AMTEC Assessment / Curriculum Ordering Process

Initial Steps:

1. Contact Annie Gielczyk – Nocti Business Soultions (NBS) 800-334-6283 ext. 232 or anne.gielczyk@nocti.org
2. Receive, complete and return the NBS testing agreement (only needs to be done one time)
   a. This identifies the college as a member of AMTEC and provides the college with login instructions and information
3. Receive “Welcome Email” from NBS with complete instructions for ordering, etc.

All orders must go through NOCTI. Please use the instructions on the following pages to complete your order. Visit: http://clientservice.nocti.org to begin.
If you choose "Assessments", on the following screens, choose which group you are ordering assessments for – Secondary, Post-Secondary, or Business and Industry. You will also need to choose if you would like the score displayed to the test taker upon completion of the assessment. The default in our system is that the test taker will not be able to see their score so the "No" radio button is pre-filled. However, if you would like test takers to see their score, choose the "Yes" button.

Once the Select button is chosen, the following screen comes for you to indicate how many assessments you would like to order. Once a number is entered, click the "Add to Cart" button.
Once “Add to Cart” is chosen, you will be taken to a screen that shows your cart. From this screen you can edit your order if you have chosen the incorrect quantity, delete the order if you have the incorrect test in your cart, continue shopping if you would like to order a different assessment or curriculum, or proceed to checkout.

If continue shopping is chosen, it will take you back to the ordering home screen and you can choose “Curriculum.”
AMTEC Partner sites are given the option of ordering individual seats of curriculum or ordering seats in bundles. Click the Select button for the number of seats you would like to order.

You are currently logged in as site:

Site Code: 

Go to the AMTEC Client Services Center

Select Another Product | View Cart | Order History

<table>
<thead>
<tr>
<th>Code</th>
<th>Text Title</th>
<th>On Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM0001</td>
<td>AMTEC Curriculum - 1 seat</td>
<td>Select</td>
</tr>
<tr>
<td>AM0002</td>
<td>AMTEC Curriculum - 2 seat</td>
<td>Select</td>
</tr>
<tr>
<td>AM0003</td>
<td>AMTEC Curriculum - 3 seat</td>
<td>Select</td>
</tr>
<tr>
<td>AM0004</td>
<td>AMTEC Curriculum - 4 seat</td>
<td>Select</td>
</tr>
</tbody>
</table>

If the single seat option is chosen, a box will appear to indicate the number of seats you would like to purchase and add to your cart. If any of the bundle options are chosen, it will automatically choose a quantity of one for you to add to the cart.
If you choose the Unlimited Seats option, please note:

“This option allows a site to use an unlimited number of curriculum seats for a time period of one year. The year begins on the date the first student is registered.”

Once you proceed to checkout, you will be presented with a security reminder. You must accept the terms in order to be directed to the checkout.

Security Reminder

Assessment security involves procedures for shipping, receiving, storing, disseminating and controlling assessment materials, in both hard copy and online formats. Before finalizing your order, please acknowledge the following security requirements:

- Assessment instruments shall not be reproduced in whole or in part, in any fashion.
- Teachers for the content area in which the assessment is administered are prohibited from presenting their own students or students in a similar educational or Career Technical Education program during the multiple-choice (written) assessments, in both online and paper/pencil formats.
- Teachers are prohibited from serving as evaluators for performance assessments. Third party, non-instructional individuals must be selected when identifying evaluators.
- Assessments, assessment items (questions), performance jobs, related scoring criteria, or any other special projects may not be shared with secondary or post-secondary teachers at any time, under any circumstances. Additionally, teacher access to the Client Services Center is prohibited using the site coordinator's log in credentials.
- Testing sites must protect the integrity of QuadNet™, NOCTI’s online testing and management system. Access to password protected sites is restricted to individuals qualified to take part in the local testing program (e.g., students taking an assessment, the coordinator accessing the Client Services Center).

The bullets above are excerpts from the NOCTI Security Policy. The complete NOCTI Security Policy may be accessed by clicking on this link: http://www.nocti.org/PDF/Forms/TestingAgreement.pdf

Clicking on the ACCEPT button verifies you are an authorized user of this system and have agreed to abide by and enforce all the terms and conditions of the NOCTI Security Policy.
The next page asks if you will be paying with a Purchase Order or a credit card.

Billing Information

Select a payment option...

- PO Number
- Credit Card

Save Order and Return Later  Return to Shopping Cart

If you choose PO Number, the following screen comes up. This screen gives you the opportunity to browse your computer to attach a physical copy of your PO to the order. Please note:

"You are required to provide a physical copy of your purchase order for curriculum orders. If you do not upload a PDF copy or fax it to 231-796-4695, you will be contacted by a Nocti Business Solutions representative and your order will not be processed until a purchase order is received."

If you choose Credit Card, the following screen comes up. Both screens give you the option of changing payment method.
NOCTI Contacts

Anne Gielczyk
Anne.Gielczyk@nocti.org

Kay Cole
Kay.Cole@nocti.org
Next Steps
ALWAYS contact NOCTI for the most up to date spreadsheet. We change spreadsheets often – to include new partners, demographic changes, etc.

1. Complete the spreadsheet.
2. Send the spreadsheet to AMTEC@KCTCS.EDU.
3. Enrollment will be complete in approximately 48 hours.
AMTEC Cost Structure - eModules

AMTEC Partner purchasing individual seats:
- $25/seat

AMTEC Partner purchasing bundle seats:
- 250 seats $3,125 = $12.50/seat
- 750 seats $7,500 = $10.00/seat
- 1,500 seats $12,500 = $8.34/seat
- 2,250 seats $17,500 = $7.78/seat

*Each seat represents 1 student in 1 module
*Each unused seat expires 1 year from date of purchase
*Each populated module expires 18 months from date of first entry

AMTEC Cost Structure - Assessments

General Mechatronic Assessment Cost: $25 Per Assessment
Assessment Cost: $15 Per Assessment (see below)

<table>
<thead>
<tr>
<th>Computer Literacy</th>
<th>Basic Electricity and Electronics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluid Power and Electro-hydraulics</td>
<td>Safety</td>
</tr>
<tr>
<td>General Preventive and Predictive Maintenance</td>
<td>Mechanical Systems and Mechanical Drives</td>
</tr>
<tr>
<td>PLC (Allen/Bradley)</td>
<td>Welding and Fabrication</td>
</tr>
<tr>
<td>Blueprint Reading/Schematics</td>
<td>Machine Tool Operations</td>
</tr>
<tr>
<td>Robotics</td>
<td>Controls and Instrumentation</td>
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</tbody>
</table>