

Master Trainer Responsibilities

1. Submit Assessment Certification Training Program (ACTP)

[How to Certify an Assessment Performance Evaluator](#)

- a. Only Master Trainers associated with an Accredited Assessment Center (AAC) can train and certify Assessment Performance Evaluators.
- b. Before training, the Master Trainer must have a current Master Trainer Kit and confirm their Master Trainer's Guide is the same year/edition of the training materials. Training materials can be ordered at <https://shop.nccer.org>.
- c. After training, a Master Trainer will send the completed Registration & Release Form, Responsibilities & Liabilities Form, documentation showing journey-level experience, and all completed ICTP module exams to the Primary Administrator. The Master Trainer can complete the Registration of Assessment Certification form in the Registry System once all module exams have been passed and all required paperwork has been received by the Primary Administrator. *The registration of assessment certification must be approved in the registry system by the Primary administrator before credit will show in the Registry System.*

2. Submit Instructor Certification Training Program (ICTP)

[How to Certify a Craft Instructor, Curriculum Performance Evaluator, or Curriculum Proctor](#)

- a. Master Trainers associated with an Accredited Training Sponsor (ATS) can train and certify Craft Instructors, Curriculum Performance Evaluators, and Curriculum Proctors.
- b. Before training, the Master Trainer must have a current Master Trainer Kit and confirm their Master Trainer's Guide is the same year/edition of the training materials. Training materials can be ordered at www.shop.nccer.org.
- c. After training, a Master Trainer will send the completed Registration & Release Form, Responsibilities & Liabilities Form, documentation showing journey-level experience, and all completed ICTP module exams to the Sponsor Representative. The Master Trainer can complete the Registration of Curriculum Certification form in the Registry System once all module exams have been passed and all required paperwork has been received by the Sponsor Representative. *The registration of curriculum certification must be approved in the registry system by the Sponsor Representative before credit will show in the Registry System.*

3. Create NCCER Card Numbers

[How to Create a New User in the Registry System](#)

- a. When completing the Registration of Training Modules or Registration of Curriculum/Assessment Certification form, the Master Trainer can click the Search button to access an option to "Add existing user" or "Create a new user." If the individual being added to the form has a card number, but it's unknown to the Master Trainer, then "Add existing user" can be selected to search by name or other variables. If the individual does not have a card number, then "Create a new user" can be selected to create a new NCCER Card Number for the individual.

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4. Download PV Packet

[How to Download a Performance Verification Packet](#)

- a. Master Trainers can download PV Packets from the Registry System and provide to the Assessment Performance Evaluator. Only a currently certified Assessment Performance Evaluator can use the PV packet to evaluate a candidate's performance of tasks.

5. Submit PV Form

[How to Submit a Performance Verification Form](#)

- a. Master Trainers can submit a PV form in the Registry System once a currently certified Assessment Performance Evaluator has completed the PV packet. The PV form will submit to the Primary Administrator to review and pay the PV fee before credit is given to the candidate.

6. Access Quick Check

[How to Perform a Quick Check in the Registry System](#)

- a. Master Trainers can use the Quick Check feature to search by NCCER Card Number or Alternate ID and see an individual's complete assessment and training records. Quick Check will show more information than is displayed in Online Verification.

7. Maintain MT Certification

[How to Maintain Master Trainer Certification](#)

- a. Upon completion of the NCCER Master Trainer class, certification is issued for a period of three (3) years. In order to maintain certification, the Master Trainer must teach or co-teach the Instructor Certification Training Program (ICTP). The Master Trainer must submit a registration of curriculum certifications, which must be approved by the Sponsor Representative before their certification is renewed.

8. Review NCCER Knowledge Base

<https://support.nccer.org>

- a. Master Trainers are encouraged to review support articles and how-to guides in the NCCER Knowledge Base. The Knowledge Base can be searched using keywords and is an important place to visit first when troubleshooting issues or looking for step-by-step instructions.

NOTE: In the event the Sponsor Representative leaves the organization or is unable to perform their duties, a currently certified Master Trainer is eligible to replace them. NCCER recommends that organizations have at least one certified Master Trainer in addition to the Sponsor Representative.