career development. (Administration time: 2 hours; Number of test items: 104)

BROADCASTING AND JOURNALISM - 1106

Written (ONLY) General arts and communication technical skills, broadcasting and journalism technical skills, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 104)

BUILDING CONSTRUCTION OCCUPATIONS - 2011

Written – Safety and general knowledge, carpentry, masonry, electrical, plumbing, energy efficiency, and blueprints and construction math. (Administration Time: 3 hours; Number of test items: 121)

Performance – Soldering and threading pipe, rafter layout, stair layout, rough and finish electrical, and block wall construction. (Administration time: 2 hours, 15 minutes; Number of jobs: 5)

BUILDING TRADES MAINTENANCE - 3012

Written – Safety, tools and materials, carpentry, painting and wall covering, masonry, electrical, plumbing, welding, general maintenance, ground & equipment maintenance, and HVAC. (Administration Time: 3 hours; Number of test items: 179)

Performance – Carpentry-construct frame, plumbing-sweat piping, electricity-rough wiring, drywall, electricity-finish wiring, and carpentry-mortise hinge. (Administration time: 3 hours; Number of jobs: 6)

BUSINESS FINANCIAL MANAGEMENT - 1095

Written (ONLY) – General finance technical skills; business financial management technical skills; academic foundations; systems; ethics and legal responsibilities; communication; information technology applications; problem solving, critical thinking, and decision making; leadership and teamwork; safety, health, and environmental; and employability and career development. (Administration Time: 2 hours; Number of test items: 106)

BUSINESS INFORMATION PROCESSING - 3013

Written – General computer concepts, Internet operations, personal computer operations, accounting related computer functions, information technology software applications, business math, communication, and office environment and safety. (Administration Time: 3 hours; Number of test items: 142)

Performance - File management, spreadsheet, word processing - create and format, word processing - table creation, database design and reports, and presentations. (Administration time: 4 hours and 5 minutes; Number of jobs: 6)

CAD - 3973

Written - Identifying hardware and operating systems, using hardware and operating systems, interpreting and reading blueprints, creating and manipulating mechanical drawing information, drawing and designing assemblies, and using 3-D modeling. (Administration Time: 3 hours; Number of test items: 101)

Performance - Create a 2-D orthographic drawing on CAD with a section view, create a 3-D solid model, and create 2 parts to be mated and mate the parts. (Total administration time: 1 hour and 45 minutes; Number of jobs: 3)

CAD/CAM - 3073

Written - Identifying hardware and operating systems, using hardware and operating systems, interpreting and reading blueprints, creating and manipulating mechanical drawing information, drawing and designing assemblies, using 3-D modeling, machining fundamentals, CNC operation, CNC programming preparation, CNC programming using a CAM system. (Administration Time: 3 hours; Number of test items: 190)

Performance - Create a 2-D orthographic drawing on CAD with a section view, create a 3-D solid model, and create 2 parts to be mated and mate the parts, and manufacture a part from an existing drawing. (Total administration time: 3 hours; Number of jobs: 4)

CABINETMAKING - 3014

Written - Safety, design and layout, estimating and measuring, hand and portable power tools, stationary saws, boring machines, , milling, assembly, finishing, and installation. (Administration Time: 3 hours; Number of test items: 156)

Performance – Develop a cut list, layout, cut and assemble face frame and layout one drawer. (Administration time: 3 hours and 20 minutes; Number of jobs: 3)

CARPENTRY - 4015

Written – Safety, tools and accessories, blueprint reading and estimation, foundations, forms, and concrete, rough framing, exterior finish, interior systems installation, interior finish, and carpentry related mathematics. (Administration time: 3 hours; Number of test items: 150)

Performance – Tool and material identification, square layout, builder's level, blueprint reading/sole plate layout, rafter layout, stairway stringer, and interior frame. (Administration time: 2 hours and 40 minutes; Number of jobs: 7)

COLLISION REPAIR TECHNOLOGY - 4006

Written – Safety and fundamentals, structural, non-structural, mechanical and electrical systems. (Administration Time: 3 hours; Number of test items: 149)

Performance – Welding, sheet metal repair, and vehicle measurement. (Administration time: 2 hours, 15 minutes; Number of jobs: 3)

COLLISION REPAIR & REFINISHING TECHNOLOGY - 3083

Written – Safety and fundamentals, structural, non-structural, mechanical and electrical systems painting and refinishing. (Administration Time: 3 hours; Number of test items: 182)

