

Louisiana Believes

**National Center for Construction Education and
Research (NCCER) Webinar for
Supervisors and Administrators
Fall 2018**

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LDOE Contacts:

BJ Bertucci

Bryan.Bertucci@la.gov

225-200-3160 (cell)

225-342-3187 (office)

Martha Moore

Martha.Moore@la.gov

225-229-3062 (cell)

225-342-1720 (office)

NCCER:

1-888-622-3720

support@nccer.org

Key Acronyms and Contact Information

- ATEF- Accredited Training and Education Facility (school)
- ATS- Accredited Training Sponsor (Louisiana Department of Education)
- LDOE- Louisiana Department of Education
- NCCER- National Center for Construction Education and Research

NCCER School System Assurance Document

- [NCCER School System Assurance Document](#) is completed annually.
- This document was created by LDOE to assure NCCER that all school systems credentialing students are following [NCCER Guidelines](#).
- Signature of school system supervisor assures NCCER that ATEFs, under LDOE sponsorship, follow [NCCER Guidelines](#), have NCCER certified craft instructors, are credentialing students using NCCER Curricula, and documentation is readily available and in order.
- Document assures NCCER that school system meets NCCER requirements and is aware of NCCER processes.
- Sign, scan and email it to Martha.Moore@la.gov, copying Bryan.Bertucci@la.gov, by September 21, 2018

NCCER Requirements for Credentialing Students

NCCER Requirements for Credentialing Students

To earn a credential, the trainee must be trained:

- At an ATEF in good standing with ATS (LDOE).
- Using current NCCER curricula and assessments.
- By a NCCER Certified Craft Instructor.
- With proper equipment and materials.

All training must be reported by the instructor of record through [NCCER's Registry](#).



ATEF in Good Standing with LDOE

- NCCER requires annual visits/audits.
- All visits/audits include, at a minimum, the following members:
 - LDOE's NCCER Auditor, CTE Supervisor, one building level administrator, and all NCCER Craft Instructors
 - If any of those listed above are unable to be present during visit/audit, the ATEF Representative or CTE supervisor should contact the auditor immediately.
 - Any NCCER Craft instructors not present will have his/her credentialing placed on hold until another visit is scheduled.

ATEF in Good Standing with LDOE

- The auditor will review the following:
 - Classroom
 - [Curricula](#)
 - [Student Evaluation of Instructor](#)
 - [NCCER guidelines](#)
 - Laboratory (walk-through of laboratory)
 - Trainee Safety Officer
 - Equipment and Materials
 - Performance Profiles
 - Industry interaction in each craft area
- The auditor may speak to a student about lab safety and NCCER practices.

Using NCCER Curricula

- Students must be taught using current NCCER Curriculum and assessments.
- At a minimum, these assessments should be downloaded each semester from the [Instructor Resource Center](#).
- NCCER's website lists craft expirations. Use this chart for upcoming craft expirations in popular craft areas:

Craft Title	Expiration
Core, 4 th Edition	12/31/2020
Carpentry, 4 th Edition (Levels 1&2)	12/31/2018
Electrical, 7 th Edition (Levels 1&2)	12/31/2019
Welding, 4 th Edition (Levels 1&2)	12/31/2020

- Direct questions regarding NCCER curricula expiration to support@nccer.org.

Equipment and Materials for Each Craft

- For most crafts, NCCER provides a list (spreadsheet) of required equipment and materials in [Crafts/Titles section](#) of Program Resources.
- NCCER also provides a list for each module, under the Competencies/Objectives Section on the NCCER webpage
- Hyperlinks to some crafts' Equipment and Materials Lists are listed below:

Craft	
Core Curriculum	Ind. Maintenance Mech. (Level 1)
Carpentry (Level 1)	Ind. Maintenance Mech. (Level 2)
Carpentry (Level 2)	Pipefitting (Level 1)
Electrical (Level 1)	Welding (Level 1)
Electrical (Level 2)	Welding (Level 2)

Performance Profile Expectations

- Trainees are expected to complete the required tasks using proper safety practices and equipment.
 - LDOE will request industry documentation in order to approve any Level 1 or higher credential.
 - Lack of industry support may result in credentials being placed on hold.
 - It is recommended that craft experts from industry be present, when able, when students are being assessed on their performance.
- Use the [Louisiana Star Jobs](#) website to explore top rated occupations and careers.
 - Locate [Workforce Development Boards](#)
 - For links to economic development organizations, use [link](#) to Louisiana's Economic Development Partners

Documentation of Industry Interaction

- Documentation of Industry interaction and industry approval of training in each craft area:
 - Use the Industry Visit Document or similar form to document industry interaction.
 - Industry representatives will vary depending on craft area(s) taught at ATEF.
 - Forms will be requested for review during audit and in audit of credential submissions.
- Following audit, LDOE will send report to CTE Supervisor and any required actions and/or recommendations will be listed. It is the CTE Supervisor's responsibility to inform the site administrator(s) and NCCER Instructor(s) of any required actions.
- Any questions regarding site visits and audits for NCCER should be emailed to Bryan.Bertucci@la.gov.

