



# Ready-To-Work Exam

Online Testing Instructions



# Ready to Work Exam – Exam Overview

- The entry level Ready-to-Work exam is designed for technicians who are just entering the HVAC field with little to no formal education or training.
- The exam includes a study guide which focuses on the fundamental job knowledge and skills a technician needs to know to enter the HVAC workforce, such as component identification, tool identification, basic heat transfer, general safety, and electrical safety.
- Unlike the other NATE exams, the Ready to Work exam bestows a certificate, instead of a certification.
- This exam can be taken online without a proctor at the technician's convenience.



# Ready to Work Exam – Online Testing Instructions

- To take the exam you would need to create a myNATE login by going to [www.myNATE.org](http://www.myNATE.org) and clicking on the “First Time User?” tab.
- You can then skip the activation information, and proceed to the registration form below, completing all required fields.
- Once completed, you can verify your email address and access your myNATE account.
- You can then proceed to the “RTW” tab to register for the exam.



First Time User?

Returning User?

If you have taken a test through Castle Worldwide and this is your first visit to the Connect site, please use your activation code to associate your new user account with your testing information.

Use your previously provided **activation code** to request an account.

Activation Type

-- select activation type --

Activation Code

Code

Activate

Create Username

Newusername

Email Address

newuser@natex.org

Password

.....

Confirm Password

.....

Prefix

Prefix

First Name

Demo

Middle Initial

Middle Initial

Last Name

User

Suffix

Suffix

Date of Birth

1/1/1970

Gender

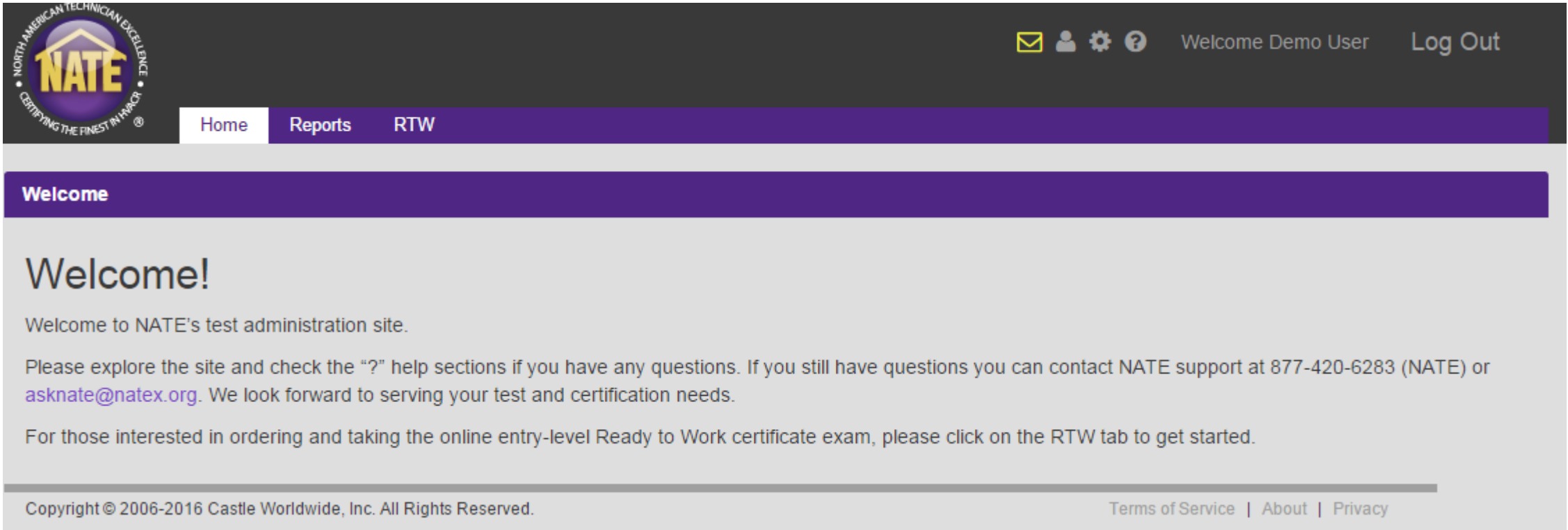
Male

Preferred Time Zone

Eastern Standard Time '(-05:00:00 )

