

Preparation Strategies

The COMT Performance Test confirmation letter contains a procedural checklist. The checklist details the steps necessary to perform each task. The following steps may assist in preparing for the Performance Test:

- 1 **Review the tutorial** carefully for critical information on the mechanics of the computer-simulated Performance Test. The tutorial allows you the opportunity to manipulate some of the dials and controls on the simulated equipment. While the tutorial is not intended to teach how to perform the tasks, it will assist you in becoming familiar with how to maneuver through the exam and record results.
- 2 **Practice.** Become proficient at performing the skills tested and using the equipment upon which these skills are performed.
- 3 **Understand the theory** behind the task in order to build your confidence and help you make on-the-spot decisions during the evaluation.
- 4 **Review the procedural checklist** for a detailed list of steps and the preferred order in which to perform them.
- 5 **Use CDs, DVDs or videos** to learn more about the skills. Take notes and study them in preparation.
- 6 **Ask your employer** for opportunities to practice the skills on actual equipment in your work setting.
- 7 **Before the Performance Test**, find the test center and locate parking areas. Knowing where to go will reduce your stress on test day.
- 8 **Get plenty of rest** the night before the exam. Late-night cramming only tires you out.
- 9 **Focus on doing your personal best;** your score is not affected by anyone else's.

Retaking the Performance Test

There are three possible outcomes to the initial Performance Test:

- 1 You successfully complete all performance areas. In this case, you are awarded the COMT credential, and no re-testing is necessary.
- 2 You successfully complete some, but not all, of the performance areas. In this case, you have received a “conditional” pass. You will have the opportunity to re-test in the areas you did not successfully complete provided that you are within the 36-month time period from the date your initial multiple-choice application was approved.
- 3 You do not successfully complete any of the performance areas. In this case, you must reapply and repeat the entire Performance Test at a future session, provided that you are within the 36-month time period from the date your initial multiple-choice application was approved.

If the Performance Test is not successfully completed within the 36-month time period, the candidate must reapply to take the multiple-choice examination. To reapply for the multiple-choice examination, the candidate must meet and comply with all current prerequisite eligibility and application criteria and requirements.

Recertification Credits

Number of Credits Required per each 36-month Cycle:			
Credential	Total Number of Credits Required	Minimum Number of Group A Credits Required	Maximum Number of Group B Credits Permitted
COMT	36	18	18