



Getting Started Guide

*AI-Powered Metrology Learning, Calibration Support, and
Certification Exam Preparation*

A step-by-step guide to choosing a plan, activating your license, and getting
the most out of MetTutor

MetTutor v3.0.1

mettutor.ai · mettutor.com

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1. Quick Reference

Key Links

Resource	URL	Purpose
MetTutor Learning Platform	mettutor.ai	Create an account, log in, and start learning
Plans and Pricing	mettutor.com/plans/	Compare plans, view pricing, and purchase a license
Features	mettutor.com/features/	Detailed, up-to-date feature descriptions
Help and FAQ	mettutor.com/help	Support, troubleshooting, and common questions
Organization and Enterprise	info@aimetrologist.com	Custom configurations, multi-team deployments

Quick Activation Checklist

Step	Where	What To Do
1	mettutor.com/plans/	Choose and purchase your plan
2	MetTutor.com order page	Copy your License Code
3	mettutor.ai	Create an account (if you don't have one)
4	mettutor.ai/account	Paste your License Code and click Apply License
5	mettutor.ai/tutor	Start learning

Remember the Essentials

- Every answer is grounded in the MetLibrary and carries a standard-and-clause citation — and can be rendered as an APA reference.
- Pick the Tutor Mode that matches your goal: Concept, Problems, Exam Prep, or Documents.
- Use voice input and Read Back for hands-free work. Use the Compose Format Toggle (Professional and above) to export any response directly to Word or Excel.
- Build a daily habit in the Practice section; let the CCT mock exam and readiness scoring guide your exam prep.
- Visit mettutor.com/features/ for the most current feature descriptions and mettutor.com/plans/ for current pricing.

2. Welcome to MetTutor

MetTutor is an AI-powered learning and reference platform built specifically for metrology professionals, calibration technicians, and anyone preparing for industry certification exams. It explains the concepts your work and coursework assume, walks you through

calculations step by step, prepares you for the Certified Calibration Technician (CCT) exam, and helps you navigate the standards the profession runs on.

Every answer MetTutor gives is retrieved from the MetLibrary, a curated, version-controlled knowledge base of metrology standards indexed into semantically retrievable chunks. The corpus is aligned with current international consensus and includes laboratory quality management standards, measurement uncertainty guidelines, the International Vocabulary of Metrology (VIM), calibration lab recommended practices, laboratory accreditation guidance, and guard banding and decision rule standards.

Why this matters: Because answers are retrieved from named standards, every response includes a citation showing the source standard and clause. That traceability is the difference between informed guidance and a guess — and it is available on every plan, including the free Explorer plan.

This guide walks you through everything you need to get started: how to choose a plan, purchase and activate your license, create your account, and use MetTutor’s learning tools effectively.

3. How MetTutor Works — Two Sites, One Platform

MetTutor is organized into two complementary websites, each with a distinct role:

Site	URL	What It Does
MetTutor.com	mettutor.com	Marketing, plan comparison, pricing, license purchase, and account management (billing, renewals, cancellations)
MetTutor.ai	mettutor.ai	The learning platform — AI tutor, practice tools, skills, document generation, and team management

Think of MetTutor.com as the storefront and MetTutor.ai as the classroom. You purchase your license on MetTutor.com, then activate it on MetTutor.ai where all the learning happens.

How the two sites connect: When you purchase a plan on MetTutor.com, you receive an API license code. You apply this code on MetTutor.ai to unlock your plan’s features. Your license is a self-contained, digitally signed token — no synchronization needed between the two systems.

4. The Five MetTutor Plans

MetTutor v3.0 offers five plans that scale from a curious first-time learner to an entire calibration lab or training institution. Each paid plan inherits everything in the plans below it and adds capability. For current pricing and billing options, visit mettutor.com/plans/.

Explorer — Free

Who it's for: Curious professionals, evaluators, and anyone exploring metrology for the first time.

