

NAIT Certification FAQs

1. How to I become eligible for NAIT Certification?

A) You must have graduated with an industrial technology or other equivalent technology or technology management-related degree (AS, BS, MS or PhD), AND teach or serve as an administrator in an industrial technology-related degree program, or be professionally employed in a capacity related to the discipline of Industrial Technology. You are also eligible in your last semester prior to receipt of your AS or BS degree if your impending graduation is verified on your application by your academic advisor.

And

B) You must take and pass the NAIT Certification Examination. The exam is offered at many colleges and universities accredited by or affiliated with NAIT, or you can also contact NAIT to arrange an individual exam session. The exam may be offered at NAIT's annual convention each fall. The NAIT Certification Exam is now offered online, but an exam site proctor is required.

2. Am I eligible to be certified by NAIT when I graduate with an NAIT-accredited Industrial Technology degree?

No, you must take the NAIT Certification Exam, pass the exam, apply for certification and pay any required fees to obtain NAIT certification. (The previous eligibility policy, allowing NAIT Certification after graduating from a NAIT-accredited Industrial Technology degree program, was in effect until December 31, 2004, after which the new "exam-only" policy went into effect.)

3. If I pass the exam, am I "automatically" certified?

No, no one is "automatically" certified by NAIT. After passing the exam, you must apply for certification and pay the required fees.

4. Are there different types of NAIT Certification?

At present, there are two types, the initial Certified Industrial Technologist (CIT) designation, and the Certified Senior Industrial Technologist (CSIT) designation, for CITs who have completed their first 8-year CIT cycle, or who qualify initially for CSIT status.

5. What are the fees involved in NAIT Certification?

- The examination fee is \$20 (this is sometimes paid by a college or university program that offers the exam to graduating students for assessment purposes.)
- The initial application/certification fee is \$45 for initial CIT certification and \$75 for initial CSIT Certification.
- The annual certification renewal fee is \$25, paid simultaneously with NAIT membership dues.
- Certified members must also pay their annual NAIT professional membership dues of \$80.
- Retired members pay \$20 annual NAIT retired membership dues and are allowed to retain their NAIT Certifications as CITs or CSITs without continuing to pay the annual certification renewal fee.
- New graduates who pass the exam and want to be certified but are not yet NAIT members can join NAIT at the Student/New Graduate rate of \$20.

6. How long does my NAIT Certification run?

The initial certification as a CIT runs for eight years, though a CIT may ask to be shifted to CSIT status on their fifth anniversary of certification if they have completed and reported 75 PDUs of continuing education activity to the NAIT office. Certification as a CSIT runs for five years, and you must report at least 75 PDUs of continuing education activity in those five years to recertify as a CSIT for another 5-year period.

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7. How do I qualify for CSIT status?

When you complete your first 8-year CIT cycle, if you have reported at least 75 PDUs, you will be upgraded to CSIT status. CITs who have completed their 75 PDU requirement by their fifth anniversary of certification may ask to be upgraded to CSIT at that time. If you have at least five years of experience after receiving your degree, and you have completed 75 PDUs of continuing education activity in the five years prior to your application, you may be initially certified as a CSIT.

8. When I move from CIT to CSIT status, do I need to take the exam again? Do I need to pay the application fee again?

No, when you have been NAIT-certified and you reach the date at which point you will be recertified as a CSIT, you do not need to take the exam again or pay the application fee. As long as you have reported the necessary 75 PDUs in your certification period, you will be recertified when you pay your annual dues and certification renewal fee.

9. Do I have to report some continuing education activity every year to keep my NAIT Certification?

No, you need not report continuing education activity each year, but you must report at least 75 PDUs of continuing education activity within your initial 8-year CIT period or 5-year CSIT period in order to recertify as a CSIT.

10. What kind of activity qualifies for PDU credit?

Almost all educational activity related to Industrial Technology and Technology Management can count: technical or management seminars and workshops, college audit or credit coursework, employer-based technical training, development and teaching of new college courses or industry training seminars and workshops, peer-refereed papers and presentations, and many more items can be counted. Educational activity that counts for other certification programs (such as SME CMfgT, or ASQ, for example) can also be counted for NAIT PDU credit.

11. What are examples of documentation required for reporting continuing education activity for Professional Development Unit (PDU) credit?

Completion certificates or other written documentation from the entity offering the educational activity, college transcripts, signed letters or memo from your supervisor or your employer's HR or Training department, convention completion forms, etc. Generally, the document must originate from someone other than you, and it must give the title or describe the activity, indicate the date of the activity, and provide a basis for evaluating its PDU value (either contact hours, CEUs, or credit hours.) A letter or email from yourself describing what you did is usually not sufficient. The NAIT staff is always ready to assist you in determining how to document your activity.

12. Do I need to keep paying my membership dues if I am certified?

Yes, all certified NAIT members must pay their annual dues (\$20 for students and \$80 for professional members) along with the annual certification renewal fee of \$25. Your NAIT certification is suspended if you fail to pay your annual dues or the certification fee.

13. Where can my employer learn more about NAIT certification?

If you include employer contact information with your NAIT certification application, NAIT will send them a letter verifying your certification. For more details, they can refer to the certification section of the NAIT web page at www.nait.org.