Performance – Welding, sheet metal repair, vehicle measurement, refinishing, and masking. (Administration time: 3 hours, 45 minutes; Number of jobs: 5)

COMMERCIAL FOODS - 4020

Written – Safety, sanitation, culinary career overview, culinary techniques, recipes and culinary math, purchasing and management skills, menu design and nutrition, customer and table service, and culinary equipment. (Administration time: 3 hours; Number of test items: 187)

Performance – Identification of hand tools, herbs, spices, and flavorings, knife skills, and cooking skills. (Administration time: 3 hours, 30 minutes; Number of jobs: 3)

COMPUTER NETWORKING FUNDAMENTALS - 3414

Written – PC principles, network connections, physical connection types, network standards and devices, network terminology, network architecture, network addressing, network security, and network design. (Administration time: 3 hours; Number of test items: 162)

Performance – Select and connect equipment, set up simple LAN with two workstations; set up a workgroup, create users and shares, install a printer (Administration time: 2 hours; Number of jobs: 2)

COMPUTER PROGRAMMING - 4023

Written - Analyze programming problems and flowchart solutions, design program solutions, code programs, test programs, maintain programs, complete user documentation and technical writing, and general information and concepts. (Administration Time: 3 hours; Number of test items: 166)

Performance – Write a program and design solution logic. (Administration time: 3 hours; Number of jobs: 2)

COMPUTER REPAIR TECHNOLOGY - 3415

Written – Installing, configuring, upgrading, diagnosing and troubleshooting, preventative maintenance, system boards, processors, and memory, I/O devices, printing, basic networking, security, and customer support and ethics. (Administration time: 3 hours; Number of test items: 155)

Performance – Device identification, network connectivity, and installing new hardware/troubleshooting. (Administration time: 2 hours and 15 minutes; Number of jobs: 3)

COMPUTER TECHNOLOGY - 4022

Written – Professional standards, ethics and business practices, general computer knowledge/concepts, PC hardware knowledge, PC software knowledge, networking and data communications, and security. (Administration time: 3 hours; Number of test items: 159)

Performance – File management using windows GUI, word processing applications, spreadsheet applications, and network connectivity. (Administration time: 3 hours; Number of jobs: 4)

CONSTRUCTION – 1128

Written (ONLY) – Architecture and construction general technical skills, construction, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 97)

CONSTRUCTION MASONRY-BLOCK - 3025

Written – Hand and power tools, scaffolds and ladders, materials, blueprints and specifications, project layout, masonry structure maintenance, flashing, weeps, insulation, professionalism, craft knowledge, installation of lintels, door and window frames, control joints and anchor bolts, fireplaces and chimneys, math and measurements, safety, and specialty area - block . (Administration time: 3 hours; Number of test items: 176)

Performance – Job layout, build a block stretcher bond wall, and project jointing. (Administration time: 2 hours and 50 minutes, allow an extra 10 minutes for pre-test preparation; Number of jobs: 3)

CONSTRUCTION MASONRY-BRICK - 3125

Written – Hand and power tools, scaffolds and ladders, materials, blueprints and specifications, project layout, masonry structure maintenance, flashing, weeps, insulation, professionalism, craft knowledge, installation of lintels, door and window frames, control joints and anchor belts, fireplaces and chimneys, math and measurements, safety, and specialty area - brick. (Administration time: 3 hours; Number of test items: 166)

Performance – Job layout, construct a brick wall/pier in stretcher bond, and project jointing. (Administration time: 2 hours and 50 minutes, allow an extra 10 minutes for pre-test preparation; Number of jobs: 3)

CONSTRUCTION MASONRY-STONE - 3225

Written – Hand and power tools, scaffolds and ladders, materials, blueprints and specifications, project layout, masonry structure maintenance, flashing, weeps, insulation, professionalism, craft knowledge, installation of lintels, door and window frames, control joints and anchor belts, fireplaces and chimneys, math and measurements, safety, and specialty area - stone. (Administration time: 3 hours; Number of test items: 165)

Performance – Job layout, build a random rubble stone wall, and rake joints. (Administration time: 3 hours and 50 minutes, allow an extra 10 minutes for pre-test preparation; Number of jobs: 3)

COSMETOLOGY - 3082

Written – Safety and sanitation, scientific concepts, salon related business skills, physical service, chemical service, and hair designing. (Administration time: 3 hours; Number of test items: 164)

