
LOUISIANA DEPARTMENT OF EDUCATION

NATIONAL CENTER FOR CONSTRUCTION EDUCATION AND RESEARCH (NCCER)

ACCREDITED TRAINING SPONSOR (ATS) GUIDELINES AND POLICIES



The below guidelines are taken from NCCER's *Accredited Training Sponsor (ATS) Guidelines*. Portions have been revised to address high school settings, but maintain the intent of the NCCER Guidelines. For consistency, the LDE Guidelines have been organized to reflect the same organizational structure of NCCER documents.

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SECTION I: INTRODUCTION

1.0.0 Training Philosophy

Recognizing the industry’s responsibilities to the general public and its effect on the economy and society, NCCER is dedicated to developing and maintaining a standardized training process in partnership with the construction and maintenance industries. A schematic overview of the process is shown below.

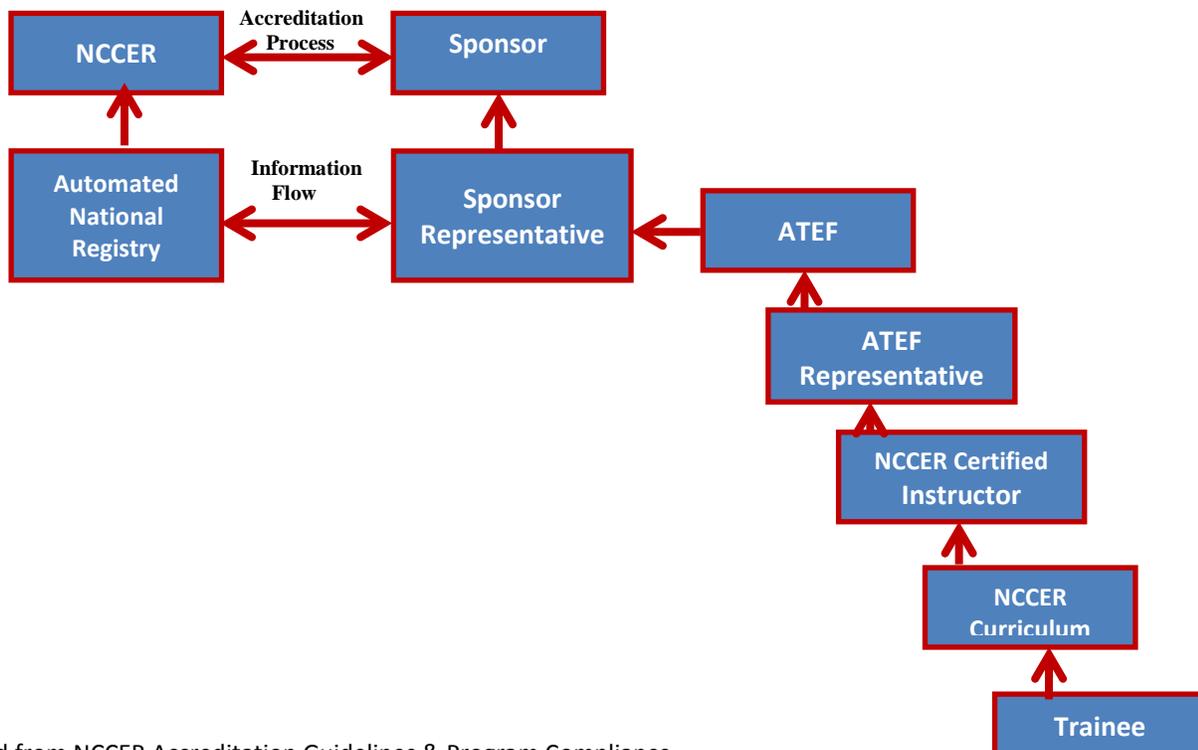
This process is available without discrimination on the basis of race, color, religion, national origin, gender, age, disability, sexual orientation, or any other reason prohibited by local, state, or federal regulations.

The process develops specialized knowledge and skills required of workers employed in the construction and maintenance industries.

The training process itself is portable, meaning that the knowledge and skills learned by trainees are taken from project to project, state to state, and company to company, regardless of type and size. A significant trait of the standardized training process is flexibility. Training can be conducted in numerous locations, such as chapters of trade associations, contractor and company facilities, plants, project sites, and secondary, post-secondary, vocational, and technical schools. In addition, the process can be used to implement a wide range of training methodologies that range from traditional craft or apprenticeship training through task, upgrade, and multi-skills training. Even distance-learning can be implemented with the standardized training process.

