



NOCTI  
 500 N Bronson Avenue  
 Big Rapids, MI 49307-  
 800.334.6283 Ext 219  
[www.nocti.org](http://www.nocti.org)

## Pilot Testing Information

We invite you to partner with NOCTI in piloting our newly revised assessments! Your participation plays a vital role in refining these tests, helping to ensure they meet industry standards. By joining this pilot program, your site will contribute valuable insights and help shape the future of assessment development.

The feedback and data gathered from pilot testing help ensure that each assessment performs in line with industry guidelines. Your participation is key to creating high-quality assessments. Together, we can make a real difference!

## How to Participate

Interested in making a real impact? Join our pilot testing team today! For more details or to get started, please visit our website. All completed applications can be submitted to: [Ronda.Gilmore@nocti.org](mailto:Ronda.Gilmore@nocti.org).

NOCTI accepts early applications **November 1, 2024**. Pilot testers should be close to completing their program by March 2025.

## Pilot Testing Timeline

November 1, 2024	Orders Open
November 1, 2024 to January 1, 2025	Pilot Testing Window
January 15, 2025	User codes must be completed and released
January 31, 2025	Unused materials must be returned to NOCTI

## New Customer Instructions

There is no cost to become a NOCTI customer. To get started, we ask that each site designate a Site Coordinator to oversee the testing program and serve as the primary contact. The Site Coordinators must be in an administrative role (not an instructor) and will need to complete a [NOCTI Testing Agreement](#).

Once your account is set up, the Site Coordinator will receive a welcome email with account details and log-in credentials for our secure, online [Client Services Center Login](#). This platform makes it easy to manage the testing program and place orders.

## Titles Available for Pilot (Skill-based Only)

### Fundamentals of Teaching

- Summarize Your Career Pathway (53 minutes)
- Develop an Email to a Parent/Guardian (30 minutes)
- Create a Written Lesson Plan (45 minutes)



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## Site Application Form 2024-2025

Site Code on File: \_\_\_\_\_

New Site: Agreement submitted Date: \_\_\_\_\_

SITE NAME: \_\_\_\_\_

SITE COORDINATOR: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CITY, STATE, AND ZIP: \_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## Pilot Partner Expectations

**As a valued partner, we ask that you help us by following a few simple guidelines to ensure a smooth pilot testing experience:**

- Follow NOCTI's Security Policy and testing timelines.
- Ensure that participants are in the appropriate subject area and the correct level (i.e., program completers).
- Ensure your facilities are well-suited for a seamless test administration experience.
- Arrange for test evaluators following NOCTI's guidelines.
- Adhere to all policies and procedures for NOCTI test administration (outlined in the \*Site Coordinator Guide for Student Testing and proctor guides).

*\*Site Coordinator Guide for Student Testing and proctor guides are available at the Client Services Center.*

**I acknowledge and agree to comply with the expectations listed above.**

\_\_\_\_\_  
**Site Coordinator Signature**