

# Louisiana Believes

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**National Center for Construction  
Education and Research (NCCER) Webinar  
& Registry Update for CTE Supervisors  
August 2016**

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# Sponsor Representatives:

## B.J. Bertucci

- Ascension
- Assumption
- Avoyelles
- Baker
- Bogalusa
- Central
- East Baton Rouge
- East Carroll
- East Feliciana
- Franklin
- Iberville
- Jefferson
- Lafourche
- Livingston
- Madison
- Morehouse
- Orleans
- Ouachita
- Plaquemines
- Pointe Coupee
- Richland
- St. Bernard
- St. Charles
- St. Helena
- St. James
- St. John
- St. Tammany
- Tangipahoa
- Terrebonne
- Washington
- West Baton Rouge
- West Carroll
- West Feliciana
- Zachary

## Martha Moore

- Acadia
- Allen
- Beauregard
- Bienville
- Bossier
- Caddo
- Calcasieu
- Caldwell
- Cameron
- Catahoula
- Claiborne
- Concordia
- DeSoto
- Evangeline
- Grant
- Iberia
- Jackson
- Jefferson Davis
- Lafayette
- LaSalle
- Lincoln
- Natchitoches
- Rapides
- Red River
- Sabine
- St. Landry
- St. Martin
- St. Mary
- Tensas
- Union
- Vermillion
- Vernon
- Webster
- Winn

# NCCER Contacts at LDE

Louisiana Department of Education  
NCCER Sponsor Representatives:

**BJ Bertucci**

[Bryan.Bertucci@la.gov](mailto:Bryan.Bertucci@la.gov)

225-342-3187 (office)

225-200-3169 (cell)

**Martha Moore**

[Martha.Moore@la.gov](mailto:Martha.Moore@la.gov)

225-342-1720 (office)

225-229-3062 (cell)

Contact your Sponsor Representative for any information on NCCER  
Guidelines and certification.

# 2016-2017 NCCER LEA/Charter Letter of Assurances

- The LDE has crafted an assurance letter to assure adherence to NCCER's guidelines.
- CTE Supervisors or the administrator over NCCER for LEAs or charter organizations must complete (check boxes), sign, and email to LDE no later than 9/30/2016.
  - LDE will place all NCCER credentialing on hold until an assurance letter is received.
- [Assurance letter](#) is located under the Jump Start Credentials & Accountability section of the [Jump Start Policy and Implementation](#) page.
- Assurances include:
  - Documentation requirements for high school programs, instructors, and students
  - Assessment (test security) procedures
  - Credential reporting requirements

# NCCER Update to Automated National Registry (ANR)

# NCCER Update to Automated National Registry (ANR)

- Beginning August 1, 2016, NCCER switched to a new [Registry](#) system.
  - The old [Automated National Registry](#) is still accessible as a legacy system, meaning it does not include updated information.
- NCCER provides many [training supports](#) for the Registry.
  - This includes both videos and “how to” guides.
- LDE requests students register themselves in NCCER’s system via computer. For each student, schools must have a [Registration and Release Form](#) on file, signed by both student and parent.
- Currently, NCCER asks instructors to limit submissions of forms to no more than five individuals/trainees per form.
- Any Form 200 in the old ANR system, that was either declined by NCCER or LDE or was not processed by July 1, 2016, will require instructors to submit a new Registration of Training Modules in the new registry system.
- If instructors have questions regarding the status of a Form 200, please check in [ANR](#) and then email your NCCER Sponsor Representative with further questions.

# NCCER Requirements for Instructors

# NCCER Requirements for Instructors

- To credential students in NCCER curricula, the following is required:
  - Facility be recognized by sponsor (LDE) and NCCER as an Accredited Training and Education Facility (ATEF)
    - Facility must have passed site visit or reaccreditation audit
  - Instructor's Instructor Certification Training Program (ICTP) is current and sponsor has documentation of skill on file
  - Students are taught and assessed using current NCCER curricula
  - Registration of training module completion submitted electronically via the [Registry](#) and accepted by both sponsor and NCCER



Reference for above statements: NCCER's [Accredited Training Sponsor \(ATS\) Guidelines, 20<sup>th</sup> Edition 2016](#)

# NCCER Requirements for Instructors

Statements below are from NCCER's [Accredited Training Sponsor \(ATS\) Guidelines, 20<sup>th</sup> Edition 2016](#)

