

Become an MSSC Authorized Assessment Center to offer Paper & Pencil Assessments

Step 1: Choose a Site Coordinator

Site-Coordinator should be an employee who:

- Can sign a binding security agreement on behalf of your organization
- Coordinates proctors and/or serves as a proctor
- Places or authorizes orders
- Works with instructors, proctors and/or candidates to register candidates for assessments
- Is not an instructor, does not plan to train, or earn MSSC certifications

Step 2: Register Online

- Register here: <https://login.msscusa.org/accounts/register>
Registration requires you to answer certain questions about your IT and assessment delivery capabilities. See the checklist [here](#), if you would like to gather this information prior to beginning the process.
- You will receive an account activation email within 24 hours after registration

Step 3: Schedule Paper & Pencil Proctor Training

Paper & Pencil Proctor Training is delivered via webinar twice monthly – see Proctor Training webpage www.msscusa.org/proctor-training/ Site Coordinators and Proctors must attend training before proctoring any MSSC assessments. NOTE: Instructors CANNOT serve as proctors.

Step 4: Sign security agreement

After completion of proctor training, the Site Coordinator receives a security agreement. Once the agreement is signed, your organization is assigned a 5-digit Site Code number and is ready to offer assessments. Depending upon when you begin registration, this process can take 2-4 weeks to complete. MSSC recommends beginning at least 4 weeks before you plan to offer the program.

Attain an Authorized MSSC CPT or CLT Instructor

For your organization to offer the Certified Production Technician (CPT) or Certified Logistics Technician (CLT) e-learning curriculum, you must first have an instructor go through MSSC Authorized Instructor Training. During this training, the instructor must go through the course, instructional material, and pass all assessments related to the certification. Instructors are “Authorized” by MSSC in the concentrations of study (Safety, Quality, Production, & Maintenance) based on whether they earn MSSC credentials. Pls. note that if your instructor is in the process of earning their credentials to become authorized they can still start teaching.

Note: An organization does have the option to contract with a 3rd party MSSC Authorized Instructor.

Purchase CPT and CLT Site-Based Training

Once your organization has become an MSSC Authorized Assessment Center and you have an MSSC Authorized Instructor, your organization will be able to purchase MSSC site-based training. Please see below for instructor training, course, and assessment pricing.

“Pre-Release” Pricing Chart



Certified Production Technician (CPT)

| Per Organization | One Time Pricing |
|--|------------------|
| (NOCTI) Assessment Center Registration (<i>one-time fee for each center</i>) | \$500.00 |

Instructor Authorization Training

Instructor Authorization Training is delivered either online or at our CPT instructor training facility. For a more detailed description of the options below [please follow this link](#):

1. Instructor Authorization Training 3-day, in person class with a MSSC Master Trainer in Scottsburg, Indiana. Includes Instructor Package, 180-day access to online e-Learning materials as a student, course syllabi, PowerPoints, etc.
2. Online Instructor Training via webinar with a Master Trainer. Includes Instructor Package, 180-day access to online eLearning materials course syllabi, etc.

Note: Pre-Release programs can contract with an outside MSSC Authorized Instructor.

| Per Organization | Ongoing Pricing |
|--|-----------------|
| Instructor Authorization Training Options | |
| Instructor Authorization Training (<i>3-day in-person course</i>) | \$2,200.00 |
| Online Instructor Authorization Training with Webinar (<i>shipping included</i>) | \$1,510.00 |

CPT Site-Based Training Content

| Site Based CPT Courses “One-Time Purchase” (Non-internet based courses)* | One Time Pricing |
|--|------------------|
| Option 1: 25 Seat “Unlimited” license w/LMS | \$42,000.00 |
| Option 2: 10 Seat “Unlimited” license w/LMS | \$22,000.00 |
| *Note, re Site Based CPT Courses, additional “software upgrade fees may apply” | |

*For correctional facilities, this model allows for an organization to purchase the Computer Based Training (CBT) content and LMS so they “own” the courseware. Because the organization owns the training content any number of students can go through for an indefinite period. Though there may be software upgrade fees periodically, this product is excellent for long-term recurring programs.

CPT Paper & Pencil Assessments

| Per Candidate | Ongoing Cost |
|---|-----------------|
| Registration <i>(one-time fee per candidate)</i> | \$30.00 |
| CPT Safety Assessment | \$50.00 |
| CPT Quality Assessment | \$50.00 |
| CPT Manufacturing Process and Production Assessment | \$50.00 |
| CPT Maintenance Awareness Assessment | \$50.00 |
| CPT Green Production Assessment <i>(not part of Full CPT Certification)</i> | \$50.00 |
| <i>*shipping fee based on volume</i> | |
| Total to earn full-CPT <i>(before shipping)</i> | \$230.00 |

Certified Logistics Technician (CLT)

| Per Organization | One Time Pricing |
|---|------------------|
| (NOCTI) Assessment Center Fee <i>(one-time fee for each center)</i> | \$500.00 |

CLA & CLT Hard Copy Textbooks

| Per Candidate | Ongoing Cost |
|---|-----------------|
| CLA Hard Copy Textbook | \$50.00 |
| CLT Hard Copy Textbook | \$50.00 |
| <i>*Shipping fee based on volume</i> | |
| Total Per Student <i>(before shipping)</i> | \$100.00 |

CLA & CLT Paper & Pencil Assessments

| Per Candidate | Ongoing Cost |
|--|-----------------|
| Student Registration <i>(one-time fee)</i> | \$30.00 |
| CLA Assessment | \$50.00 |
| CLT Assessment | \$50.00 |
| <i>*Shipping fee based on volume</i> | |
| Total to earn Full CLT <i>(before shipping)</i> | \$130.00 |