Performance – 90-degree hair cut, blow dry, curl, and press hair, chemical applications, haircutting, manicure, and facial. (Administration time: 3 hours; Number of jobs: 5)

CRIMINAL JUSTICE - 3081

Written – Crime scene handling, use of force continuum, criminal law and procedures, health issues, police concepts and skills, corrections concepts and skills, court system, communication, security: national, international and private, and understanding and working with special populations. (Administration Time: 3 hours; Number of test items: 188)

Performance – Crime scene investigation, arrest, and perform CPR on an adult. (Administration time: 2 hours and 10 minutes; Number of jobs: 3)

CULINARY ARTS LEVEL I-PREP COOK - 4036

Written – Recipes, knife skills, large and small equipment, sanitation and safety, cold food preparation, fruits, vegetables, and starches, bakery products, stocks, sauces and hot soups, meats, poultry, and seafood, breakfast foods, receiving and storage, nutritional values, and management and employment skills. (Administration Time: 3 hours; Number of test items: 155)

Performance – Identification of kitchen equipment, identification of herbs, spices, fruits and vegetables, knife sharpening: stone and steel, knife skills, prepare tomato, cucumber and colored bell pepper salad, prepare French strawberry dessert omelet. (Administration time: 3 hours; Number of jobs: 6)

CULINARY ARTS LEVEL II- COOK - 4136

Written – Recipes, knife skills, large and small equipment, sanitation and safety, cold food preparation, fruits, vegetables, and starches, bakery products, stocks, sauces and hot soups, meats, poultry, and seafood, breakfast foods, receiving and storage, nutritional values, customer service, and management and employment skills (Administration Time: 3 hours; Number of test items: 203)

Performance – Prepare chicken Hunter Style with sauce, prepare sautéed potatoes, prepare steamed green vegetables, prepare cream puffs with whipped cream and ganache. (Administration time: 3 hours; Number of jobs: 4)

DENTAL ASSISTING - 4026

Written – Introduction to the dental assisting profession, communication, infection control and hazards management, clinical procedures, radiological and digital imagery procedures, performing clerical functions, sciences of dental assisting. (Administration Time: 3 hours; Number of test items: 207)

Performance – Chart oral conditions; assemble and disassemble aspirating syringe; assemble radiographic equipment with film, mount full series radiographs; and prepare instruments for autoclaving, appointment scheduling, and prepare amalgam tray. (Administration time: 1 hours, 45 minutes; Number of jobs: 7)

DESIGN AND PRE-CONSTRUCTION – 1127

Written (ONLY) – Architecture and construction general technical skills, design and pre-construction, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 105)

DIAGNOSTIC SERVICES – 1186

Written (ONLY) – Health sciences general technical skills, diagnostic services, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 98)

DIESEL TECHNOLOGY - 4027

Written – Safety, shop practices, tools and equipment, diesel engines, suspension and steering, brakes, electrical and electronic systems, preventative maintenance. (Administration time: 3 hours; Number of test items: 155)

Performance – Check and adjust rocker level clearance, cylinder liner installation, electrical testing, perform a coolant system inspection, and wheel bearing adjustment and brake stroke measurement. (Administration time: 2 hours, 30 minutes; Number of jobs: 5)

EARLY CHILDHOOD CARE & EDUCATION - 3016

Written - Program management, professionalism, observation and documentation of learning, health and safety, cognitive development, language development and communication, physical development, social and emotional development, creativity, culturally relevant care and education, inclusion of children with special needs, positive adult-child relationships and guidance, and positive relationships with families. (Administration Time: 3 hours; Number of test items: 190)

Performance – Demonstrate washing of caregiver's hands, arrange a room, prepare a lesson, storytelling, gross motor stretching activity, and present a lesson plan. (Administration time: 2 hours; Number of jobs: 6)

EDUCATION AND TRAINING - 1025

Written (ONLY) General education technical skills, teaching and training technical skills, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 111)

ELECTRICAL CONSTRUCTION - 4030

Written – Introduction to the electrical construction career; OSHA regulations and electrical safety practices; meters, measurements, testing; identification of tools, materials, and components; National Electric Code (NEC); blueprints, specifications, and estimations; AC theory and magnetic theory; motor control circuits, logic circuits, and programmable logic controllers (PLCs); DC: basic electric and electron theories; circuit theorems and conversions; wiring, circuits, and installation; transformers; and motors. (Administration Time: 3 hours; Number of test items: 207)

