

NGSP How-To: Before you start: If you have a NWAEE profile sheet, get it before starting. If you don't have one, ask a rate mentor to assist you while filling this out.

- On open: Identify that your testing cycle/bibs has been published:
- If your cycle is not up yet, the bibs aren't ready yet, check back in a few days.
- If you have general questions/fact checking data, check the references:

Drop down your personal selections, and typing in dates that you want off for that cycle.
Review dates are how many days in between topics, identifying a topic session is ending.

- Check the populated data, if it doesn't match your intended exam,
 - verify your bibs have posted for the next cycle, Action: check again in a few days
 - you may have mis-clicked, Action: Start over/hope it doesn't happen again

A.) New to NWAEE/No data

B.) New to NWAEE, but have data (# of ? per topic only, from a profile sheet)

C.) Not new to NWAEE/ Prior data (# of ?'s and Scores, from YOUR profile sheet)

Double click red boxes to apply an x when a book (Reference 1/2/3/etc) applies to a topic.
Red boxes are bad, it means either a book or a topic/subtopic hasn't been assigned a counterpart.

Examples: Damage Control reference = damage control related topics
3M reference = 3M related topics

Besides physically/digitally obtaining your references, this will be the longest part of NGSP.
This is where your rate mentor can help the most.

If you aren't familiar with the reference, refer to the index/table of contents of the reference itself or refer to your rate mentor.
If you aren't familiar with the topics/subtopics, refer to your rate mentor or a rate schoolhouse for more clarification.

When you are ready, and all green boxes, click Print Study Plan.
If you need to adjust, make a new plan or to see instructions, click Menu

Your study plan will populate, counting federal holidays, your personal input on days off, review days, 3 days for resting before the exam and the exam itself.

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Topic 1
Reference 1
Reference 2

- Last Step: Find your references and start studying. Ask your rate mentor for guidance.
- The goal, study 1 topic and 2 books applied to it. Do it, but do it however you see fit.
- Apply your own study routine/personal study habits and use it as a baseline.
- Keep in mind, direct questions to the proper agencies.

INQUIRIES CONCERNING
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