


Louisiana Believes

**National Center for Construction Education and
Research (NCCER)
Updates for Craft Instructors
2020-2021**

Agenda

- NCCER Accredited Training and Education Facility (ATEF) Management
 - ATEF Management
- NCCER Requirements for Credentialing Trainees
 - Facility Requirements
 - Craft Instructor Requirements
 - Assessment/Testing Requirements
 - Reporting NCCER Credentials
- NCCER Craft Instructor Trainings
- NCCER Reminders
- Contact information

The background of the slide is a watercolor-style illustration. It features soft, blended washes of light blue and white, creating a textured, painterly effect. The colors are more concentrated at the edges and fade towards the center, where the text is located. The overall aesthetic is clean and professional.

NCCER Accredited Training and Education Facility (ATEF) Management

NCCER ATEF Management

- [NCCER Guidelines](#) require each ATEF (school) be visited at least once per calendar year.
- ATEF Visits - purpose is to ensure alignment to [NCCER Guidelines](#) and provide support

Announced Audit – conducted by contracted industry professional

- CTE Supervisor will be notified two weeks prior to the accreditation and site visit.
- Documents used in visit will be included in the e-mail
- Any NCCER Craft Instructor(s) not present will have his/her credentialing placed on hold until another visit is scheduled
- CTE Supervisor will receive notification of any actions required

Unannounced Audit - LDOE will visit sites and ask to visit NCCER instructors

For-Cause, Unannounced Audit - when concerns, e.g., inadequate equipment, testing irregularities are raised by audits or industry

NCCER Requirements for Credentialing Trainees

NCCER Requirements for Credentialing Trainees

To earn a credential, the trainee must be trained:

- at an approved ATEF
- using current NCCER curricula and assessments;
- by a NCCER Certified Craft Instructor;
- with proper equipment and materials;
- in a safe, well-maintained, organized classroom and laboratory;
- using Performance Profiles aligned with curricula and as described in instructor resources;
- documenting Industry Interactions.

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



Be an Approved ATEF or ATEF in Good Standing



Facility Requirements

- NCCER requires the Accredited Training Sponsor (LDOE) to perform annual visits/audits.
- All announced visits include participation, at a minimum, from the following members:
 - LDOE's NCCER Auditor, School System CTE Supervisor, School Site 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



Facility

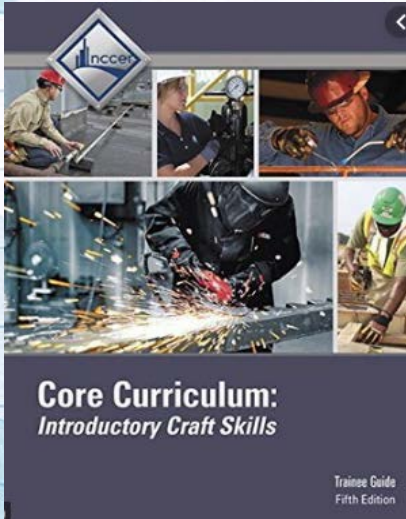
Requirements

The auditor will review the following:

- Classroom
 - [Curricula](#)
 - [Student Evaluation of Instructor](#)
 - [NCCER Guidelines](#)
- Laboratory (walk-through of laboratory)
 - Trainee Safety Officer documentation
 - Equipment and Materials
 - Performance Profiles
- Minutes from industry advisory committee in each craft area approving of instruction/training.

The auditor will speak to trainees about lab safety and NCCER practices.

Using NCCER Curricula and Assessments



Facility Requirements

- Prior to beginning training, have a [Registration and Release Form](#) on file.
- Trainees must be taught using current NCCER Curriculum and assessments.
- 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, 8 th Edition	06/30/2022
Welding, 4 th Edition (Levels 1&2)	12/31/2020

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

By a NCCER Certified Craft Instructor



Facility Requirements

- Documentation of skill in craft area(s) taught must be on file at the ATS (LDOE) and the ATEF (the training site/school)
- Documentation of skill may be any or all of the following:
 - Resume with industry experience and professional contacts to verify skill set in craft area(s)
 - A transcript from postsecondary institution for degree in craft area(s)
 - Completion of registered apprenticeship in craft area(s)
- An ATS may certify an instructor to teach specific levels

Proper Equipment and Materials



Facility Requirements

- NCCER provides spreadsheets 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)

Safe, Well-Maintained, Organized Classroom and Laboratory



- Laboratory rules are in syllabus and on display
- Use of Material Safety Data Sheets (MSDS) is common practice when dealing with any materials
- First aid kits are available in classroom and laboratory
- Use of safety signs, safety zones, safe walking zones
 - See guidance on page 6 of *Core Curriculum*
 - Post safety signs in both classrooms and labs
- Trainee safety officers utilized when in laboratory
- Trainees and guests comply with applicable safety procedures and wear prescribed PPE at all times in lab area(s)