Register

# Ready to Work Exam – Online Testing Instructions

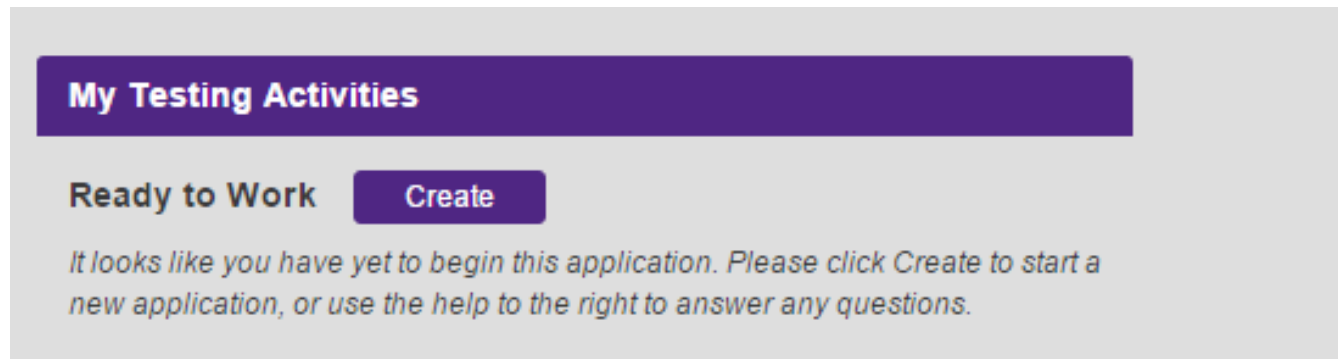


The screenshot shows the NATE test administration site interface. At the top left is the NATE logo. To the right of the logo are navigation icons for email, user profile, settings, and help, followed by the text 'Welcome Demo User' and a 'Log Out' link. Below this is a purple navigation bar with 'Home', 'Reports', and 'RTW' tabs. The main content area has a purple header with the word 'Welcome'. Below this, the text reads: 'Welcome!', 'Welcome to NATE's test administration site.', 'Please explore the site and check the "?" help sections if you have any questions. If you still have questions you can contact NATE support at 877-420-6283 (NATE) or [asknate@natex.org](mailto:asknate@natex.org). We look forward to serving your test and certification needs.', and 'For those interested in ordering and taking the online entry-level Ready to Work certificate exam, please click on the RTW tab to get started.' At the bottom, there is a footer with 'Copyright © 2006-2016 Castle Worldwide, Inc. All Rights Reserved.' on the left and 'Terms of Service | About | Privacy' on the right.



# Ready to Work Exam – Online Testing Instructions

- Once at the RTW tab, you can register for the ready to work tab by clicking the “Create” button under the “My Testing Activities” header:



# Ready to Work Exam – Online Testing Instructions

- After clicking create the registration window will open.
- You need to complete all required fields.

Demographics Attestation Verify

Please verify that your personal information displayed below is correct.

|                |                      |                |                      |
|----------------|----------------------|----------------|----------------------|
| Name:          | Ready5 Work5         |                |                      |
| Former Name:   | <input type="text"/> | Date of Birth: | Jan 02, 1934         |
| Home Phone:    | <input type="text"/> | Work Phone:    | <input type="text"/> |
| Address 1:     | <input type="text"/> | Address 2:     | <input type="text"/> |
| Country:       | United States        | State:         | -- Select State --   |
| City:          | <input type="text"/> | Postal Code:   | <input type="text"/> |
| Email Address: | rtw5@na.com          |                |                      |

Next ▶

Save To Payment Discard Close



# Ready to Work Exam – Online Testing Instructions

- The next page will bring you to the testing attestation. You need to agree to this attestation and then click next.