NCCER accreditation will elevate training in the United States by establishing a minimum quality benchmark. This process will assist organizations in developing and/or improving standardized training programs that effectively match their resources and operating conditions while responding to industry needs. The NCCER accreditation will recognize training organizations that meet the minimum standards of competence warranting public and professional confidence.

The Standardized Training Process



2.0.0 Benefits of Training

The following points provide the practical basis for the NCCER standardized training process:

- As industries compete more fiercely for fewer qualified workers, a professional, accredited training program that offers industry-recognized credentials and a clearly defined career path will attract and retain high-caliber workers.
- In today's highly competitive markets, clients demand increased project quality. Only those contractors with trained and skilled workers capable of meeting that demand will succeed.
- Standardized training will create a national pool of construction and maintenance workers with documented, portable credentials.
- Training improves productivity, which increases profitability.
- Standardized training will establish construction and maintenance industries as industries with credible career opportunities rather than just jobs.
- Career paths defined through standardized training will improve the image of industry.
- Corporate commitment to improving workforce skills and professionalism increases employee loyalty and motivation while reducing absenteeism and turnover.
- Construction and maintenance users, pipeline operators, and regulatory bodies do not tolerate contractors with unsafe, unskilled workers and hold employers liable for failing to train their employees.
- Corporate commitment to training clearly demonstrates a commitment to quality management, providing a critical competitive edge.
- A professional, well-trained workforce increases overall client satisfaction, thereby increasing the potential for repeat business.
- Well-trained workers are more capable of identifying potential problems and making innovative cost-reducing solutions.
- Contractors who train have the competitive advantage.
- NCCER's standardized training provides an industry-wide standard of recognition, career advancement opportunities, and a personal sense of accomplishment, professionalism, and pride for workers.

The bottom-line results of the standardized training process are increased productivity, reduced accidents, and, in turn, more cost-effective construction and maintenance operations.

3.0.0 Automated National Registry (ANR)

The ANR is a national database maintained by NCCER. It lists the names of the individuals who have successfully completed any NCCER standardized training program conducted by an accredited organization. The ANR records training completions and issues appropriate credentials for craft/technical training, safety training, management education, and Master Trainer and Instructor training.

The ANR provides electronic submission and tracking of training, managing of instructor lists, and confirmation of training units and records through a web-based system. The ANR is utilized to obtain information for annual reports and allows Sponsor Representatives and end-users to easily access records.

To maintain privacy, it is the policy of the NCCER that no data will be available to anyone other than Accredited Training Sponsors, Instructors, Primary Administrators, Coordinators, trainees, and participants.

3.1.0 ANR Online Training

This training is required in order to use the ANR to compile and validate information when completing the Annual Report.

3.2.0 ANR Submissions

It is LDE policy that all Form 200s will be submitted within 30 days of course completion.

Submitting after 30 days will require full documentation of student records and module completion.

All Form 200s must be submitted using the ANR.

Any Form 200 not submitted using the ANR will be returned.

This will help ATEFs with tracking forms as each form is assigned a unique tracking number.

SECTION II: TERMS AND DEFINITIONS

The following terms are found within this document. Definitions are provided to ensure consistency of understanding and use.

Accredited Training and Education Facility (ATEF) - A high school working in partnership with an Accredited Training Sponsor that has successfully completed an approval process for recognition of its training program.

Accredited Training Sponsor (ATS) - A fully accredited entity approved by NCCER as having an accredited training program.

Accredited Training Sponsor (ATS) Designee - Individual having verifiable industry experience who has successfully completed Modules 1, 6, and 9 of the Instructor Certification Training Program (ICTP) and will provide verifiable oversight of ATEF training programs. This individual will conduct yearly audits and retain documentation to ensure compliance.

Audits - A systematic and independent examination to determine whether the training program and related results comply with NCCER policies and procedures.

Automated National Registry (ANR) - A national database maintained by NCCER which records training completions and issues appropriate credentials for NCCER craft/technical training, safety, management education, Master Trainer, and Instructor training.

Board of Trustees - The governing body of NCCER.

Certification - Recognition of successful completion of training for Master Trainers and instructors.

Competency-Based - An instructional process where the trainee acquires predetermined measureable skills and knowledge at his/her own pace.

Course Map - A graphic representation showing the sequence of the NCCER curricula modules to be completed within a level.