What you get: Permanently free, no credit card required. Includes the grounded AI tutor with full MetLibrary citations; Concept Coach, Problem Solver, and Exam Prep modes; SI Unit Converter; significant figures and simplified TUR/TAR calculators; daily quiz (3 questions per day); voice input and read-aloud; light and dark themes; and all five basic export formats (TXT, CSV, Excel, Word, PDF).

Try it now: Go to mettutor.ai and create a free account. No purchase required, no time limit. Explorer is yours to keep.

Student

Who it's for: Learners, CCT candidates, and early-career technicians. No .edu email required — open to everyone.

What you get: Everything in Explorer, plus: unlimited daily quiz, 125-question CCT mock exam (timed and untimed), SM-2 spaced repetition, goal-paced review with exam date targeting, Body-of-Knowledge-aligned practice drills, mastery badges and achievements, and the Study Achievement Record (PDF). This is the CCT prep powerhouse.

Professional

Who it's for: Working calibration technicians, metrology engineers, and quality assurance professionals.

What you get: Everything in Student, plus: all advanced skills (GUM Uncertainty Budget, Type B Estimator, advanced TUR, Gage R&R with ANOVA, Calibration Procedure Validator, decision rules and guard banding, compliance checkers), Calibration Procedure Creator (generates draft calibration procedures from minimal inputs), Document Navigator mode, Compose Format Toggle (arm DOCX or XLSX before sending to receive a formatted document alongside every response), native document generation (Word, Excel, Markdown, JSON, PDF), saved conversations (50-cap), Context Panel workspace, artifact persistence (7-day), document upload (PDF/DOCX), and the full advanced standards corpus including calibration lab recommended practices, laboratory accreditation guidance, and guard banding and decision rule standards.

Team Manager

Who it's for: Lab managers, team leads, and training coordinators.

What you get: A management license that includes one Professional seat for the admin, plus: Team Dashboard, roster and seat management, member invite and removal, member progress oversight, spaced repetition engagement monitoring, quiz activity tracking, team reports (PDF), and training evidence aligned with laboratory quality standard competence

requirements. Member licenses are purchased separately — each team member gets their own Student or Professional license.

Organization

Who it's for: Enterprises, institutions, and multi-department deployments.

What you get: A management license that includes one Professional seat for the admin, plus everything in Team Manager. Adds: multi-team hierarchy with Groups, Team Manager assignment to Groups (with 27 industry-standard group designations covering calibration disciplines, functional departments, and education programs), Organization Chart report (branded PDF showing the full team hierarchy), aggregate cross-team reporting, and multi-admin support. Team Manager and member licenses are purchased separately.

For detailed plan pricing and billing options, visit mettutor.com/plans/. For the most current feature descriptions, visit mettutor.com/features/.

4.1 À La Carte Licensing

Team Manager and Organization are management licenses, not seat bundles. Each team member purchases (or is purchased) their own Student or Professional license independently. This gives you full flexibility to match licenses to roles.

For example, a university department with 90 students can assign Student licenses, while a calibration lab with 8 technicians can assign Professional licenses. The management license is the same in both cases — the member mix is what changes. This keeps costs aligned with what each team actually needs.

Distributable license codes: When you purchase multiple licenses in a single order (for example, a Team Manager license plus several Professional licenses for your team), each license receives its own activation code. You can distribute these codes to your team members, and each person activates their own code on their own MetTutor.ai account — no email matching required for multi-license orders. This makes it easy to procure and deploy licenses across your organization without coordinating accounts in advance.

See it in action: Visit mettutor.com/plans/ for example team configurations with pricing for calibration labs, university programs, pharmaceutical groups, and enterprise deployments.