Industry Interaction



Facility Requirements

To maintain accreditation, the ATEF must have industry relations that include:

- An industry sponsor to support objectives of the program with an established memorandum of understanding
- An established advisory committee for each craft area that meets at least twice per academic year, approves of each program, and provides recommendations for improvement
- An established advisory committee that provides:
 - speakers, establishes tours, and career information
 - work experience programs such as internships, cooperative education, summer job programs

Assessments/Testing Requirements

Assessment/Testing Requirements

Written Assessments

- Must be administered as per [NCCER Guidelines](#) and **Bulletin 118**
- Must be administered under the direct supervision of NCCER Craft Instructor, NCCER or NCCER Curriculum Proctor
- At a minimum, download assessments each semester from the [Instructor Resource Center](#).
- May not be translated
- Must be administered closed book, without resources unless provided through the testing system or indicated on the assessment.
 - A basic, four-function, non-programmable calculator can be used on any NCCER module exam.
 - See the [Exam Resources](#) for any additional resources to be used
- If using an answer sheet, must include: student name, date, and module number/title
- Must be secure at all times (like an EOC, LEAP 2025, or ACT assessment)
- Must score **70% or better** to pass

Retesting: Students must have no exposure to tests or any test questions for at least 48 hours prior to retest attempt.

Assessment/Testing Requirements

Performance Profiles

- Must be administered under the direct supervision of reporting NCCER Craft Instructor.
- Include the date of completion, start/end times, either a “1” for pass or a “2” for fail, and be signed
- May not be altered in any way without NCCER’s written permission
- **Spreadsheets may no longer be used.** NCCER forms must be kept for official record
- Must be administered individually, not in group setting, with trainee wearing proper safety equipment and using proper safety practices
- For welding, criteria includes the Performance Accreditation Tasks
- For all modules, criteria includes any performance criteria described in the curricula.
- Craft experts from industry should be present, when able, when trainees are being assessed on their performance

Retesting: Trainee reassessed after re-teaching and practice.

Reporting NCCER Credentials

- Credentials are reported by the Craft Instructor of record via [NCCER's Registry System](#).
- LDOE recommends that submissions be made, at a minimum, at the end of each semester.
- 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 will require all documentation for each Trainee to be submitted.
- Credentials are **only** awarded for full completion of a craft level. Trainees completing helper modules will follow instructions on the next slide.
- Verify status of submissions for administrators by printing the approved submission form.

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 Trainee’s NCCER card number and click “View.”
 3. Verify the Trainee 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 trainee completed NCCER Core Curriculum and required modules of NCCER Helper Pathways.

The background is a watercolor-style illustration with soft, blended shades of light blue, teal, and white, creating a textured, artistic effect.

Craft Instructor Certification and Training

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 Sponsor Representative at LDOE:
 1. Desired craft area(s) for NCCER Craft instructor Certification
 2. Instructor's documentation of skill
 3. Documentation of skill may be any or all for the following:
 - Resume with industry experience including professional contacts to verify experience in requested craft area(s)
 - Diploma with transcript from postsecondary institution in requested craft area(s)
 - Registered apprenticeship in requested craft area(s)
 4. 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 an email 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.

Instructor to Instructor Trainings

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

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

For Craft Instructors interested in offering a craft training to other Craft Instructors, there is a process including

- being approved by the Sponsor Representative
- participating in Craft Instructor to Craft Instructor Webinars
- signing an assurance letter

Beginning with the 2020 Jump Start Super Summer Institutes, training sessions for NCCER Craft Instructors will be posted to the Jump Start Training Calendar. These sessions will use a virtual platform, NCCERConnect, and the Online Testing System as well as Face-to-Face Performance Evaluations for the sessions.

NCCER Reminders

NCCER Reminders



Just a
friendly
reminder...

- Unannounced audits will begin when health emergency allows.
- Advisory committees are a requirement of NCCER.
- Each trainee is to serve at least once as a safety officer.
- As a NCCER Instructor and LDOE instructor, you must follow both NCCER and LDOE test security measures. This requires adherence to both NCCER Guidelines and Bulletin 118.
- Trainees must wear prescribed PPE whenever they are in the laboratory.

Questions

Type any questions in the Chat Box

Questions and Contact Information

Facility Management	Craft Instructor Management
Tedrick Holmes	Martha Moore
Ted.Holmes@la.gov	Martha.Moore@la.gov
225-342-3387 (office)	225-342-1720 (office)
225-235-9951 (cell)	225-229-3062 (cell)

NCCER Support: Support@nccer.org