Guest Instructor - A non-certified individual presenting information contained in the approved training material and consistent with the training objectives, such as building inspector, material vendor, or OSHA official. Must be in addition to, not replacing, a Certified Instructor.

Instructor - Individual certified in accordance with the NCCER Instructor Certification Training Program, and authorized to teach NCCER Curricula.

Instructor Certification Training Program (ICTP) - Training program for individuals interested in teaching the NCCER Curricula and offering the accompanying credentials. This must be taught by an NCCER Master Trainer with current credentials using current ICTP Kits. **Instructors must have prior approval from State (LDE) Sponsor Representative prior to taking ICTP.**

Instructor Resource Center (IRC) - A password protected, secure website for instructors to access TestGen software, module exams, Performance Profile, and performance tests. (www.NCCERIRC.com/)

Intellectual Property - All NCCER Curricula (modules, levels, end of module written tests and performance tests, Instructor Certification Training Program, and Master Trainer Instructor Certification Program) are the copyrighted, intellectual property of NCCER and are exclusively owned by NCCER. **Any use of any portion of the NCCER Curricula without the written consent of NCCER is expressly prohibited.**

Level - A predetermined number of NCCER Curricula modules designed and sequenced to form approximately one year of training and/or a minimum of 144 hours of instruction.

Master Instructor - Instructor with a minimum of five years continuous NCCER training experience may obtain certification as a Master Instructor through successful completion of the National Craft Assessment and Certification Program Skills Assessment for their area of expertise. In addition to successful completion of the assessment, the Instructor **must teach and record** an average of five module completions in the Automated National Registry each year for a five year period.

Master Trainer - An individual certified in accordance with NCCER's Master Trainer Instructor Certification Training Program and authorized to train Instructors and Performance Evaluators.

Master Trainer Instructor Certification Training Program (MTICTP) - Four-day training program provided by the NCCER to certify individuals, approved by an Accredited Training Sponsor, to become Master Trainers.

Module - The smallest instruction unit in the NCCER Curricula that can be completed and recognized under NCCER's Standardized Training Process. Module completion requires successful completion of both a written test and performance test (when available). **LDE recommends monthly submission of module completions but, at a minimum, Form 200s submitted at least once per semester and within 30 days of the end of the semester.**

NCCER Curricula - A series of competency-based, task-driven training programs developed by NCCER.

Performance Evaluator - Individual utilized to evaluate performance only and must meet minimum requirements of an instructor and successfully complete Modules 1 and 9 of the ICTP. (NCCER recommends that Performance Evaluators also complete module 6 of the ICTP if they plan on conducting performance tests for training.)

Performance Test - A hands-on demonstration that measures the trainee's ability to perform the skills covered in an NCCER curriculum module.

Registry Department - This department performs all the entries, updates, and oversight of the ANR and produces all credentials.

Restricted/Specialty Instructor - Individual who is recognized by an ATS as having demonstrated competence in a particular subject and has successfully completed the entire ICTP, except in the case of a Performance Evaluator as described previously. This individual may teach a module or evaluate performance in that subject area.

Signature - Handwritten signature required on all forms. **Stamped or copied signatures will not be accepted.**

Sponsor Representative - NCCER Master Trainer with current credentials. This person is the primary liaison between an ATS and NCCER.

Suspended - Accreditation privileges are deactivated. No submissions will be processed until deficiencies are corrected.

System Generate Number (SGN) - NCCER uses social security numbers as the initial candidate ID for entry into the ANR. This information is treated as confidential and handled using industry standard privacy and security measures. A System Generated Number may be used in lieu of a social security number for the following reasons:

1) A high school student or a minor (under 18 years old)

OR

2) A person residing outside of the U.S. and does not have a social security number.

Trainee – For school (ATEF) settings, trainee refers to the students participating in NCCER programs and/or classes.

Training Completion Packet - A packet (transcript, completion certificate, wallet card, and recognition letter) will be sent to the ATEF upon completion of an NCCER curriculum level. The ATEF will then forward the packet to the trainee.

Training Program - Task training, apprenticeship programs, upgrade training, cross-training, multi-skills training, and/or safety and management training.

Transcript - Official document which records successful completion of NCCER training.

Written Test - A paper/pencil test that evaluates the trainee's content knowledge of an NCCER curriculum module.

The acronyms identified in these definitions are presented to familiarize Sponsors, ATEF Representatives, and NCCER Instructors with terminology that may be used within the NCCER network of sponsors. Both the terms and acronyms will be pointed out throughout this document.