4.2 Feature Comparison at a Glance

Capability	Explorer	Student	Prof.	Team Mgr	Org
Concept, Problems, and Exam Prep modes	✓	✓	✓	✓	✓
MetLibrary citations on every answer	✓	✓	✓	✓	✓
Voice input and read-aloud	✓	✓	✓	✓	✓
Basic export (TXT, CSV, Excel, Word, PDF)	✓	✓	✓	✓	✓
Free skills (SI converter, sig figs, TUR/TAR)	✓	✓	✓	✓	✓

Capability	Explorer	Student	Prof.	Team Mgr	Org
Unlimited daily quiz	—	✓	✓	✓	✓
125-question CCT mock exam	—	✓	✓	✓	✓
Spaced repetition and timed simulation	—	✓	✓	✓	✓
Mastery badges and achievements	—	✓	✓	✓	✓
Document Navigator mode	—	—	✓	✓	✓
Advanced skills (GUM, GR&R, validators)	—	—	✓	✓	✓
Calibration Procedure Creator	—	—	✓	✓	✓
Compose Format Toggle (DOCX/XLSX)	—	—	✓	✓	✓
Native document generation	—	—	✓	✓	✓
Saved conversations and Context Panel	—	—	✓	✓	✓
Advanced standards corpus	—	—	✓	✓	✓
Ad-free	—	✓	✓	✓	✓
Team management and reporting	—	—	—	✓	✓
Group management (industry designations)	—	—	—	—	✓
Organization Chart report	—	—	—	—	✓
Multi-team hierarchy	—	—	—	—	✓

For the complete, up-to-date feature matrix, visit mettutor.com/features/.

5. Getting Started — Three Paths

There are three ways to begin using MetTutor, depending on whether you want to try it free, purchase an individual license, or set up a team.

Path 1: Try It Free (Explorer)

The fastest way to experience MetTutor. No purchase required.

1. Go to mettutor.ai and click Create Account.
2. Enter your email address and create a password.
3. Confirm your email (check your inbox for a verification link).
4. Log in. You are now on the Explorer plan with full access to the core AI tutor, three daily quiz questions, free skills, and MetLibrary citations.
5. Choose a Tutor Mode at the top of the chat — Concept, Problems, or Exam Prep — and ask your first question.

Tip: Explorer is permanently free. Use it as long as you like to evaluate whether MetTutor fits your learning goals. When you're ready for more, upgrade anytime — your account and all progress carry forward.

Path 2: Purchase a License (Individual)

For users who want the full learning engine (Student) or professional tools (Professional).

1. Visit mettutor.com/plans/ and compare the five plans.
2. Select your plan and choose a billing cycle (options vary by plan).
3. Complete checkout. MetTutor.com processes your payment securely. On the order confirmation page, you will see your License Code with an Activate button and a Copy License Code button.
4. Activate your license using one of two methods (see Section 6 below).
5. Start learning. Once activated, your MetTutor.ai account reflects your licensed plan immediately.

Path 3: Set Up a Team (Team Manager or Organization)

For managers setting up MetTutor for a team of technicians, engineers, or students.

1. Purchase a Team Manager or Organization license on mettutor.com/plans/.
2. Activate your admin license on MetTutor.ai (see Section 6). Your admin account includes a full Professional seat.
3. Purchase member licenses separately — Student or Professional for each team member, depending on your team's needs. For multi-license orders, each license receives its own distributable code that you can share with your team members.
4. Invite team members by email from the Team Dashboard on MetTutor.ai. Each member activates their own license on their own account. For Organization plans, assign each Team Manager to a Group during the invite — choose from 27 industry-standard designations (such as DC/Low Frequency, Dimensional, Quality Assurance, or Course Section) or enter a custom name.
5. Monitor progress from the Team Dashboard with per-member activity, quiz tracking, and team reports.

6. Activating Your License

After purchasing a plan on MetTutor.com, you need to apply your license code to your MetTutor.ai account. There are two methods:

Method A: Activation Link (Existing Users)

If you already have a MetTutor.ai account:

1. Click “Activate My License” on your MetTutor.com order confirmation page or in your activation email.

2. MetTutor.ai validates your license, matches it to your account by email address, and applies your plan.
3. You are redirected to the login page. Log in with your existing credentials.
4. Your new plan is active immediately.

Method B: License Code Paste (New or Existing Users)

This is the primary method, especially for new users. It works for everyone.

1. Create a MetTutor.ai account at metttutor.ai if you don't have one (you'll start as Explorer).
2. Go to your MetTutor.com order page (My Account → Orders → your order).
3. Click "Copy License Code." This copies your license token to your clipboard.
4. On MetTutor.ai, go to your Account page and find the License Code field.
5. Paste your license code and click Apply License.
6. Your plan upgrades instantly. The page refreshes to show your new plan.