Performance – Switch controls, conduit bending, and GFCI receptacles; doorbell circuit. (Administration time: 3 hours; Number of jobs: 2)

ELECTRICAL OCCUPATIONS - 2031

Written - Safety, wiring methods, tools, motors and motor control, National Electrical Code, blueprint reading and estimating, applied mathematics, alternating current (AC), and direct current (DC). (Administration Time: 3 hours; Number of test items: 190)

Performance – Install cable from meter base to service entrance panel, wire lighting control, install door chimes, and calculate, bend and test a DC circuit. (Administration time: 3 hours and 40 minutes; Number of jobs: 4)

ELECTRONICS TECHNOLOGY - 4035

Written – Safety practices, fundamental electrical principles and theory, digital electronic circuits, electronic device analysis and applications electronic testing equipment, direct current (DC) circuit analysis, alternate current (AC) analysis, prototyping and fabrication techniques, careers in electronics. (Administration time: 3 hours; Number of test items: 155)

Performance – De-soldering and soldering, power supply construction/circuit analysis, Op Amp construction/analysis, and design and build a combinational logic circuit. (Administration time: 3 hours and 15 minutes; Number of jobs: 4)

ELECTRONICS - 2034

Written - DC circuits, AC circuits, solid-state circuits, soldering and de-soldering, use of equipment, digital theory, and technical related mathematics. (Administration Time: 3 hours; Number of test items: 176)

Performance –IC identification, CD circuit construction and analysis, power supply construction and analysis, de-soldering and soldering, CE amplifier construction and analysis. (Administration time: 3 hours and 10 minutes; Number of jobs: 5)

FINANCIAL AND INVESTMENT PLANNING - 1094

Written (ONLY) – General finance technical skills; financial and investment planning technical skills; academic foundations; systems, ethics and legal responsibilities; communication; information technology applications; problem solving, critical thinking, and decision making; leadership and teamwork; safety, health, and environmental; and employability and career development. (Administration Time: 2 hours; Number of test items: 106)

FLORICULTURE - 4049

Written - Basic floral design; intermediate floral design; advanced floral design; small floriculture business; plant science. (Administration Time: 3 hours; Number of test items: 141)

Performance – Isosceles triangle arrangement; design a multi-flower corsage; cash register/sales; and plant classification and identification. (Administration time: 2 hours, 30 minutes; Number of jobs: 4)

FLORICULTURE-GREENHOUSE - 4949

Written – Basic floral design; intermediate floral design; advanced floral design; small floriculture-greenhouse business; plant science, soil sciences, and greenhouse operations. (Administration Time: 3 hours; Number of test items: 196)

Performance – Isosceles triangle arrangement; design a multi-flower corsage; cash register/sales; plant classification and identification, and start/propagate herbaceous plant from a stem tip cutting. (Administration time: 2 hours, 55 minutes; Number of jobs: 5)

FORESTRY PRODUCTS AND PROCESSING - 3037

Written - Safety, logging/harvesting, tree identification, sawmill operation, diesels and hydraulics, chain saws, silviculture and forest management, forest ecology and protection, surveying, timber cruising, wildlife, and business management and employability skills. (Administration Time: 3 hours; Number of test items: 189)

Performance – manually fell a tree, identify leaf, bud and bark specimens, grade hardwood or pine lumber, scale hardwood or pine logs, sharpen and adjust chain saw, calculate acreage, and plot and analyze 1/5 acre. (Administration time: 2 hours, 50 minutes; Number of jobs: 7)

GENERAL DRAFTING AND DESIGN - 3038

Written - Preparing to draw: basic drawing and dimensioning skills, geometric construction, drawing techniques, applied mathematics, dimensioning skills and supplementary views. (Administration Time: 3 hours; Number of test items: 118)

Performance – Geometric construction, auxiliary views, drawing completion and dimensioning, machined part dimensioning, pattern development and section drawing. (Administration time: 2 hours, 25 minutes on a CAD system OR 3 hours, 50 minutes manually; Number of jobs: 6)

GENERAL MANAGEMENT - 1103

Written (ONLY) General business technical skills, general management technical skills, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 104)

GRAPHIC COMMUNICATIONS TECHNOLOGY - 4142

Written - Introduction to printing, electronic publishing and printing, pre-press and output, offset press operations, finishing and binding processes. (Administration Time: 3 hours; Number of test items: 198)

