



IMPACT PLUS
Navigator Program
Guide

NACE INTERNATIONAL INSTITUTE

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Table of Contents

Program Requirements	3
1.0 Application	4
Application Fees	5
Review and Verification of Application.....	5
2.0 Pre-Assessment Video / Interview.....	5
3.0 Training Course	6
4.0 Examination	6
Exam Fees	6
Exam Policies.....	7
Exam Reviews	7
Exam Retake Policies.....	7
Rescheduling an Exam.....	7
Managing the Candidate’s Request for Special Accommodations Due to Disabilities	8
IMPACT PLUS Navigator Requirements	8

IMPACT PLUS Navigator Program

Program Requirements

The Navigator program is available to any candidate who meets the necessary requirements.

The requirements include the following:

- Demonstrate the ability to facilitate and consult with customers at a professional level, as determined by the Navigator review board.
- Demonstrate executive level presentation skills, as evaluated by the Navigator review board.
- **Education:** A Navigator must have a minimum of a BA/BS degree.
- **Work Experience:** A Navigator should have a minimum of 5 years of business to business sales experience with large, international, matrixed organizations and a proven track record of successfully building relationships to develop business. Industry experience required in at least one of the following:
 - Utilities:
 - Power
 - Water/Waste Water
 - Energy:
 - Oil & Gas
 - Coal
 - Nuclear
 - Transportation:
 - Rail
 - Marine
 - Infrastructure:
 - Bridges
 - Highways

- Successful completion of the Navigator training course and role / playing scenarios
- Successful completion/passing score of the Navigator examination.

The requirements above must be completed within two (2) years of start date. Start date is defined as the first day in which the first requirement is met.

In addition to meeting the above requirements, Navigators must be exclusively employed or under contract with an authorized IMPACT PLUS Licensee.

1.0 Application

1.1 In order to complete the application process, all candidates are required to complete a profile and an application, which can be found online at www.naceimpactplus.net. Candidates are not required to be members of NACE International or the NACE International Institute.

1.1.1 Candidates will be asked to agree to terms and conditions at the time of creating a profile.

1.1.2 Maintaining an updated profile is the responsibility of the candidate to ensure all information is current, including physical and mailing address, phone numbers, and email address. This will help NII efficiently track and process the Navigator documentation, and recertification. The NII is not responsible for any lack of communication resulting from an out of date profile or missed communication.

1.1.3 A Navigator application consists of several parts:

- Application
 - Work Experience and CV/Resume
 - Video (Details on the following page)
- Attestation, Code of Ethics, and Affidavit
- Non- Refundable Application Fee

1.1.4 Candidates will receive an email receipt acknowledging the date of their application submission. Staff will review application for completeness within fourteen (14) business days.

- 1.1.4.1 If any portion of the application is incomplete, the application will be returned to the customer for completion.

Application Fees

- 1.2 All Navigator applications are \$250 USD and are payable through either check, wire transfer, or credit card. The payment form is included with the application.
- 1.3 All application fees are payable at the time of submitting the application.
- 1.4 Applications will not be processed until full payment is received.
- 1.5 Application fees are non – refundable.

Review and Verification of Application

- 1.6 Once staff has reviewed the application for completeness, the application will be sent to the review board. The review board is responsible for reviewing the application to ensure the candidate has met the requirements as listed above.

2.0 Pre-Assessment Video / Interview

- 2.1 All candidates are required to submit a video presentation as part of the application process.
 - 2.1.1 The video presentation topic will be on NACE Ambassadorship. Explain NACE to someone who has no knowledge of NACE.
 - 2.1.2 The video must be between 3 – 5 (three to five) minutes in length.
 - 2.1.3 The review board will review each video submission, and each candidate will be scored on a scale of 1 - 4 on the following elements:
 - Preparedness
 - Attire
 - Speaks Clearly
 - Posture and Eye Contact

- Presentation Skills
- Enthusiasm
- Comprehension / Subject Knowledge
- Voice / Volume
- Stayed on Topic

2.1.4 The video must be submitted via email to navigatorsupport@nace.org.

2.2 After the application and video have been submitted, an interview will be scheduled with each candidate.

2.2.1 The interview will be held via Skype. (A computer with a camera is required, as well as a Skype log-in ID.)

2.2.2 The interview will be scheduled through the IMPACT PLUS Portal Coordinator. S/He will contact the candidate to schedule.

3.0 Training Course

3.1 All candidates are required to attend and successfully complete the Navigator training course. This course includes role playing scenario based exercises. Every candidate will be required to participate and successfully complete this portion of the training exercise.

4.0 Examination

4.1 All candidates are required to successfully pass the exam.

4.1.1 If the candidate does not receive a passing grade, s/he has the option of retaking the exam. *See Retake Policy below.*

4.2 All NII examinations are the sole possession of NACE International Institute. Any copying or sharing of any portions of the exam(s), either in writing, orally, or electronically, without the express written consent of NACE International Institute is prohibited and may result in further action.

Exam Fees

4.3 All exam fees are \$250 and can be purchased at the same time as registering for the training course.

Exam Policies

- 4.4 With the exception of the pilot exam, the Navigator exam is a Computer Based exam (CBT) and is administered at a Pearson VUE testing center.
 - 4.4.1 All exam candidates must present a photo ID, and will not be allowed to enter the exam area without an ID. An official government ID is required. Pearson VUE determines whether sufficient ID has been presented.

The pilot exam will be given through Scantron and scores will be sent to the candidate within 7-10 business days following taking the exam, via email. It is the candidate's responsibility to ensure that NACE International Institute has the correct email address on file.

Exam Reviews

- 4.5 With the exception of the pilot exam, candidates taking a CBT multiple choice exam will be given a score report immediately upon completion of the exam. *(See Examination Guide on NII website for additional information related to the computer based testing.)*

Score reports are not available for the pilot Scantron exams.

Exam Retake Policies

- 4.6 The exam re-take fee is \$250.
- 4.7 There is no waiting period for the first retake.
- 4.8 A four month waiting period is required for the second retake.
- 4.9 The candidate has three attempts, including the initial exam, to successfully pass the exam.
 - 4.9.1 If not successful, the candidate must re-take the course and the full course fee is required.

Rescheduling an Exam

4.10 For Pearson VUE Computer Based Testing exams: The candidate must log into their profile at www.naceinstitute.org, or can call:

- Americas Region: 1-866-703-4223 Monday–Friday, 7:00 a.m.–7:00 p.m. CT
- Asia-Pacific Region: +852 3077 4923 Monday-Friday, 9:00 a.m.-6:00 p.m. AEST
- Europe-Middle East-Africa Region: +44 161 855 7455 Monday–Friday, 9:00 a.m.–6:00 p.m. CET

Managing the Candidate’s Request for Special Accommodations Due to Disabilities

4.11 Refer to the Special Accommodations Guide for additional information. The Guide can be found by visiting www.naceinstitute.org.

IMPACT PLUS Navigator Requirements

To maintain active status:

- The Navigator must complete at least two (2) audits in a two year period.
 - A renewal application must be submitted every two years.
- Bi-annual fee of \$300 USD.

The NII has the ability to require a delta exam to assess any new skills that are a result of changes to the core program, including the scope of the survey.

Please note: All other NII policies that are applicable to examinations apply to the Navigator program. (Disciplinary Policy, Appealing a Failed Exam Policy) These policies can be found on the NII website, www.naceinstitute.org.