

# GETTING Started

In **3**  
Easy  
Steps!

## Choose a Site Coordinator

Site Coordinators serve as the primary account contact and play a vital role in a successful testing program. Review the NOCTI Security Policy for Site Coordinator requirements. To get started:

1

- Complete a Testing Agreement.
- Receive a welcome email with account details.
- Access the Client Services Center using the log-in credentials provided to become familiar with the available resources.

## Sign up for Site Coordinator Training

Site Coordinators are instrumental in overseeing and organizing the testing program and encouraged to attend a live webinar training session to learn more about:

2

- Site Coordinator responsibilities
- NOCTI's online systems
- Testing policies and procedures
- Stakeholder resources

## Plan for Testing

After the training webinar, begin planning!

3

- Provide teachers with available resources (e.g., Assessment Blueprints, Teacher's Corner information).
- Determine tests to be administered using district or state requirements, if applicable.
- Develop testing schedule considering your academic calendar and NOCTI's established order timelines.

Get started on your way to testing with NOCTI—one of the most trusted industry-based credential providers!

Have a Question?

Like to talk?

Call us:

1-800-334-6283

Is chat your thing?

Use our LiveChat:

[nocti.org](http://nocti.org)

Prefer email?

Send a message:

[nocti@nocti.org](mailto:nocti@nocti.org)