Performance - Design and pre-press, generate a plate from original, duplicator and press operations and finishing. (Administration time: 2 hours, 35 minutes; Number of jobs: 4)

HEALTH ASSISTING - 3043

Written - Medical terminology, observation and communication, documentation and legalities of the health assisting profession, health assisting skills, body systems, first aid and general safety. (Administration Time: 3 hours; Number of test items: 154)

Performance - Hand washing and application/removal of personal protective devices, initiating new patient medical record, take vital signs, height and weight, transfer patient from bed to wheelchair, making an unoccupied bed. (Administration time: 1 hour, 40 minutes; Number of jobs: 5)

HEALTH INFORMATICS – 1187

Written (ONLY) – Health sciences general technical skills, health informatics, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 103)

HEATING, VENTILATION & AIR CONDITIONING (HVAC) - 3045

Written – Electricity, soldering, brazing, and welding, pipefitting, controls, installation and service, related math and science, refrigeration, refrigerant recovery, general safety, computer literacy, employability skills, air conditioning, heat pumps and electric heat, hydronic systems, forced air, gas, and oil units, humidity and air movement, and sheet metal and ductwork. (Administration time: 3 hours; Number of test items: 200)

Performance – Gas furnace start-up and check and air conditioning. (Administration time: 3 hours and 30 minutes; Number of jobs: 2)

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION (HVAC/R) - 3064

Written – Electricity, soldering, brazing, and welding, pipefitting, controls, installation and service, related math and science, refrigeration, refrigerant recovery, general safety, computer literacy, and employability skills. (Administration time: 3 hours; Number of test items: 118)

Performance - Gas furnace check and start-up, and refrigerant recovery and system recharge. (Administration time: 3 hours; Number of jobs: 2)

HEAVY EQUIPMENT MAINTENANCE AND REPAIR - 3046

Written - Maintain/repair engine, maintain/repair power train, maintain/repair electrical system, maintain/repair brake system, welding, preventive maintenance, maintain/repair hydraulic system, general shop practices, air conditioning, and heavy equipment undercarriage. (Administration Time: 3 hours; Number of test items: 174)

Performance – Test cooling system, electrical testing, adjust valve clearance, set carrier and piston backlash, identify brake components, measure and adjust track, and cut and weld steel. (Administration time: 2 hours and 25 minutes; Number of jobs: 7)

HOME HEALTH AIDE - 3048

Written - First aid and basic emergency procedures, abbreviations, terminology and client observation, employability skills, client care, safety, nutrition and elimination, positioning, client transfer, provide personal care, home maintenance management, child care, medication and client rights. (Administration Time: 3 hours; Number of test items: 196)

Performance – Obtain and record vital signs, therapeutic diet meal planning, bathing and personal care of adult, occupied bedmaking, first aid for bleeding and transfer of client from bed to chair. (Administration time: 2 hours, 10 minutes; Number of jobs: 6)

HORTICULTURE-LANDSCAPING - 3149

Written - General knowledge, pest management, fundamentals of irrigation, basic nursery/greenhouse skills, horticulture business and retailing, landscape-design, landscape-construction, landscape and turf-maintenance and arboriculture. (Administration Time: 3 hours; Number of test items: 138)

Performance – Identify and control pests, inspect and operate power equipment, plant a container-grown shrub, prune a tree and an evergreen shrub and stake out a site plan-entrance walkway. (Administration time: 2 hours; Number of jobs: 5)

HORTICULTURE-OLERICULTURE AND POMOLOGY - 3249

Written - General knowledge, pest management, fundamentals of irrigation, basic greenhouse skills, horticulture business and retailing, vegetable and fruit production, soils and seeds and propagation. (Administration Time: 3 hours; Number of test items: 124)

Performance – Design a garden for salad production, identify and control pests, inspect and operate power equipment, and judge and grade vegetables. (Administration time: 2 hours; Number of jobs: 4)

HOSPITALITY MANAGEMENT - FOOD & BEVERAGE OPTION - 2079

Written - Introduction to the hospitality industry, guest relations and concierge, marketing and sales, safety and security, opening and settling financial transactions, travel and tourism, legal and ethical responsibilities, restaurant management, and food and beverage service. (Administration Time: 3 hours; Number of test items: 159)