By a Certified Craft Instructor

- Documentation of skill must be on file at the training site (ATEF) and the LDOE (ATS)
- Documentation of skill may be any or all of the following
 - Certificate of Completion in NCCER Curricula in which requesting certification as instructor (Certificate of Completion for Core Curriculum).
 - Resume with industry experience and professional contacts to verify skill set
 - Other non-NCCER IBC related to the craft area(s) desired to be taught
 - A transcript from postsecondary institution for degree in craft area(s)

The background is a watercolor-style illustration with various shades of blue and white, creating a soft, artistic texture. The colors are blended together, with some areas appearing more saturated and others more faded, giving it a painterly feel.

Craft Instructor Certification and Training

NCCER Recommends many hours of instruction (at least 90 hours for each craft).

Instructors wishing to host instructor to instructor trainings must attend the [webinar](#) Thursday, September 6 at 2:30 pm in order to host training sessions.

Instructor to Instructor Trainings

For instructors offering a NCCER credential (Core or level completion) to other LDOE Craft Instructors, the following process must be used.

- **45 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/performance tasks completed each day
 - Syllabus including guidance for pre-session assignments, instructional time, breaks, meals (if applicable), attendance policy, rescheduling procedure (for class cancellations), and follow-up for those needing further instruction

In order to stay in good standing and accredited with NCCER, LDOE uses Super Summer Institute trainings as a baseline for courses offered.

Process must be followed for LDOE to recognize completion

Craft Instructor Certification and Training

Instructors seeking to attend a NCCER Instructor Certification Training Program (ICTP) course must use the following steps:

- **At least 21 days prior** to the ICTP training, the **potential instructor/trainee**, submits the following to LDOE Sponsor Representative:
 1. Instructor's documentation of skill
 2. Desired craft area(s) for NCCER Craft instructor Certification
 3. Date, location, and time of ICTP training
 4. Name and contact information of Master Trainer providing the ICTP session
 5. For those instructors recertifying, include NCCER card number

Craft Instructor Certification and Training

- After review by advisory panel, Sponsor Representative will send the potential instructor/trainee, CTE Supervisor, and Master Trainer a list attendees with craft area(s) in which the potential instructor will be certified as a NCCER Craft Instructor upon successful 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.
- Direct questions regarding instructor certification and training to Martha.Moore@la.gov.

NCCER Guideline Review

NCCER Guideline Review

It is the responsibility of the NCCER Craft Instructor to use current NCCER forms and follow current [NCCER Guidelines](#).

Reminders for Supervisors and School Leadership:

- Calculators may not be used unless directly stated in curricula (no calculator for 00102)
- Tests read aloud may only be done (for students with an IEP) in one-on-one setting.
 - IEP or list of accommodations must be kept with NCCER documentation
- Tests may not be translated into another language.
- Students must receive a 70% or higher to pass a written assessment
- Students making less than 70% may retest after a minimum wait of 48 hours.
- NCCER Written Assessments must be secure at all times (just like an EOC or ACT assessment).

Reporting NCCER Credentials

Reporting NCCER Credentials

- Credentials are reported by the instructor of record via [NCCER's Registry System](#).
- LDOE recommends that submissions be made, at a minimum, at the end of each semester. This will assure credentials arrive in a timely manner.
- LDOE will audit submissions for all instructors. CTE Supervisors are copied in all documentation requests from LDOE.
- Submissions made more than 30 days after the end of the semester (Dec. 20/May 25) will require all documentation for each student to be submitted.
- Credentials are **only** awarded for full completion of a craft level. Students completing helper modules will follow instructions on the next slide.

Reporting Helper Modules

- The [Construction Craft Helper Module Completion Tables](#) are located in the “[All Things Jump Start portal](#)”
- To print and report completion to eScholar, the following steps must be taken:
 1. Go to <https://registry.nccer.org> and choose the “Online Verification” tab.
 2. Enter the student’s NCCER card number and click “View.”
 3. Verify the student name/card number are correct at the top of the page.
 4. Select the “Completed Training” tab and, if necessary, under Modules, expand to show all modules completed.
 5. After verifying that Core Curriculum is listed as completed and all completed modules are showing and include all required modules for the Helper certificate, click CTRL+P.
- This document should be uploaded to eScholar to show student completed required modules of NCCER Helper Pathways.

Reminders:

- Read, scan, sign and email Assurance Letter to Martha.Moore@la.gov, copying Bryan.Bertucci@la.gov by Friday, September 21, 2018
- Remind Craft Instructors about the following webinars
 - Wednesday, August 29: [NCCER Craft Instructors at 2:30 pm](#)
 - Thursday, August 30: [NCCER Craft Instructors at 2:30 pm](#)
 - Thursday, September 6: [So You Want to Train Another Craft Instructor](#)
- For inquiries about Registration of Training submissions and student credentials, contact Bryan.Bertucci@la.gov, copying Martha.Moore@la.gov.
- For inquiries about instructor certification and instructor training, contact Martha.Moore@la.gov, copying Bryan.Bertucci@la.gov.

Questions

- Type your question in the Chat Box to the right of the screen.