Important: For individual (single-license) purchases, the email address on your MetTutor.com purchase must match the email address on your MetTutor.ai account. If they don't match, the activation will not succeed.

Distributable Codes (Multi-License and Team Orders)

When you purchase multiple licenses in a single order — for example, a Team Manager license plus several Professional licenses — each license receives its own activation code marked as distributable. Distributable codes can be activated by any MetTutor.ai account, regardless of the purchaser's email address. This makes it easy to buy licenses for your team and distribute the codes without coordinating email addresses in advance.

Your MetTutor.com order page (My Account → Orders → your order) displays all license codes with individual Activate and Copy Code buttons. For multi-license orders, the My Account dashboard also provides a direct link to view and distribute your license codes.

7. Standard Features Available to All Plans

The following capabilities are included on every MetTutor plan — from the free Explorer through Organization. They form the common foundation of the platform. For the full feature list, visit metttutor.com/features/.

7.1 Grounded AI Tutor and MetLibrary

Every answer MetTutor gives is retrieved from the MetLibrary, a curated knowledge base of over 15,000 indexed chunks aligned with international metrology standards. Each response names the source standard and clause. That traceability is available on every plan.

7.2 Voice Input and Read Back

MetTutor is built for hands-free use on the lab floor:

- **Voice input** — tap the microphone icon and speak your question instead of typing.
- **Read Back** — have any response read aloud at your pace, message by message. Ideal for reviewing explanations during calibration.

7.3 Export Suite

Any MetTutor response can be exported to five formats, included free on every plan with no restrictions:

Format	File Type	Best Used For
Text	.txt	Quick plain-text capture for notes or email
CSV	.csv	Moving tabular data into any spreadsheet
Excel	.xlsx	Structured workbooks for calculations and data
Word	.docx	Formatted, shareable explanations and worked problems
PDF	.pdf	Fixed-layout records for printing or archiving

Exports vs. document generation: The five-format export suite captures the text of a single response. Native document generation (Professional and above) produces purpose-built, structured artifacts — a real .docx or .xlsx with rich formatting — saved to the My Documents library. The Compose Format Toggle (Professional and above) lets you arm a format before sending and receive a fully formatted document alongside every response. Markdown (.md) and JSON (.json) are exclusive to native generation.

7.4 Cited Sources in APA Format

For academic and quality-system work — coursework, lab reports, theses, training records — MetTutor can render source citations as fully formatted references in APA style (7th edition), ready to paste into a bibliography.

7.5 Accessibility

Light and dark themes are available on every plan, color-tuned for legibility of cited clause numbers and uncertainty values.

8. The Four Tutor Modes

Every interaction with MetTutor takes place in a focused mode. Switch modes from the top of the chat depending on your goal.

8.1 Concept Coach (Concept)

Purpose: Clear, patient explanations of metrology fundamentals — measurement traceability, uncertainty, SI units, quality management standards, and core calibration principles — pitched to your level and backed by citations.

Available on: All plans

8.2 Problem Solver (Problems)

Purpose: Numerical metrology problems worked through one step at a time — uncertainty budgets, TUR, unit conversions, and measurement uncertainty evaluations — so you learn the method, not just the answer.

Available on: All plans

8.3 Exam Prep (CCT)

Purpose: Prepare for the Certified Calibration Technician (CCT) exam with practice questions, Body-of-Knowledge-aligned drills, and a 125-question mock exam with detailed, cited explanations.

Available on: All plans (Explorer provides foundational prep; Student and above unlock the full mock exam, spaced repetition, and timed simulation)

8.4 Document Navigator (Documents)

Purpose: Ask questions about specific standards in the MetLibrary and get clause-level answers drawn directly from the source document.

Available on: Professional and above

9. The Practice Section

The Practice section turns MetTutor from a question-and-answer tool into a structured study routine. Consistent practice is how metrology knowledge sticks.