Performance – Demonstrate napkin folding, identify equipment, perform table side service, prepare chicken cordon bleu, serve guests, pricing menu items, and complete a banquet event order sheet. (Administration time: 3 hours and 25 minutes; Number of jobs: 7)

HOSPITALITY MANAGEMENT - LODGING OPTION - 2080

Written - Introduction to the hospitality industry, guest relations and concierge, marketing and sales, safety and security, opening and settling financial transactions, travel and tourism, legal and ethical responsibilities, housekeeping management, and front office procedures. (Administration Time: 3 hours; Number of test items: 157)

Performance – Folio and form completion, housekeeping and room inspection, pricing menu items, complete a banquet order form, and meeting room set-up. (Administration time: 2 hours, 30 minutes; Number of jobs: 5)

HUMAN RESOURCES MANAGEMENT - 1104

Written (ONLY) General business technical skills, human resources technical skills, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 110)

INDUSTRIAL ELECTRICITY - 2050

Written - Direct current theory, alternating current theory, test equipment, electrical drawings, general wiring, National Electric Code, electrical controls, generators, motors transformers, variable frequency drives (VFDs), programmable logic controllers (PLCs), and safety. (Administration Time: 3 hours; Number of test items: 191)

Performance – Tools and material identification, conduit bending, wiring a motor starter and replacing ballast in a fluorescent fixture. (Administration time: 3 hours and 20 minutes; Number of jobs: 4)

INDUSTRIAL ELECTRONICS - 2051

Written - DC electricity, AC circuits, test equipment, semiconductors, electronic circuits, digital/micro, transducers, ladder logic and motors, safety and programmable logic controllers. (Administration Time: 3 hours; Number of test items: 197)

Performance - Semiconductor testing, solder/desolder components, meter usage, circuit construction, oscilloscope usage, troubleshooting and gate substitution. (Administration time: 2 hours and 35 minutes; Number of jobs: 7)

INDUSTRIAL MAINTENANCE MECHANIC - 2074

Written – Machinery and equipment, tools and safety, electronics and electrical principles, hydraulics and pneumatics, motors and motor controls, mechanism drives, industrial robotics systems, and blueprints and schematics. (Administration Time: 3 hours; Number of test items: 169)

Performance – Connect and operate a circuit, assemble a multiple shaft gear drive system, read and interpret an industrial blueprint, and troubleshoot an electrical control system. (Administration Time: 3 hours; Number of jobs: 4)

INTERIOR DECORATING AND DESIGN – 1032

Written (ONLY) – Safety and environmental issues, elements and principles of design, textiles, fibers, and fabrics, interior materials and products, furnishings and accessories, art periods and design styles, visual presentation, technical knowledge, retail operation procedures, marketing skills, housing issues (Administration Time: 3 hours; Number of test items: 172)

LODGING – 1287

Written (ONLY) – Hospitality and tourism general technical skills, lodging, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 103)

LOGISTICS TECHNOLOGY/DISTRIBUTION CENTER SERVICES - 2071

Written – Operations- safety and ergonomics, operations-inventory management, operations-procurement, operations-receiving, operations-putaway, operations-picking (order selection), operations-packing, operations-shipping, operations-material handling equipment, operations-technology, customer relations-direct communication with customers, customer relations-customer requirement analysis, logistics-supply chain management, logistics-industry trends and current topics. (Administration Time: 3 hours; Number of test items: 157)

Performance – Inventory control/cycle count, material handling equipment, receiving, order fulfillment process, bill of lading. (Administration time: 3 hours and 45 minutes; Number of jobs: 5)

MAINTENANCE OPERATIONS – 1129

Written (ONLY) – Architecture and construction general technical skills, maintenance operations, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 101)

MANUFACTURING TECHNOLOGY - 2084

Written – Manufacturing math, science, and measurement; workplace safety, health and job skills, quality assurance; blueprint reading; manufacturing fundamentals, processes, and materials; material handling; industrial robotics systems; computer use; process control; purchasing and resource identification activities; electronics and hydraulics; and design processes. (Administration Time: 3 hours; Number of test items: 195)

Performance – Milling operations, assemble a multiple shaft gear drive system, and determining gage block combinations. (Administration Time: 3 hours; Number of jobs: 3)

MEDICAL ASSISTING - 4055

Written – Medical office procedures, general laboratory procedures and diagnostic testing, clinical procedures, patient instruction, and foundations for healthcare. (Administration Time: 3 hours; Number of test items: 199)