- “The Sponsor Representative must ensure the instructor has the proper qualifications for all craft areas they are certified to teach.”
- “Documentation of all qualifications must be readily available for audit purposes and to submit to NCCER upon request.”
- “Documentation of an instructor’s qualifications must be reviewed and approved by Sponsor Representative or other qualified personnel, and kept on file by using one of the following methods:
  - A diploma from an acceptable secondary or post-secondary institution in the field(s) to be taught/evaluated **OR**
  - A resume documenting **actual** experience in the curriculum title(s) or specific module(s) the individual intends to teach **OR**
  - Documented evidence of successful completion of the National Craft Assessment and Certification Program (NCACP) assessment in the appropriate field(s) **OR**
  - A license granted by a state in the field(s) to be taught/evaluated **OR**
  - Relevant certification by a State Department of Education”

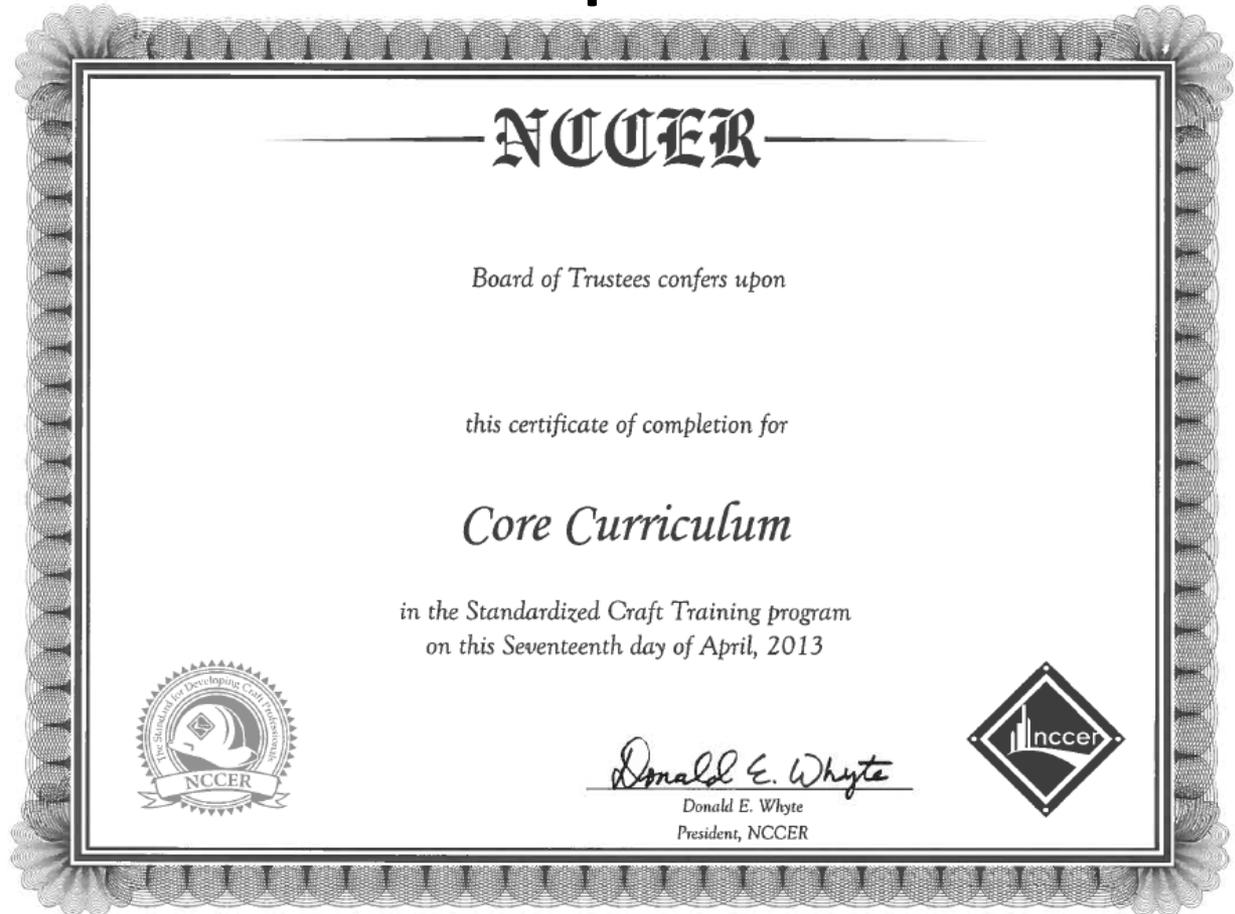
# NCCER Requirements for Instructors

- Using NCCER's requirements, LDE has attempted to gather required documentation of skill for all instructors.
- Skill can be documented in the following ways:
  - Resume showing **actual** work experience with references who can verify tasks the job entailed
  - NCCER Certificate of Completion in the area instructing
  - Other non-NCCER Industry Based Certification documenting skill/training in area to be taught

