

HBI 3rd Party Certifications

Some state agencies require Career Technical Education (CTE) programs to provide 3rd party proctored certification. HBI partners with NOCTI to provide a solution that is recognized by 140,000 National Association of Home Builders (NAHB) members nationwide and built on a foundation of National Residential Construction Skill Standards.

NOCTI excels at providing customer and technical support and its online systems are secure and user friendly.

Below is an overview of the certification process.

- **NOCTI**
<http://nocti.org>
- **NAHB**
<http://nahb.org>
- **HBI**
<http://hbi.org>

How do you know if your state requires 3rd party certification?
STEP ONE: Check with your CTE oversight agency.



Review Certification Blueprints

Certification blueprints contain the standards and competencies on which the tests were developed, along with administration information and sample questions. The following blueprints are aligned to HBI [PACT Blueprints](https://www.nocti.org/credentials/blueprints/?_sfm_nocti_partner=HBI#blue-print-index).
https://www.nocti.org/credentials/blueprints/?_sfm_nocti_partner=HBI#blue-print-index



Create a NOCTI Account

Identify who your Site Coordinator will be and submit a [Security and Testing Agreement \(STA\)](#). Note that teachers cannot act as the Site Coordinator.



Identify Proctors, Test Takers, and Test Dates

Once you complete the step above, NOCTI will email you with Client Services Center account information. It is here, under the Resources area, where the Site Coordinator identifies proctors who must follow the *NOCTI Proctor Guides*. Instructors are prohibited from being proctors but should work with the Site Coordinator to identify test takers, codes and schedule test dates.



Place Certification Orders

The Site Coordinator is responsible for ordering certification materials, test codes and supplies through the *Client Services Center*. Schedule testing dates and manage costs by following the *Site Coordinator Guide for Student Assessments*, located in *Resources* in the *Client Services Center*.



Facilitate Proctored Testing Session

The Site Coordinator is responsible for test security and distribution of information and testing procedures to be used by Proctors during and after testing to include any accommodations. The Site Coordinator and Proctors must follow the *NOCTI Proctor Guides*.



Retrieve Score Reports

The Site Coordinator can retrieve score reports from the *Client Services Center* upon notification from NOCTI. The Site Coordinator may then provide results to the student test takers and teachers. Teachers may also access score reports through the *Teacher Resource Center*, but the Site Coordinator must first approve access.

Are you a professional in the industry, individual, student or a company that wants to offer HBI industry recognized certification for your workforce?

Visit <https://www.noctibusiness.com/contact-us/>. A NOCTI Business Solutions representative will work with you and/or your organization on details specific to your needs.