Demographics Attestation Verify

I understand that, in order to process my application, Castle Worldwide may verify information. I agree to cooperate in such a review and will allow others to provide information regarding my abilities and experience. I hereby solemnly declare and affirm, under penalties of perjury that the facts and matters contained in the following foregoing application are true and correct.

I agree with the above statement.

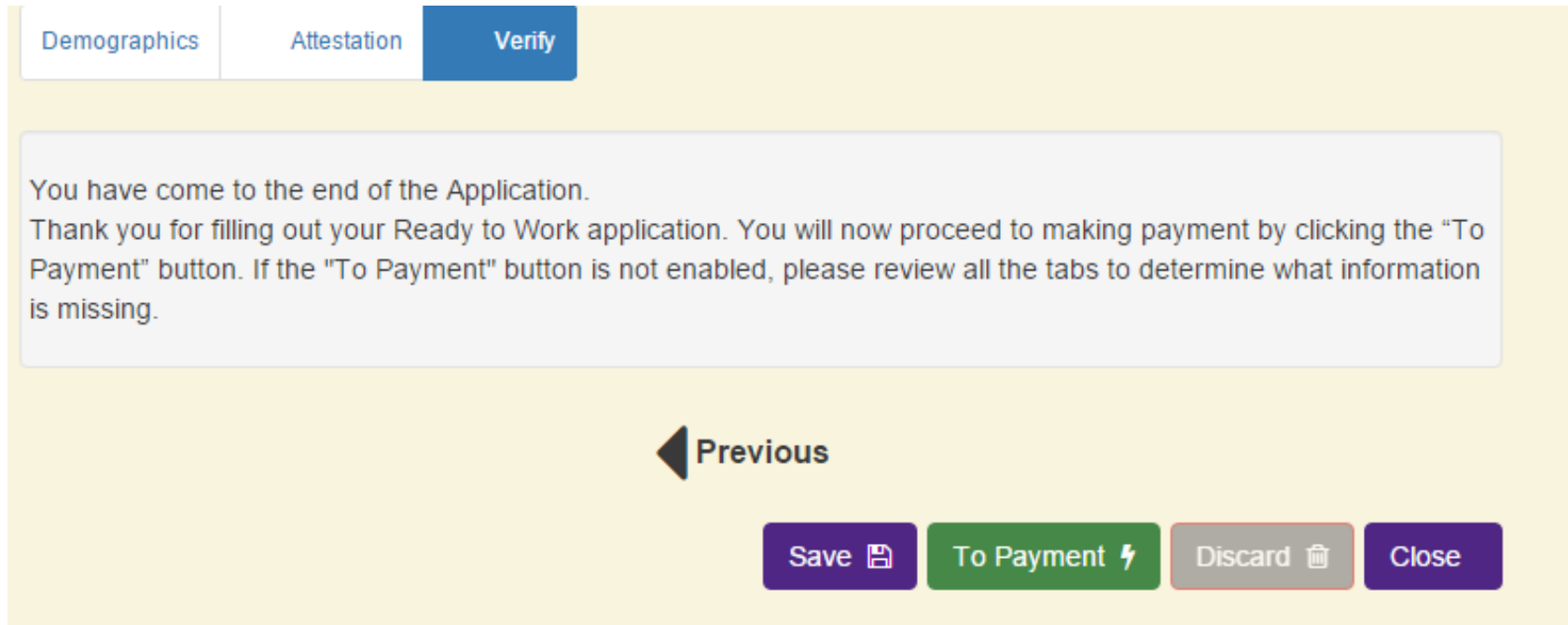
◀ Previous Next ▶

Save To Payment Discard Close



# Ready to Work Exam – Online Testing Instructions




- The next screen is the verification screen. From here you can go back and edit any of the information you have entered. To continue, click the “To Payment” button.