# NCCER Requirements for Instructors - Documentation

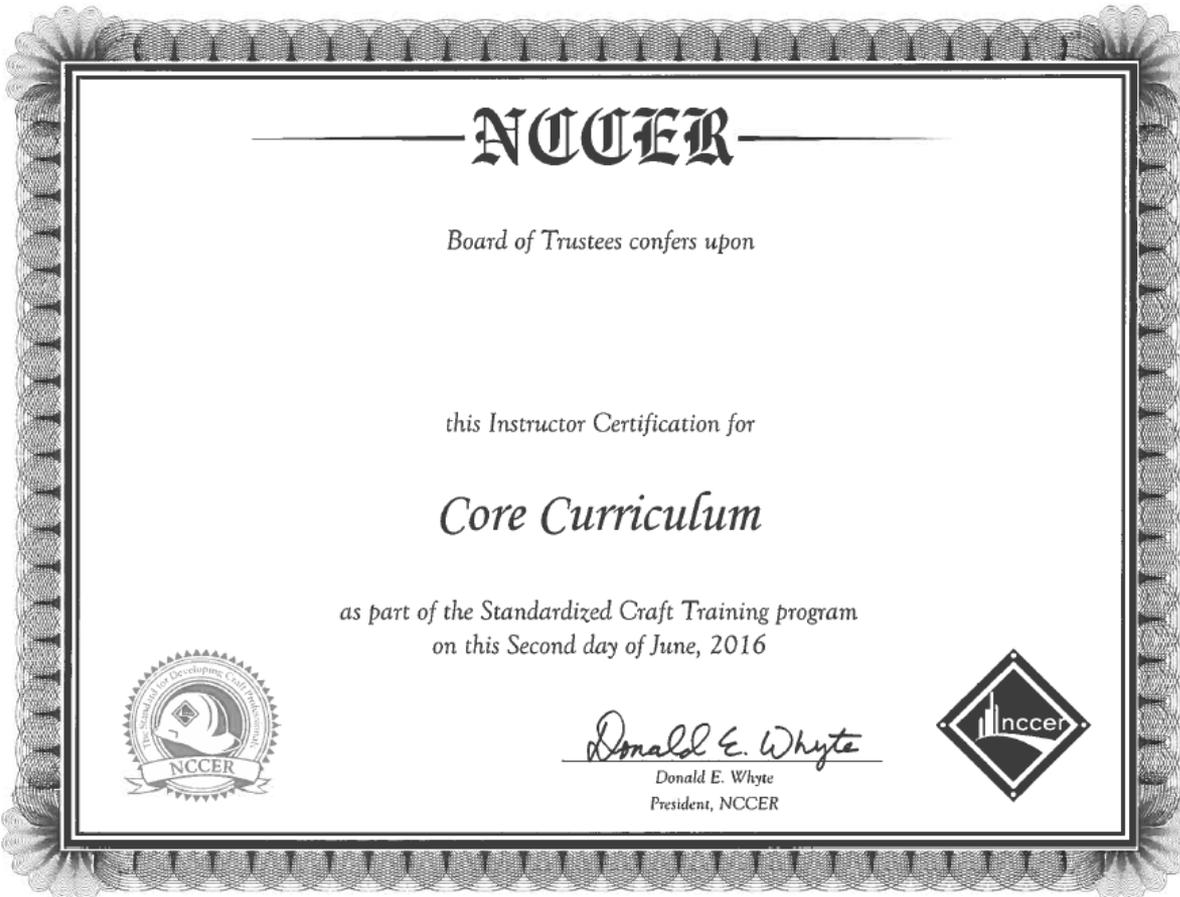
## NCCER Certificate of Completion:

- Awarded by NCCER
- Shows skill in NCCER Craft Area
- Required for instructor to hold if district uses Career Development Fund (CDF) eligible course codes (i.e., if instructor does not hold this credential, the school cannot get CDF monies for students enrolled in his/her course)



# NCCER Requirements for Instructors - Documentation

## NCCER Instructor Certification:



-Awarded by NCCER

-Shows individual has passed ICTP course

-Does **NOT** show skill in craft area

-Allows instructor to credential trainees in craft area(s) listed

-To credential students, sponsor is required to have documentation of instructor's skill on file

# NCCER Requirements for Instructors – Reading Registry Transcripts

records in its Automated National Registry. I hereby release and hold harmless NCCER from any and all liability or reliance on such information provided by the Accredited Training Sponsor and/or Accredited Assessment center

I understand and accept all conditions outlined in [Responsibilities & Liabilities](#).

Certifications	Completed Training	Knowledge Verified	Performance Verified	Completed PV Tasks
<b>Instructor/Assessment Certifications</b>				
Certification Title				Restrictions
Craft Instructor				
Curriculum Performance Evaluator				

Navigation: 10 items per page

- ▶ 29 - Welding
- ▶ 00 - Core Curriculum
- ▶ 20 - Electrical
- ▶ 27 - Carpentry
- ▶ \*09 - Welding

- The certifications tab shows instructor certifications. The drop down arrows show specific craft levels.
- This requires Sponsor (LDE) to have documentation of Journey-level experience for each of these crafts on file **OR** documentation of skill for area(s) in which instructor is credentialing students.

# NCCER Requirements for Instructors – Reading Registry Transcripts

- The completed training tab shows completion and serves as documentation of skill in both NCCER Core and NCCER Welding Level 1.

The screenshot displays the 'Completed Training' tab in the NCCER Registry. The interface includes several navigation tabs: 'Certifications', 'Completed Training', 'Knowledge Verified', 'Performance Verified', and 'Completed PV Tasks'. Below these tabs, there are two main sections: 'Crafts' and 'Levels'.

**Crafts Section:**

Craft Title	Date Completed ▼
No items to display	

The 'Crafts' section includes navigation buttons (back, forward, first, last) and a pagination control showing '0' items per page.

**Levels Section:**

Level Title	Date Completed
Core Curriculum	08/20/2015
Welding Level One	08/20/2015
Welding Level 1: AWS-SENSE EG2.0 Compliant	08/20/2015

The 'Levels' section includes navigation buttons (back, forward, first, last) and a pagination control showing '1' items per page and '1 - 3 of 3 items'.

# NCCER Requirements for Instructors

- Notable changes in NCCER 2016 Guidelines:
  - Sponsor and instructors “must not translate any NCCER materials. This includes curriculum, module exams, performance profiles, and any other documentation/ materials produced by NCCER or Pearson.”
  - “For high school students, an Individual Education Plan (IEP) is acceptable as proof of the need for an accommodation as long as the accommodation does not change the module exam itself.”
  - “Module exams may not be read aloud to a group... it must be done one-on-one, preferably by someone without knowledge of the craft or test.”
  - Interpretation or translation of a module exam into another language is NOT acceptable.
  - Module exams must be administered closed-book.
  - Module exams cannot be delivered via a learning management system (i.e., Blackboard or Moodle) if submitted for module credit via a Form 200.
  - Students may not have access to assessment questions prior to first exam attempt (not on study guide/review sheet/etc.). This includes paraphrasing.

# NCCER Requirements for Instructors

- Paper Module Exams:
  - Do not add or remove any questions.
  - Must be graded and kept on file for at least 3 years or until ATS re-accreditation audit is closed by NCCER (whichever is longer).
  - Students are not eligible to grade module exams.
  - Students must have individual assessment, e. g., no overhead projectors, etc.
  - May use a scantron, but keep copy of module exam aligned with given exam.

# LDE Processes

# Process for Certifying Instructors

- Instructors seeking NCCER Craft Instructor Certification must use the following steps:
  - **At least 14 days prior** to ICTP training, the **instructor/trainee**, submits the following to LDE Sponsor Representative:
    1. Instructor's proof of skill (see slide 10)
    2. NCCER Craft instructor Certification(s) desired
    3. Date, location, and time of ICTP training
    4. Name and contact information of Master Trainer providing the ICTP session
    5. For recertification, include NCCER card number
  - Sponsor Representative will send trainee, CTE Supervisor, and Master Trainer a list of craft area(s) in which instructor can be NCCER Craft Instructor Certified upon completion of the ICTP course
  - One-on-one ICTP trainings will not be allowed as the instructor/trainee, must present to at least two other individuals for evaluation.
  - Process must be followed for LDE to recognize certification

# Process for Certifying Instructors

**The Louisiana Department of Education has NCCER Master Trainers who are able to provide ICTP trainings.**

- Districts needing assistance in locating a Master Trainer to offer the ICTP training may email LDE Sponsor Representative for Master Trainer contact information.
- Prior to any NCCER ICTP training, NCCER requires that LDE Sponsor Representative provide approval.

# NCCER Instructor Certification Training Program (ICTP) Sessions

## ICTP Training – North

- **Date:** October 6-7, 2016
- **Location:** Tioga High School (Room #115)  
1207 Tioga Rd, Ball, LA 71405
- **Time:** 8 a.m.-5 p.m.
- **Registration:** \$200/trainee
- **Contact:** Hals Beard ([hbb0342@slp.k12.la.us](mailto:hbb0342@slp.k12.la.us))

E-mail Hals Beard for training registration information.

Per NCCER Guidelines, participants must have prior approval from LDE sponsor representative. Email documentation of skill to [bryan.bertucci@la.gov](mailto:bryan.bertucci@la.gov) and [martha.moore@la.gov](mailto:martha.moore@la.gov) no later than September 22, 2016. (see slide 19)

# NCCER Instructor Certification Training Program (ICTP) Sessions

## ICTP Training – South

- **Date:** October 13-14, 2016
- **Location:** To be determined
- **Time:** 7:30 a.m.-3:30 p.m.
- **Registration:** \$200/trainee
- **Contact:** Chance Plaisance ([chance.plaisance@tangischools.org](mailto:chance.plaisance@tangischools.org))

E-mail Chance Plaisance for training registration information.

Per NCCER Guidelines, participants must have prior approval from LDE sponsor representative. Email documentation of skill to [bryan.bertucci@la.gov](mailto:bryan.bertucci@la.gov) and [martha.moore@la.gov](mailto:martha.moore@la.gov) no later than September 29, 2016. (see slide 19)

# Training of non-K-12 Students (other instructors)

For instructors offering a NCCER credential (Core or level completion) to a non-K-12 student (other instructors), the following process must be used.

- **14 days prior to the training**, the NCCER Craft Instructor sends the following to the Sponsor Representative :
  - Date, time, and location of training sessions
  - Course outline showing modules and performance tasks to be completed each day
- **Must be assessed using Test Management System**
- LDE will ask for photo evidence of completed performance tasks to be kept on file for these and other trainings.
- When registering training modules, submit only instructors. Do not include students.
- When registering training modules, email copy of daily sign in sheets and send submission ID number.
- Trainings must meet all NCCER requirements
  - NCCER recommends significant hours of trainings to pass a level one course.
  - In order to stay in good standing and accredited with NCCER, LDE will use Super Summer Institute trainings as a baseline for courses offered.

# NCCER Core Curriculum Session

- **Dates:** October 3, 5, 12, 24, 26, and November 1, 2016
- **Location:** North Central High School  
6579 Hwy 10  
Lebeau, Louisiana 71345
- **Time:** 3 p.m.- 7 p.m.
- **Registration:** \$175/trainee
- **Contact:** Hals Beard ([hbb0342@slp.k12.la.us](mailto:hbb0342@slp.k12.la.us))

E-mail Hals Beard for training registration information, course agenda, and pre-assignments.

Participants are required to attend all sessions to complete the training. This training has been approved by LDE.

# NCCER “Helper” Pathways

# NCCER Welder Pathway

	NCCER Helper	NCCER Level 1	NCCER Level 2
NCCER Curricula Completion Required:	Core, Welding Level 1 modules: 1-3, 5, 7-8, and 10	Core and Welding Level 1 (all modules)	Core, Welding Level 1 and Welding Level 2 (all modules)
Recommended Hours of Instruction:	135	357.5	585
Credential from NCCER:	Completion of Core	Completion of Core and Welding Level 1	Completion of Core, Welding Level 1 and Level 2
Additional Required Credentials:	2 complimentary credentials	None	None
School Performance Score Points:	100	110*	150**

\*Students achieving Basic statewide Jump Start Credential **AND** pass AP (and take exam), college credit course, dual enrollment, or IB will generate 115 points

\*\*Students achieving Advanced statewide Jump Start Credential **AND** earning 3 or higher on AP, 4 or higher on IB, or 50 or higher on CLEP will generate 160 points

If you have questions about any aspects of NCCER,

- instructor qualifications
- student credentialing

please contact your LDE Sponsor Representative for assistance.

## Question & Answer

LDE Sponsor Representatives:

B.J. Bertucci ([bryan.bertucci@la.gov](mailto:bryan.bertucci@la.gov))

Martha Moore ([martha.moore@la.gov](mailto:martha.moore@la.gov))