

# NOCTI



## **Certification at a Glance**

NOCTI and the American Culinary Federation (ACF) work together to provide comprehensive solutions to students looking to begin a career in the world of culinary arts. NOCTI administers the ACF Culinary Arts and Retail Commercial Baking cobranded credentials.

With thousands of chefs competing in the job market, it is essential to prove culinary competency. ACF certification is recognized throughout the industry as the standard for excellence in professional skills and knowledge. Student's earning ACF certification will have the skills necessary to be successful!



### **Create a NOCTI Account**

Getting started with NOCTI is as simple as submitting a Security and Testing Agreement (STA) available at <a href="www.nocti.org">www.nocti.org</a>. Determine who will be the primary contact for your site to serve as the NOCTI Site Coordinator and manage the testing program, noting that teachers cannot serve in this roll. The Site Coordinator designee will complete the STA in order for NOCTI to create an account. A welcome email is sent with account details and information to access a password-protected Client Services Center.

### **Participate in Customer Onboarding**

Part of getting started with NOCTI are onboarding resources such as recorded webinars, a Site Coordinator Guide, Proctor Guides, Instructor Prep Packs, and much more. These resources can be found within the Client Services Center. NOCTI's friendly and knowledgeable team is available to assist by phone or email.

#### **Place Orders**

Credentialing assessments are ordered as needed in the Client Services Center. The "Place an Order" button is used to select the title, enter the quantity needed, and check-out. Tests may be ordered to be administered in 1, 2, or 3 sessions to assist with shorter testing sessions, the need to test across days, and to offset test fatigue. Pricing varies based on products ordered, however, an online knowledge and skill-based credential is \$31.00. Study guides are available at an additional cost and can assist with student preparation. Ordering through NOCTI is quick and easy!

## **Administer Credentialing Assessment**

NOCTI credentials are administered through NOCTI's online testing system for the knowledge-based tests and with the assistance of third-party business and industry partners to serve as evaluators for the skill-based (performance) test. Administration must take place in a proctored environment following the processes and policies outlined in NOCTI's administration resources. Paper/pencil test versions can be ordered when online testing can't be accommodated by the site and remote proctoring services are also available for virtual learners.

NOCTI offers accommodations for students with an Individualized Education Plan (IEP) such as multiple session administration, extended time, and text-to-speech. A pre-test can be administered to determine a student's baseline technical knowledge at the start of a program or course typically in the fall of the students senior year or spring of their junior year.

## **View Score Reports**

NOCTI's standard score report package includes a comprehensive report of the participant results that includes group reports, individual reports, analysis of scores, and competency-level reports. Score reports are accessed in the Client Services Center.

## **Obtain Recognition**

Students can earn the Workforce Competency Credential and college credit recommendation through NOCTI and have the opportunity to apply for certification through ACF by meeting the ACF requirements to become certified found at <a href="https://www.acfchefs.org">www.acfchefs.org</a>.