Demographics Attestation **Verify**

You have come to the end of the Application.  
Thank you for filling out your Ready to Work application. You will now proceed to making payment by clicking the “To Payment” button. If the “To Payment” button is not enabled, please review all the tabs to determine what information is missing.

◀ Previous

Save  To Payment  Discard  Close



# Ready to Work Exam – Online Testing Instructions

- After you click the “To Payment” button. It will bring you to the payment screen. To continue, click the “Pay by Credit Card” button.

Ready to Work (Step Payment) ✕

[To Application ⚡](#) [Close](#)

Please fill out the payment information.

Payment for the following items is required in order to proceed:

| Item          | Quantity | Unit Price | Price   |
|---------------|----------|------------|---------|
| Ready to Work | 1        | \$50.00    | \$50.00 |
| Total:        |          |            | \$50.00 |

[Pay by credit card](#)



# Ready to Work Exam – Online Testing Instructions

- Enter your credit card information and then click next.

Please fill out the payment information.

1 Payment 2 Verification 3 Confirmation

Please enter the credit card and billing information below and click Next.

**Credit Card Information**

First Name  Last Name

Credit Card Number

Exp. Month  Exp. Year  CVW Code

**Billing Information**

Street Address

Street Address Continued

City  State  Zip Code

[← Back](#) [Next →](#)

# Ready to Work Exam – Online Testing Instructions

- The next screen you will see is the credit card verification screen. Please review your information and click submit to complete the payment.

Please fill out the payment information.

1 Payment 2 Verification 3 Confirmation

Please verify the information displayed below is correct. By clicking Submit, you are confirming it is correct, and payment will be attempted. If the information is incorrect, you may click Back to make any necessary changes.

**Credit Card Information**

|                     |                     |
|---------------------|---------------------|
| Name:               | Test Test           |
| Credit Card Number: | XXXX-XXXX-XXXX-0000 |
| Expiration:         | January 2015        |

**Billing Information**

|                 |   |
|-----------------|---|
| Street Address: | 2111 Wilson Blvd.<br>Arlington, VA, 22201 |
|-----------------|---|

[← Back](#) [Submit →](#)



# Ready to Work Exam – Online Testing Instructions

- The next screen you will see is the payment confirmation screen. From here you can print a copy of the receipt or email the receipt to yourself or your employer.

Please fill out the payment information.

1 Payment 2 Verification 3 Confirmation

Your payment was successfully processed. Your confirmation number is listed below:

Payment Confirmation Number: YV2FJW

Thank you for completing payment for the **Ready to Work** examination and training packet.

Please click the **Continue button** below to access the link to the examination and to the training documentation.

Email Address



# Ready to Work Exam – Online Testing Instructions

- After you click continue you will see additional information about the exam.
- You can click the “Download Training Document” link to download the Study Guide.
- You can also begin the exam from this screen by clicking “Begin Testing”
- You can always come back to this screen by logging into myNATE and going to the testing activity window under the RTW tab.
- The exam is available for one year after purchase.



# Ready to Work Exam – Online Testing Instructions

You have completed the Ready to Work Application and are now ready to begin. Below is a link to the training packet and a link to start your examination. If you are not ready for the examination now, you will be able to access the exam in the My Testing Activities area of My NATE.

## **Ready to Work Training**

You now have access to download and view a copy of the Ready to Work Training. You may use the link below or access the document from the Ready to Work Documents on the RTW tab in My NATE.

[Download Training Document](#)

## **Ready-to-Work Certificate**

Examination Expires: December 18th 2016

[\*\*Begin Testing\*\*](#)



# Ready to Work Exam – Online Testing Instructions

- After you click begin exam, you will be taken to the online testing platform. There are different tools you can use to track your testing progress and navigate the exam:
  - First Question, Previous Questions, Next Question, Last Question, Go To: These are the navigational tools. The technician will not have a back button or forward button to use on the browser.
  - <-Flag, Flag, Flag ->: These buttons allow the candidate to mark questions for later review. The middle flag button allows the technician to flag and unflag the question. The other two will take the technician to the previous or next flagged question
  - Unanswered, Answered, Flagged: Counters that the technician use to keep track of their progress on the exam.