9.1 Dashboard

Your home base. It surfaces the Metrology Skills Matrix, your learning streak, and earned badges in one place. From here you launch the daily quiz, view the Concept of the Day, and (on paid plans) enter the CCT mock exam.

9.2 Daily Quiz and Badges

- **Daily Quiz** — curated questions grounded in MetLibrary content. Explorer includes 3 questions per day; Student and above unlock unlimited questions.
- **Streak tracking** — answer each day to build and maintain a streak.

- **Mastery badges** — recognition you accumulate for engagement and milestones (Student and above).

9.3 Concept of the Day

Each day, MetTutor surfaces a Concept of the Day drawn from the International Vocabulary of Metrology (VIM). A fast, low-effort way to expand your working vocabulary and keep core definitions fresh.

9.4 CCT Mock Exam (Student and Above)

The mock exam mirrors the structure of the actual CCT certification exam — 125 questions distributed across all seven Body of Knowledge domains. Every question cites its MetLibrary source.

- **Untimed mode** — work through questions at your own pace, studying the explanation behind each one.
- **Timed mode** — a live countdown clock matching real exam pacing to build the instinct that separates passing from failing.
- **After every session** — receive a readiness score, an estimated pass probability, and a domain-by-domain breakdown showing where to focus.

Suggested progression: 1. Build foundations with Concept Coach and the daily quiz. 2. Drill weak domains using BoK-aligned practice drills. 3. Take the mock exam untimed first. 4. Switch to timed mode to rehearse pacing. 5. Let spaced repetition keep it retained.

10. Skills, Calculators, and Generators

Skills are MetTutor's purpose-built calculators, validators, and generators — the analytical engine that handles numerical, standards-checking, and document-generation work beyond plain conversation.

10.1 Free Skills (All Plans)

Skill	What It Does
SI Unit Converter	SI base and derived unit conversions, prefixes, and dimensional analysis
Significant Figures Calculator	Correct sig-fig handling in calculations
TUR/TAR Calculator (Simplified)	Test Uncertainty / Accuracy Ratio against the 4:1 rule

10.2 Professional Skills (Professional and Above)

Skill	What It Does
TUR Calculator (Advanced)	Measurement assurance-aligned test uncertainty ratio

Skill	What It Does
Type B Uncertainty Estimator	Quick Type B contributor budget
GUM Uncertainty Budget	Combined and expanded uncertainty per measurement uncertainty guidelines
Welch-Satterthwaite Effective DOF	Effective degrees of freedom calculation
Gage R&R (ANOVA)	Measurement system analysis with ANOVA method
Decision Rules and Guard Banding	Conformity assessment, guard bands, and risk analysis
Calibration Procedure Validator	Checks a procedure for completeness against standards (12 rules)
Calibration Procedure Creator	Generates a complete 12-section draft calibration procedure from 7 minimal inputs
Compliance Checkers	Evaluates content against quality management standard clauses

10.3 How to Use a Skill

You invoke a skill by selecting it from the sidebar or by describing what you need — MetTutor recognizes the calculation or check and applies the appropriate skill, showing its work and the governing standard. Generator skills (like the Calibration Procedure Creator) present a guided form to collect the required inputs, then produce the full output grounded in MetLibrary content. On Professional and above, you can also upload documents (PDF/DOCX) for the validators and compliance checkers to evaluate. Use the Compose Format Toggle to arm DOCX or XLSX before sending and receive a formatted, downloadable document alongside the response.

11. Tools and Workspace (Professional and Above)

The Professional plan is where MetTutor becomes a working professional's daily toolkit. The Tools layer turns conversations into durable, organized, professional output.

11.1 Compose Format Toggle

Before sending any message, arm the format toggle to DOCX or XLSX. When the response completes, the finished content is automatically rendered into a branded, downloadable document and displayed as an artifact card below the response. This works with every skill and tutor mode — arm the format, send your question, and receive both the on-screen answer and a formatted document in one step. The toggle auto-resets after each send, so you decide per-message whether you want a document.