SECTION III: ACCREDITATION PROCESS POLICY AND PROCEDURES

1.0.0 Requirements of an Accredited Training Sponsor (ATS)

1.1.0 Summary of Responsibilities for Sponsor Representative

Sponsor Representatives are charged with the following responsibilities in managing and oversight of their training programs:

Be the Sponsor Representative for only one accredited body at a time.

Be a Master Trainer, with current credentials. NOTE: Expired certification will result in ATS suspension.

Be present for all NCCER audits.

Ensure that all instructors and performance evaluators are trained in person by an NCCER Certified Master Trainer and certified by NCCER prior to administering training and/or performance tests.

Retain and maintain acceptable documentation for Instructors & Performance Evaluators.

Retain and maintain all ICTP tests and required forms for at least three years.

Ensure instructors and performance evaluators are evaluated by a currently certified Master Trainer or Training (ATS) Designee per NCCER Guidelines (within the 1st year of NCCER approval and at least every 3 years thereafter) and documentation is retained.

Ensure ATEFs are audited by a Master Trainer or Training (ATS) Designee per NCCER Guidelines (within the 1st year and at least every 3 years thereafter) and documentation is retained.

Ensure the ATS remains in good financial standing.

Be responsible for payment of Annual Maintenance Fee each January. If Annual Maintenance Fee is not paid within 90 days of invoice date, ATS will be suspended. If payment is not received within 90 days of suspension ATS will be terminated.

Ensure Annual Report (Form 103) is submitted no later than August 31st each year. If Annual Report (Form 103) is not submitted by December 31st (of that year), ATS will be suspended. Failure to complete this process may result in loss of accreditation(s).

Attend ANR online training.

Monitor and ensure certifications are current for NCCER certified Master Trainers, Instructors, Training (ATS) Designee, Curriculum (ICTP) Proctor, and Performance Evaluators.

Register all training locations (ATEFs) with NCCER.

Add/remove training locations (ATEFs) using the Form 300/300A

Add instructors, Training Sponsor Support Personnel and/or performance evaluators using the Form 300/300A

Ensure all pertinent ATS staff members are kept up-to-date regarding NCCER policies and procedures.

Ensure that certified Instructors/Performance Evaluators/Curriculum (ICTP) Proctors NEVER leave a test taker unattended.

NEVER allow observers in any testing setting.

Maintain and submit accurate records and reports as required.

Sign all forms by hand (**NOTE: Signature stamps are not acceptable.**)

Ensure that Form 200s are being submitted in a timely manner. NCCER recommends quarterly submissions, but at a minimum annual submissions. Form 200s cannot be submitted for credit more than five years after the date of the module completion.

Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines.

Immediately notify NCCER if they are no longer acting as Sponsor Representative, and ensure that the ATS is in compliance with NCCER Guidelines at the time of departure. Failure to comply may affect certification, up to and including ability to be an ATS Sponsor Representative.

1.2.0 Delivering the Training

- All intellectual property rights for any portion of the NCCER curricula are exclusively that of NCCER.
- Any use of any portion of the NCCER Curriculum without the written consent of NCCER is expressly prohibited.
- NCCER reserves the right to contact training program trainees to obtain feedback on the quality of the program in question.
- Compliance with all applicable occupational health, safety and environmental laws and regulations must be met.
- Safety for all classroom, lab and field trip activities must be ensured.
- NCCER recommends the Accredited Training Sponsor implement an instructor safety audit process.
- **All programs MUST use the NCCER Curricula (other materials may be used as supplements but shall not replace NCCER curricula).**

Training Locations

The ATS must decide where the training will be conducted. In all situations, the ATS is responsible for the oversight and scheduled audits of all sites registered under its accreditation status:

- Accredited Training and Education Facilities (ATEF) - are registered using the Application for Accredited Training and Education Facility (Form 106), the Accredited Training and Education Facility Self-Assessment & Sponsor Evaluation Form (Form 105), and must include applicable fee.

The above is only registered when adding additional training locations other than the ATS facility (address of record).

Each site must have an appropriately certified representative, at the location, who is responsible for all aspects of NCCER training and paperwork for that location.