Performance - Infant length, weight and head circumference (in pounds and inches), applying and removing sterile gloves, capillary puncture (simulation), electrocardiogram, blood pressure and pulse measurement, and appointment scheduling. (Administration time: 2 hours; Number of procedures: 6)

NATURAL RESOURCES SYSTEMS – 1228

Written (ONLY) – Agriculture specific technical skills, natural resources, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 113)

NURSING ASSISTING - 4058

Written - Basic nursing assisting skills, infection control, communication skills, personal care skills, mental health and social service needs, client's rights, basic restorative devices, and employability skills. (Administration Time: 3 hours; Number of test items: 198)

Performance - Vital signs, barrier techniques, wheelchair use, occupied bed making, and modified bed bath. (Administration time: 2 hours and 5 minutes; Number of procedures: 5)

PERFORMING ARTS - 1107

Written (ONLY) General arts and communication technical skills, performing arts technical skills, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 104)

PLUMBING - 4061

Written – Safety, plumbing math, general plumbing practices, joining pipes and fittings, drainage, vent installation, water supply and distribution, hot water systems, traps, installing fixtures, plumbing service and repair. (Administration time: 3 hours; Number of test items: 173)

Performance – Install and pressure test a DWV system, and install and prepare to leak test a water supply system. (Administration time: 3 hours; Number of jobs: 2)

PRACTICAL NURSING - 4062

Written - Communications and employability; legal/ethical responsibilities; anatomy and physiology; patient care skills; administer medication; infection control; psychological support; and supervised management functions. (Administration Time: 3 hours; Number of test items: 202)

Performance – Take vital signs; transfer a CVA patient; insertion of indwelling catheter, remove contaminated linen from isolation unit; administration of medication; and CPR. (Administration time: 2 hours and 50 minutes; Number of jobs: 6)

PRE-ENGINEERING/ENGINEERING TECHNOLOGY - 2475

Written – Overview of engineering, design process/problem solving, manufacturing, assembly and fabrication, materials, communication and teamwork, safety, and engineering systems. (Administration Time: 3 hours; Number of test items: 202)

Performance – Technical writing and oral presentation. (Administration time: 3 hours and 30 minutes; Number of jobs: 2)

PRECISION MACHINING - 4052

Written – Organization and shop practices, measurement/inspection, metallurgical processes and heat treating, blueprint interpretation and process planning, layout and benchwork, band saw machines, lathes, milling machines, surface grinder, and CNC programming preparation, and operations. (Administration time: 3 hours; Number of test items: 1494)

Performance – Milling operations and lathe operations. (Administration time: 3 hours; Number of jobs: 2)

PRODUCTION AGRICULTURE - 2063

Written - Animal science, companion animals and aquaculture, land use and stewardship, plant science, agriculture mechanics, farm management and recordkeeping and employability. (Administration Time: 3 hours; Number of test items: 161)

Performance – Vehicle maintenance, calculate net worth, determine genotypes and phenotypes (Punnett Square), crop leaf identification, administer an injection and compute acreage. (Administration time: 3 hours and 5 minutes; Number of jobs: 6)

PROTECTIVE SERVICES - 1480

Written – Public safety, law enforcement, fire fighting, emergency medical services, legal issues, career development and homeland security. (Administration Time: 3 hours; Number of test items: 148)

Performance – Street interview, arrest and search, complete an incident report, chemical identification, fire suppression demonstration, vital signs, perform CPR on an adult and patient assessment. (Administration time: 2 hours and 15 minutes; Number of jobs: 8)

RECREATION, AMUSEMENTS, AND ATTRACTIONS – 1289

Written (ONLY) – Hospitality and tourism general technical skills, recreation, amusements, and attractions, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 100)

RESTAURANT, FOOD AND BEVERAGE SERVICES – 1286

Written (ONLY) – Hospitality and tourism general technical skills, restaurant, food and beverage services, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 103)

RETAIL COMMERCIAL BAKING - 3010

Written – Safety and sanitation, weights, measures and general baking math, identification, classification and properties of ingredients, identification, classification, and function of methods and processes, mise en place, analysis/assessment/troubleshooting, and merchandising of products. (Administration Time: 3 hours; Number of test items: 201)

Performance – Soft dinner roll dough, puff pastry (cream horns), cake decorating, biscuits, and pate a choux. (Administration time: 5 hours and 30 minutes; Number of jobs: 5)