11.2 Native Document Generation

Beyond the basic export suite and the Compose Format Toggle, Professional and above can generate richly structured, purpose-built documents directly from a conversation:

Format	Output	Typical Use
Native Word	.docx	Uncertainty budgets, compliance memos, lab reports, procedure drafts
Native Excel	.xlsx	Structured workbooks — budget templates, calibration-interval analyses, MSA
Markdown	.md	Clean output for QMS documentation, wiki imports, technical writing
JSON (lossless)	.json	Structured output preserving every detail — archival, downstream tooling

11.3 My Documents Library

A persistent library where every artifact you generate is stored. Re-download, re-attach into a conversation, or export to another format. Generated artifacts remain available for 7 days after creation.

11.4 Context Panel

A workspace pane that surfaces live citations, related standards, and attached artifacts alongside your active conversation. The references you are working with stay one click away without leaving the chat.

11.5 Saved Conversations

Save up to 50 conversations to a dedicated sidebar so you can pick up where you left off. The Use as Context control attaches any generated artifact back into a conversation, letting you build on prior work.

11.6 Document Upload

Upload your own PDF and DOCX files so the validators and compliance checkers can evaluate actual procedures, certificates, and reports against the standards. The Calibration Procedure Creator also accepts an optional manufacturer datasheet as a reference document — it extracts instrument-specific technical details (accuracy specs, test points, safety ratings, stabilization requirements) and synthesizes them with the MetLibrary's compliance framework into a complete calibration procedure.

12. Team Management

Team Manager and Organization plans provide oversight and reporting tools on top of full Professional access for the admin.

12.1 Team Manager Features

- **Roster management** — invite team members by email, view and manage active seats.
- **Progress oversight** — see each member's engagement, quiz activity, and spaced repetition progress.
- **Team reports** — exportable PDF reports documenting training activity and assessment results, providing objective evidence for laboratory quality system competence requirements.

Important note about team reports: MetTutor reports document training and study activity within the platform. They provide objective evidence supporting training and technical-knowledge competence dimensions. The determination of competence — across all dimensions and against the laboratory's documented requirements — remains the responsibility of laboratory management.

12.2 Organization Features

Everything in Team Manager, plus a multi-team hierarchy with Groups. When an Organization admin invites a Team Manager, they assign the Team Manager to a Group — an industry-standard organizational designation chosen from 27 built-in options (covering calibration disciplines like DC/Low Frequency, Dimensional, Temperature & Humidity; functional departments like Quality Assurance, Engineering, Field Services; and education programs like Course Section, Lab Section, Department) or a custom name. Each Team Manager manages their own Group's members. The Organization admin views and manages all Groups from a single Organization Dashboard, with aggregate cross-team reporting and an Organization Chart report (a branded PDF showing the full hierarchy with names, roles, and plans).

12.3 What Team Members Receive

Feature access is determined by each member's own license, not by their team membership. A member with a Student license gets Student features; a member with a Professional license gets Professional features. The admin always receives a full Professional seat as part of their management license.

For team plan details and member license options, visit mettutor.com/plans/.

13. Important Notices and Disclaimers

Please read the following notices regarding the use of MetTutor and this guide.

Educational purpose. MetTutor is provided for educational and informational purposes only. It is a study, learning, and reference aid — not a substitute for accredited training, formal qualification, the official published text of any standard, or the professional judgment of a qualified metrologist, nor for your laboratory's documented procedures, quality system, or accreditation requirements.

Verify against primary sources. MetTutor uses artificial intelligence to generate responses. Although grounded in the MetLibrary and cited to source standards, AI-generated content may contain errors or omissions. Always verify guidance, calculations, citations, and APA references against the official, current published standards and your own documented procedures before relying on them for calibration, measurement, conformity, compliance, or accreditation decisions.

Specifications subject to change. Product specifications, features, plan contents and availability, and pricing are subject to change without notice. Descriptions in this guide reflect MetTutor v3.1 at the time of writing and may differ from the current product. Visit mettutor.com/features/ for the most current information.

Standards remain authoritative. The official published standards are the controlling authority. Obtain and follow the official, current editions from the issuing bodies; MetTutor does not reproduce or replace them.

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