

## Preparation Strategies

The COT Skill Evaluation confirmation letter contains a CD tutorial and a procedural checklist. The checklist details the steps necessary to perform each task. The following steps may assist you in preparing for the Skill Evaluation:

- 1 **Review the tutorial** carefully for critical information on the mechanics of the computer-based Skill Evaluation. 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 Skill Evaluation, **find the test center** 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 Skill Evaluation

There are three possible outcomes to the initial attempt of the Skill Evaluation:

- 1 *You successfully complete all seven-skill areas.* In this case, you are awarded the COT credential, and no re-testing is necessary.
- 2 *You successfully complete some, but not all, of the seven skill 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 24-month time period from the date your initial multiple-choice application was approved.
- 3 *You do not successfully complete any of the seven skill areas.* In this case, you must reapply and repeat the entire Skill Evaluation at a future session, provided that you are within the 24-month time period from the date your initial multiple-choice application was approved.

All candidates (initial or conditioned) are given 120 minutes (2 hours) to complete the Skill Evaluation and must wait a minimum of six weeks before retesting. If a re-test is not successful, you will be expected to repeat only the areas in which you were not successful. A candidate may retest up to five times as long as you remain within the 24-month time period stated above. If you do not pass within the 24-month time period, or after six attempts, a new COT multiple-choice exam application needs to be submitted with eligibility, supporting documentation, and required fees.

## 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
COT	27	18	9