# Ready to Work Exam – Online Testing Instructions

- When you are finished with the exam, you can hit the submit button to submit your exam.
- This will bring you to a page that will allow you to review the exam.
- This page will show any questions left unanswered or any questions still flagged. If you have time remaining you can go back and review these questions.
- Once you are truly finished, type in “I understand” in the box at the bottom of the screen then click the “Yes, End the Exam Now” button.

# Ready to Work Exam – Online Testing Instructions

English ▼

Do you want to end your exam now?

- You still have time remaining.

No, Return to the Exam



- If you end your exam now, **you cannot return to the exam.**

If you are ready to end the multiple-choice exam now, type the words 'I understand' in the box below.

I understand

Yes, End the Exam Now



# Ready to Work Exam – Online Testing Instructions

- The exam will then be scored. The next page you will see if the score report. The score report will show you how you performed in each section of the exam:

Name: **Ready5 Work5**  
Test Name: **Ready to Work Certificate**  
Test Date: **12/18/2015**

Congratulations! You have passed the NATE exam shown above on the date indicated. NATE program information is available at [www.natex.org](http://www.natex.org).

To track your certification status or update your contact information anytime at the MyNATE site at [www.myNATE.org](http://www.myNATE.org). If you have never used the myNATE site before, you must create a myNATE log in.

To do this, please visit [www.myNATE.org](http://www.myNATE.org). Click on the "First Time User" tab; select either paper-based or computer based (online) exam as your activation type; and enter your Activation Code from your exam session, and your last name. Then click "Activate."

At this point any information NATE already has on file will auto-fill in the fields below. Please fill in any remaining blank fields (which will include User Name and Password). Once complete, click "Register." A verification email will be sent to you. Once you verify your email address by clicking on the link in the email you receive, you will be able to use your User Name and Password to log into myNATE.

**Please ensure your contact information, including mailing address and email address, is correct on your myNATE profile. This information is critical for NATE to be able to send you your certificate and keep in touch with you about future testing opportunities.**

If you already have a myNATE login, you can update your contact information by clicking the profile button at the top of your myNATE page. You must provide a current mailing address so that we can send you your certification packet which includes one NATE patch and chevron. You can purchase more online at [www.store.natex.org](http://www.store.natex.org).

#### Results by Domain:

Your scores are based on small subsets of test questions (content domains) and should be considered rough estimates of your knowledge within each domain.

| Domain              | Percent Correct |
|---------------------|-----------------|
| Components          | 91%             |
| Tools               | 100%            |
| Measurements/Units  | 100%            |
| Electrical Safety   | 100%            |
| Basic Heat Transfer | 100%            |
| General Safety      | 88%             |

\* Percent Correct is the number of items answered correctly in a domain divided by the total number of scored items within that domain.

We will provide you with your certificate and wallet card digitally so you can print them for free as often as you like and proudly share your NATE certificate electronically with others via email and social media, such as Facebook, LinkedIn, Twitter and even on your company website. You must provide us with a current email address, so that we can send you your e-certificate.



# Ready to Work Exam – Online Testing Instructions

- You can view your score report at anytime after testing by going to your myNATE profile. It will be located under the “My Scores” heading on your home page.

A screenshot of the "My Scores" section in a user's myNATE profile. The section has a purple header with the text "My Scores". Below the header is a link that says "View historical exams". The main content area shows a score report for a "12/18/2015: Ready to Work Certificate". To the right of this text is a purple button labeled "View Score Report". Below the certificate information, there is a rounded rectangular box containing the following details: "Organization: North American Technician Excellence (NATE)", "Venue: ,", and "Status: Scored - Passed".



# Ready to Work Exam – Online Testing Instructions

- If you did not pass the exam, you can retake it at a reduced cost. To re-take, go to your RTW tab, and go to the “My Testing Activities” window.
- From there, click the “Retake” button and repeat the instructions above to retake the exam.