RETAIL TRADES - 4053

Written – Advertising/promotion; communications; visual merchandising; marketing/merchandising; electronic marketing and E-commerce; economics; sales and selling; human relations, related mathematics, entrepreneurship, and professional development. (Administration Time: 3 hours; Number of test items: 198)

Performance - Completing a sale and handling money; handling customer complaints; product knowledge and selling; and retail math. (Administration time: 1 hour and 50 minutes; Number of jobs: 4)

SMALL ENGINE TECHNOLOGY - 3068

Written – Safety, general shop practices, maintenance, lubrication systems, fuel system, carburetor fundamentals, governor, ignition, starters and alternators, cylinder head service and maintenance, engine assembly and troubleshooting. (Administration Time: 3 hours; Number of test items: 194)

Performance - Check and start engine, ignition service, measure parts, valve service, carburetor service, and invoicing parts. (Administration time: 3 hours; Number of jobs: 6)

TECHNICAL DRAFTING - 4054

Written – Basic drawing skills, geometric construction, applied mathematics, dimensioning skills, multiview drawing, threads and fasteners, manufacturing processes, and design principles. (Administration Time: 3 hours; Number of test items: 201)

Performance – Visualization, orthographic drawing, development, and assembly. (Administration time: 3 hours and 15 minutes; Number of jobs: 4)

TELEVISION PRODUCTION - 2427

Written – Safety, pre-production, production and post-production. (Administration Time: 3 hours; Number of test items: 196)

Performance – Pre-production (planning), production, and post-production. (Administration time: 4 hours and 30 minutes; Number of jobs: 3)

THERAPEUTIC SERVICES – 1185

Written (ONLY) – Health sciences general technical skills, therapeutic services, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 103)

TRAVEL AND TOURISM – 1288

Written (ONLY) – Hospitality and tourism general technical skills, travel and tourism, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 103)

VISUAL ARTS - 1108

Written (ONLY) General arts and communication technical skills, visual arts technical skills, academic foundations, systems, ethics and legal responsibilities, communication, information technology applications, problem solving, critical thinking and decision making, leadership and teamwork, safety, health, and environmental, employability and career development. (Administration Time: 2 hours; Number of test items: 104)

VISUAL COMMUNICATIONS - 2425

Written – Computer literacy, multimedia, visual literacy, conceptual design process, color theory, typography, materials and tools, safety, and career overview. (Administration Time: 3 hours; Number of test items: 178)

Performance – Corporate logo, and web banner. (Administration time: 3 hours; Number of jobs: 2)

WELDING - 4072

Written – Safety, welding symbols and blueprint reading, oxyfuel cutting, arc cutting process, physical characteristics and mechanical properties of metals, weld fit-up and quality, shielded metal arc welding, gas metal arc welding and flux cored arc welding, and gas tungsten arc welding. (Administration time: 3 hours; Number of test items: 138)

Performance - Oxyfuel cutting, SMAW vertical groove, GMAW spray horizontal fillet, aluminum GTAW horizontal fillet, and stainless steel GTAW horizontal fillet. (Administration time: 2 hours, 55 minutes; Number of jobs: 5)

WIND TURBINE TECHNICIAN – 2150

Written – Safety, equipment operation, electrical and mechanical systems, hand tools, maintain equipment, computational technical and writing skills, introduction to careers in wind technology (Administration time: 3 hours; Number of test items: 164)

Performance – identification of safety equipment, demonstration of safety equipment and climbing technique connect a start-stop switch to a contactor and start a motor, identify hand tools and fasteners, torque testing. (Administration time: 2 hours; Number of jobs: 5)

WORKPLACE READINESS – 3033 or 3931 (Certificate Program Assessment)

Written (Only) – Communications, problem solving and critical thinking, information technology applications, systems, safety, health and environment, leadership and teamwork, ethics and/or legal responsibilities, and employability and/or career development. (Number of test items: 90) *NOTE: Administration time for this test is 90 minutes.*

Workplace Readiness Certification Program – The NOCTI Job Ready Workplace Readiness Assessment serves as the foundation for the Workplace Readiness Certificate Program. Schools ordering this certification package provide their students with the opportunity to qualify for the Workplace Readiness Certificate/Wallet Card. This recognition is a value-added certification credential for students seeking employment and/or admission to further education.