



National Institute for Metalworking Skills, Inc.

Credentialing Achievement Record

Metalforming Level I

National Institute for Metalworking Skills
3251 Old Lee Highway, Suite 205
Fairfax, VA 22030
<http://nims-skills.org>



METALFORMING CREDENTIALING PROGRAM

LEVEL I CREDENTIALING ACHIEVEMENT RECORD (CAR)

and

Official Prerequisites CHECKLIST (Skill Check)

Please print

NAME:	Reg. No.	Job Title:
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Site Name:	Site No.
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STATUS:	<i>Non-Completer</i> <input type="checkbox"/>	<i>Candidate has Successfully Completed all NIMS Performance Requirements in the Following Credentialing Area:</i>
	Reason:	Duty Cluster Name: Metalforming Skills Level I Date Completed:

Directions

This *Credentialing Achievement Record (CAR)* is the official training and performance document for the above named NIMS credentialing candidate. The CAR is used by the trainer/supervisor and candidate as a record (or logbook) of individual performance. The CAR is the *vehicle* that will allow eligible candidates to take the NIMS written credentialing examination(s). Supervisors, trainers, and candidates should take care of this record and be sure that it is accurate, kept up to date, filled out correctly, and properly stored. All information recorded in the CAR should be considered **CONFIDENTIAL**. The CAR is the property of the candidate and must be returned to the candidate when employment ends.

This CAR opens with a list of Critical Work Activities (or experience statements) that must be acknowledged and documented. Work Activity sign-offs must be co-initialed by the trainer/supervisor or manager and candidate then dated. When the candidate has successfully demonstrated abilities in each of the work activities and experiences to the satisfaction of the supervisor or trainer, he/she is eligible to take the written credentialing exam. The Affidavit of Successful Completion is filled and signed by the sponsor. It is co-signed by the trainer/ supervisor and the candidate and mailed to NIMS to request and schedule the written exam.



METALFORMING CREDENTIALING PROGRAM
LEVEL I CREDENTIALING ACHIEVEMENT RECORD (CAR)

Metalforming Skills Level I

Critical Work Activities & Experience	Date Completed	Supervisor 's or Trainer's Initials	Trainee's Initials
Metalforming Level I			
Candidate has successfully completed required safety training/courses as specified by the work facility or required by OSHA. Candidate has demonstrated working knowledge of applicable OSHA and ANSI regulations and guidelines.			
Candidate has completed required Hazardous Communication training courses. Candidate has demonstrated a working knowledge of applicable terminology and procedures required by Hazardous Communication regulations.			
Candidate has successfully met the attendance policy of the training facility during the program or the employer's policy over the last 3 consecutive months, whichever applies.			
Candidate has demonstrated an acceptable level of housekeeping at assigned workstations during training or on the job.			
Candidate has demonstrated working knowledge of basic measuring and inspection tools and has used appropriate devices to confirm a part's compliance to supplied specifications.			
Candidate has demonstrated working knowledge of basic quality control as applied to formed parts and basic SPC recording techniques.			
Candidate has demonstrated the ability to read basic part prints and/or technical drawings (blueprints) and understand basic dimensioning tolerances.			
Candidate has demonstrated the ability to recognize, name and describe the primary function of common pieces of metalforming equipment.			

Continued on next page




Critical Work Activities & Experience	Date Completed	Supervisor's or Trainer's Initials	Trainee's Initials
Metalforming Level I (continued)			
Candidate can identify warning signals from malfunctioning metalforming equipment and demonstrates the appropriate response.			
Candidate can identify a router or job-process sheet, and can locate part number, drawing number and other relevant information on it.			
Candidate has participated in tours and/or shadowing experiences in two separate metalforming plants during a training program, or has completed the employer's probationary period.			
Candidate can recognize appropriate codes of conduct in the workplace and has exhibited honesty, integrity, and responsibility in communication, training and work.			
Candidate has worked cooperatively with others in training and has contributed to work efforts with ideas, suggestions, and feedback to improve the process, resolve a problem or improvise a new method.			
Given specific instructions and written documentation, the candidate has demonstrated the ability to locate, read, and use information necessary to complete assignments.			

Affidavit of Successful Completion on next page

Affidavit of Successful Completion

NIMS Metalforming Skills Level I Credentialing Program

🔒 Credentialing Achievement Record 🔒

 Please print

Candidate Name	Reg. No.	Date Completed
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The credentialing candidate named above has completed all necessary CAR requirements for NIMS Level I OJT recognition.

Site Name and Address:	Site No.
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Indicate in the number of Skill Checks completed and dates of successful performance for each Skill Check

Duty Cluster Name <i>Metalforming Skills Level I</i>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 65%; border: none;">Successful Completion of Critical Work Activities and Experiences statements have been completed, dated, and co-initialed.</td> <td style="width: 15%; border: none; text-align: center;">Yes <input type="checkbox"/></td> <td style="width: 20%; border: none; text-align: center;">No <input type="checkbox"/></td> </tr> </table>	Successful Completion of Critical Work Activities and Experiences statements have been completed, dated, and co-initialed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Successful Completion of Critical Work Activities and Experiences statements have been completed, dated, and co-initialed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Sponsor *Signature*

Date

Trainer/Supervisor *Signature*

Date

Candidate *Signature*

Date

Make a copy of the completed *Affidavit of Successful Completion* for your records and send the original to:



The National Institute for Metalworking Skills
10565 Fairfax Boulevard, Suite 203
Fairfax, Virginia, 22030
<http://nims-skills.org>



COMMENTS:
