



By checking each box, the Local Education Agency (LEA)/charter representative certifies that he/she will comply with the assurances listed below and that NCCER credentialing may be put on hold if LEA/charter is found in non-compliance with these assurances.

- Per [NCCER Guidelines](#), all training must be delivered at an Accredited Training and Education Facility (ATEF).
- Per [NCCER Guidelines](#), for any registration of training submitted to Louisiana Department of Education (LDE), LEAs/charters must maintain the following documentation for at least three calendar years or until LDE is audited regardless of whether the instructor remains an employee of the LEA/charter:
 - [Registration and Release Forms](#) for all instructors
 - [Responsibilities & Liabilities Forms](#) for all instructors
 - Documentation of skill in craft area(s)
- All NCCER instructors within the LEA/charter will comply with the assurances listed below and that NCCER credentialing may be put on hold if the instructor or school is found in non-compliance with these assurances.
 - Per [NCCER Guidelines](#), for any [Registration of Training](#) submitted to Louisiana Department of Education (LDE), LEAs/charters must maintain the following documentation for at least three calendar years or until LDE is audited regardless of whether the instructor remains an employee of the LEA/charter:
 - [Registration and Release Forms](#) for all students
 - Written module exams for all students
 - Performance Profile Sheets for all students
- All NCCER instructors within the LEA/charter will comply with the assurances listed below and that NCCER credentialing may be put on hold if the instructor or school is found in non-compliance with these assurances.
 - Per [NCCER Guidelines](#), for any registration of training submitted to LDE, LEAs/charters must ensure that all paperwork is properly documented. This includes the following:
 - [Registration & Release Forms](#) contain signature of both student and parent/legal guardian
 - All forms are dated (Registration & Release Forms, written assessments, and performance profiles)
 - Forms are not altered in any way (i.e., performance tasks may not have substitutions)
 - Performance profile sheets are properly scored using both a (1) for pass and (2) for failure and dated when task is completed and include start and end times when requested
- All NCCER instructors within the LEA/charter will comply with the assurances listed below and that NCCER credentialing may be put on hold if the instructor or school is found in non-compliance with these assurances.
 - Per [NCCER Guidelines](#), registration of training must be submitted in a timely fashion. LEAs/charters must ensure that instructors submit [registration of training](#) in a timely manner. All modules completed must be submitted using new [Registry system](#) within 30 days of the end of the semester (within 30 days of December 20th and May 20th).
 - LDE will email the instructor a request for verification documentation. The instructor must submit this documentation in the format requested by the deadline in the email for approval.

LEA / Charter

Printed Name and Position – LEA / Charter Supervisor (e.g., CTE Supervisor, Jump Start Coordinator, etc.)

LEA / Charter Representative Signature

Date