1.3.0 Facilities and Services

- Provide adequate space and layout to carry out instruction and training with the required training equipment for realistic methods and procedures

- Supply adequate/appropriate materials, tools, and equipment needed to support the class size and instructional content for instructors and trainees
- Ensure that all registering of individuals, training program administration, testing, credentialing, and release/reporting of information be **conducted without regard to race, color, religion, national origin, gender, age, veteran status, physical or mental disability, sexual orientation, or any other reason prohibited by local, state, or federal regulations**
- Classrooms should be well maintained and organized to accommodate teaching/learning activities such as lectures, discussions, and lab work
- Have a written policy prohibiting the use, possession, concealment, or sale of drugs, controlled substances, alcohol, and firearms
- Meet all regulatory and ATS safety/health requirements
- Ensure safety for all classroom, lab and field trip activities
- Ensure all programs use current NCCER Curricula
- Ensure all instructors are certified through NCCER's process and function in accordance with the policies set forth in this document

1.4.0 Test Security

- All testing mechanisms (written, web, online) will be kept in a secured, locked location
- Only Master Trainers and Certified Instructors will have access to the tests
- When a test is to be administered, the original will be used to make copies, then placed back in a secured, locked location
- Tests will be administered by the instructor or Curriculum (ITCP) Proctor
- All unused copies of a test will be destroyed immediately
- Tests will be graded and results will be submitted to the Automated National Registry (ANR)
- For additional Test Security guidelines see (Section 4.1.0)

ATS Cheating/Theft Policy

NCCER module tests are the copyright protected intellectual property of NCCER.

All ATS personnel, including Master Trainers, Instructors, Performance Evaluators and Curriculum (ICTP) Proctors are charged with maintaining the integrity of the program and the confidentiality of module test contents in their possession. Failure to uphold their responsibility may result in disciplinary actions up to and including revocation of certification, termination of accreditation and legal action.

When proctoring module tests, proctors must be vigilant to prevent intellectual property theft and cheating. Proctors should walk around the room during a test session. The following should arouse suspicion:

- Unusual behavior
- Repetitive movements
- Nervousness when proctor is near
- Attempt to distract proctor's attention
- Attempts to use unauthorized materials
- Using cameras concealed in jewelry, eyeglasses, or clothing

These can be clues that a participant is contemplating or committing unethical actions, or that the candidate has been studying or memorizing test questions. Any questionable activities or results should be reported to the Sponsor Representative immediately.

1.4.1 *Instructor Resource Center (IRC)*

- Provides improved test security by offering a password protected website for **instructors only**
 - The access code gives instructors access to all levels of the craft and comes with the purchase of an Annotated Instructor Guide
 - Stand-alone access code cards can be obtained for previously purchased Annotated Instructor Guides
 - Only institutions with a Pearson account will be able to order the access code cards
 - Provides access to TestGen software, module exams, Performance Profiles, and performance tests
 - Provides access to the most recent updates to tests

www.nccerirc.com/ Customer Service at (1-888-622-3720)

1.5.0 **Program Evaluation**

- The ATS must have a written policy for a formal program evaluation process for all sites, instructors, trainees, facilities, and curricula
 - The Sponsor Representative/Master Trainer/Training (ATS) Designee will conduct and document ongoing, **scheduled audits** to ensure compliance for all sites and retain documentation
 - The Master Trainer will monitor training sessions provided by each instructor on a scheduled basis.

- The Master Trainer will provide instructor evaluation forms for the trainees to complete
- The Master Trainer will review evaluations from trainees and provide feedback to instructor as needed

1.6.0 Record Keeping Requirements

- Submit Annual Report (Form 103) covering the academic calendar from July 1st through June 30th each year no later than August 31st. If Annual Report is not submitted by December 31st (of that year), ATS will be suspended. Failure to complete this process may result in loss of accreditation. Annual Reports must be kept on file at the ATS.
- Keep on file, a completed and signed Registration and Release Form for every instructor, performance evaluator, and trainee.
- Each trainee will be required to complete and sign a Registration and Release Form allowing NCCER to verify trainee status with an ATS (if requested).
- NCCER will not release any training records or credentials without the appropriate release form on file.
- In addition to Registration and Release Forms being kept on file at the ATS, a signed blanket release statement, on company letterhead, stating all Registration and Release Forms have been completed, signed by the Sponsor Representative, and are on file with the ATS must be sent to the Registry Department.
- There is a check box on the Form 200 (NCCER Training Report Form) form the purpose of notifying the Registry Department that a trainee release form is on file with the ATS.
- Keep all training-related records confidential and secure.
- A breach of confidentiality may lead to a loss of accreditation.
- Maintain all records in accordance with ATS specific policies and procedures unless superseded by local or state regulati
- Original copies of ALL records must be kept for at least five years from the date of submission (can be kept electronically via scanning), including:
 - Registration of Instructor/Performance Evaluator Certification (Form 101)
 - Support documentation for Instructor/Performance Evaluator qualifications
 - Annual Report (Form 103)
 - Accredited Training and Education Facility (ATEF) Self-Assessment & Sponsor Evaluation Form (Form 105)
 - Application for Accredited Training and Education Facility (Form 106)
 - NCCER Training Report Form (Form 200)
 - Change of Accredited Training Sponsor/Accredited Assessment Center Information (Form 300/300A)
 - Performance Evaluator/Instructor Acceptance of Responsibility & Liabilities (Form 702A)

