



# STEEL CENTER

for CAREER & TECHNICAL EDUCATION

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JEFFERSON HILLS, PA 15025  
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[www.steelcentertech.com](http://www.steelcentertech.com)

## Letter to Parents/Guardians

**Purpose:** To provide information to parents/guardians about upcoming NOCTI exam.

February 3, 2025

Dear Parent/Guardian of Steel Center senior concentrator:

We are writing to inform you of the end-of-program NOCTI exam and the administration process to ensure your support for your child as they prepare for the exam. Career and Technical Education utilizes the **National Occupational Competency Testing Institute (NOCTI)** Exam to determine a student's job readiness in their field of study. The NOCTI assessment is a national measure of their entry-level skills. It is developed by experts working in fields related to business and industry. Students who have been enrolled in and who have passed two years of a career and technical education program are eligible to take the NOCTI Exam. Students must take both the written and performance portions of the NOCTI Exam to be considered a completer in their program of study.

The NOCTI exams will take place on the following dates:

- **WRITTEN ASSESSMENT: Monday, March 17, 2025 - Wednesday, March 26, 2025**
- **NOCTI Performance Assessment: Friday, March 28, 2025**
- **Electrical Construction and Health Assistant students will complete their performance exam on March 13, 2025. Building Trades AM students will take their test on March 27, 2025.**

NOCTI provides a variety of resources for schools, students, and parents. We encourage you to visit the "Parents and Students" section of NOCTI's website [www.nocti.org](http://www.nocti.org) where you will find resources such as assessment blueprints, a Parent's Guide for Interpreting Score Reports, and info about pupils requiring accommodations. Your child will be provided with their score report once testing has been completed and reports become available from NOCTI.

Students' work will be evaluated by members from each program's occupational advisory committee. Students who score at the Advanced level will receive a Pennsylvania Skills Certificate and may earn post-secondary credits through the Pennsylvania SOAR Program.

More information →

Please note:

- For your child to benefit from the state's SOAR program, which may allow them to earn credits toward post-secondary technical schools, colleges, and universities, your child must take and pass the NOCTI in addition to earning a minimum 2.75 grade point average for their CTE program.
- For your child to be considered a CTE program completer, per the Pennsylvania Department of Education, they must take the end of program assessment/NOCTI exam and pass two CTE courses (a course is defined as a school year).

Friday March 28, 2025 – NOCTI Performance Testing

- Steel Center is only open for Senior Concentrator testing on Friday, March, 28<sup>th</sup>.
  - Students are expected to be here by 8 a.m.
  - In the next few weeks students will complete a google form to indicate transportation needs. Students can be dropped off and picked up. Students can drive or be a passenger with another student with a parent permission form.
  - Students will be provided a boxed lunch and permitted to leave the building following the completion of the exam.
  - NOCTI performance exams can range from 4 – 6 hours long.

We are confident that your child will excel on this assessment. If you have any questions concerning NOCTI exams, please contact our School Counselors/School Assessment Coordinators Mr. Shannon Hinkle at 412.469.3200 Ext. 2517 or Ms. Laura Montecalvo at 412-469-3200 x2518.

Sincerely,

Scott Kane  
Assistant Director: Principal  
412-469-3200 ext. 2564

Concentrator: A CTE concentrator is a any student who has taken and passed two state-defined CTE courses.

Completer: Any student who has taken and passed two state defined CTE courses, has completed a PDE approved occupational end of program assessment (NOCTI), and who has attained a high school diploma or equivalent.

# Important information for students with an Individualized Education Plan or 504 Plan.

Steel Center is dedicated to supporting the needs of all students. Students who have an IEP or 504 plan will receive accommodations as they do when taking any standardized test.

Below are the NOCTI Accommodations:

- **Multiple Sessions** - Online and paper/pencil credentialing assessments can be administered in up to three sessions for most test titles. While students have up to three sessions, students are not required to take three sessions. They can complete two sessions in one day if they choose to.
- **Printed Booklets** - In some cases, paper/pencil administration is necessary to satisfy IEP requirements. NOCTI offers paper/pencil testing for many of its credentials.
- **Readers** - A reader may be assigned to read both online and paper/pencil credentialing assessments for participants who have been identified as needing this accommodation.
- **Text-To-Speech** - Text-to-speech is available through QuadNet™, NOCTI's online testing system. Participants hear the question and answer choices read aloud and can view them in a larger font.
- **Time Extensions** - QuadNet™ has the ability to incorporate extended time requests for online administration. Sites may also allow extended time for paper/pencil administration.
- **Visual Assistance** - Online test participants can enlarge a graphic or diagram for easier viewing. Large print versions of our paper/pencil credentialing assessment booklets are available when requested in advance.
- **Small group testing** – Students will have the ability to test in an alternate setting upon request.
- More information can be found at <https://www.nocti.org/credentials/accessibility/>

If you have additional questions, please contact your student's special education facilitator:

Angela Eberhart, 412-469-3200 x2543, [aeberhart@steelcentertech.com](mailto:aeberhart@steelcentertech.com)

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Fiona Sutton, 412-469-3200 x2554, [fsutton@steelcentertech.com](mailto:fsutton@steelcentertech.com)

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