14. How do I arrange to take the NAIT Certification Examination? What does it cost?

Many schools arrange for students to sit for the exam for program assessment purposes and also pay for the exam. Check with your advisor or department head to see if your program offers the exam. You can also

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arrange to take the exam at your worksite. The exam is offered in a paper or online format and a proctor is required for an exam session. To arrange an individual exam, contact Mary Lee at the NAIT office at (734) 677-0720 or nait@nait.org. The exam fee is \$20.

15. How Many Questions are on the exam? What is covered?

The exam is a closed-book, 160-question, multiple choice examination with questions focusing on the following categories: Production, Planning & Control; Safety; Quality; Management & Supervision. You must attain a cumulative passing score to pass the exam.

16. How much time is allowed to complete the NAIT Certification Exam?

The maximum amount of time allotted for the NAIT Certification Examination is three hours.

17. Is there a study guide? Are there recommended review materials?

Yes. The NAIT Board of Certification has developed a study guide to assist examinees in preparation for the exam. To request a PDF of the Study Guide, email to inquiry@nait.org. The study guide includes information on the NAIT Certification Program and includes sample exam questions and suggested reference materials to assist in studying for the NAIT Certification Exam. Some reference materials are also noted as follows: Production, Planning, and Control: Minty, G. (1998). Production planning and controlling: A problem-based approach. Tinley Park, IL: The Goodheart-Willcox Company, Inc.; Quality Control: Besterfield, D. H. (2001). Quality control (6th ed.). Upper Saddle River, NJ: Prentice-Hall, Inc.; Safety: Goetsch, D. L. (2002). Occupational safety and health for technologists, engineers, and managers (4th ed.). Upper Saddle River, NJ: Pearson Education, Inc.; Management/Supervision: Hitt, W. D. (1988). The leader-manager: Guidelines for action. Columbus, OH: Battelle Press. The management/supervision section is a cross-between industrial management and organizational behavior. You will need to know something about organizational behavior theory (Taylor, McGregor, Herzberg, Maslow, etc.), however, practical management and supervisory concepts are also incorporated in the questions. See the next FAQ for specific suggested topics for review.

18. Are there suggested topics to review in preparation for the NAIT Certification Examination?

Yes, besides the texts that we have recommended, here are suggested review topics within the four sections of the NAIT Certification Examination:

- a. *Production, Planning, and Control*: Inventory management; Industrial organization; structures; Production philosophies (JIT, MRP, KANBAN, Group Technology, etc.); Industrial waste; Preventative maintenance; Overhead vs. production costs; Laws regarding discrimination against employees; Plant layout and materials handling; Patents, copyrights, trademarks, etc.; Material data safety sheets; Environmental Protective Agency forms; In-house vs. outsourcing; Labor standards; Purchasing; Locating industrial sites; Product life cycles; Inspection techniques; Forecasting; Scientific management.
- b. *Quality Control*: Basic statistics; Upper and lower control limits; Various QC charting methods (R-chart, p-chart, u-chart, np chart, etc.); Sampling methods; Reliability; Variability; Attributes; Military Standards; Distributions; Quality indicators; Types of errors; Probability; QC curves.
- c. *Safety*: OSHA regulations and history; Workers compensation; Industrial hygiene; Ergonomics; Safety inspections; Accident prevention; Ventilation; Personal Protective Equipment; Respiratory protection; Fire protection; Citations; NIOSH.
- d. *Management/Supervision*: Communication methods; Classes of human needs; Informal vs. formal information; Work motivation techniques; Human nature; Time and motion study; Productivity performance; Time standards; Physiological measures; Charting work; Inventory control; MBO; Decision making processes; Unions; Job evaluation; History of work study. ?

19. What happens after I take the exam?

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Paper Exam: After you have taken the exam, the proctor will forward the exam to the NAIT office. The exam is sent to the Chair of the Board of Certification, who will score the exam and then forward it back to the NAIT office. This process can take approximately 60 days. NAIT contacts examinees who have passed the exam as long as they have provided a legible and working email address in their exam identifying information.

Online Exam: After taking the exam, you will immediately be informed if you passed. You can then link to the NAIT website for more information on certification, and to print the certification application.

20. Can I find out my exact score?

No. If you contact the NAIT Office, we will let you know if you passed or failed but we do not release your specific score. Your exam result is recorded by NAIT as either "pass" or "fail." We do not give out your raw scores to you or anyone else, with one exception. If your department uses the exam for program assessment purposes and you signed the confidentiality waiver at the time of taking the exam, we will release your individual score to the department. The department may only use students' scores obtained in such fashion for program assessment and may not release the exam scores to third parties.

21. How long does it take to get my exam results? How long does it take to get NAIT Certified?

We usually have exam results on paper exams within 60 days of exam materials being returned to the NAIT Office from the testing site. If you apply for certification and pay all appropriate fees after you have been informed that you have passed the NAIT Certification exam, you will usually receive notice of your certification from the NAIT office within two weeks to one month of your application being received. Most delays are due to incomplete applications, failure to pay required fees, or incorrect contact information.

22. How long do I have to wait to retake the exam if I do not pass?

Normally 1 month after finding out your results unless specified otherwise. If there is interest, NAIT offers the exam at the annual convention each fall, usually on Saturday morning. Otherwise, you must contact NAIT to arrange an exam location, proctor and date, or determine if you can sit for the examination during an exam session at a NAIT-affiliated college or university.

23. If I have to retake the exam, must I pay the \$20.00 fee again?

Yes, you must pay the examination fee for every exam session.