- NCCER Registration & Release Form
- End of module test(s) - written and performance
- Evaluations of all certified personnel
- Evaluations of all training locations

Please note if reaccreditation audit is not completed within 3 years of previous audit, all documentation must be kept until next reaccreditation audit is cleared

1.6.1 Changes/Deletions/Additions of ATS Locations and Personnel

- Applies to the addition or removal of existing Accredited Training Education Facilities (ATEFs), incoming transfers of instructors, Curriculum (ICTP) Proctors and/or Performance Evaluators
- **Form 300/300A** must be completed and submitted by the Sponsor Representative to the Accreditation Department
- The removal of Instructors and Performance Evaluators is done in the ANR by the ATS

1.6.2 Submissions of Module Completions

NOTE: Entry-level assessments may **NOT** be used in lieu of end of module written tests for module credit via the Form 200.

- Module completion requires successful completion of both written test and performance test
- The ATS must record the completion by:
 - Filling out **Form 200 (Training Report Form)**
 - Having the instructor, the ATEF Representative, and the Sponsor Representative sign for verification
 - Submitting it to ANR or Registry Department
- Any modules submitted past this date must also submit: (for each trainee)
 - Registration and Release Forms
 - Written Assessments
 - Performance Verifications
 - Transcripts, certificates and/or wallet cards are issued for successful completion of:
 - All modules in the NCCER Core Curriculum
 - All modules in an NCCER curriculum level

NOTE: Form 200s cannot be submitted for credit more than five years after the date of module completion.

All modules completed must be submitted using ANR within 30 days of the end of the semester (30 days past December 20th and 30 days past May 20th)

NOTE: Core is required for Level 1 completions

Foreign Language Module Submissions

- Any module submissions for training in a language other than English must be submitted using the proper module identifiers on the Form 200.
- All translated modules are designated using the ISO code for the language.
- If a trainee completes some modules in English, and some in other languages, all within one level, they will earn a level completion.

1.6.3 Social Security Numbers

- NCCER uses social security numbers (SSN) as the initial candidate ID for entry into the ANR
- This information is treated as confidential and handled using industry standard privacy and security measures
- A **System Generated Number (SGN)** may be used in lieu of a SSN, at no cost, for the following individuals:
 - A high school student or a minor (under 18 years of age) **OR**
 - A person residing outside of the United States who does not have a SSN
- **Before any training begins**, the Sponsor Representative must contact the Registry Department for an SGN for that person

To ensure no training history is lost, in the event the individual forgets the SGN assigned, the following applies:

- **The Sponsor Representative will provide the person's month and day of birth** (this information will be associated with the individual's record in the ANR)
- The number **must be retained** by the ATS, ATEF, and the individual to access any records
- Once this number is obtained, it **must be used consistently**. An individual should **no longer use his/her SSN. Only one SGN can be assigned and used**
- **The Registry Department only accepts this number in lieu of a SSN for processing submissions**

Anyone not meeting the criteria stated above may receive a SGN for a **\$10 fee** to cover NCCER's additional administrative expenses, **provided they do not have records in the ANR under their SSN**. SGNs must be requested in advance, from the Registry Department.

2.0.0 Obtaining Certificates and Wallet Cards

- The Master Trainer will be entered into the ANR and **receive a certificate and wallet card** after successful completion of the MTICTP
- The Master Trainer **must submit Form 101 (Registration of Instructor Certification and/or Performance Evaluator) and ICTP information sheet** for instructor candidates who successfully complete the ICTP
- Once the Form 101 has been received and processed, **NCCER will issue each instructor a certificate and wallet card**

NOTE: Completing ICTP for Core or other craft levels does not substitute for completion of the craft levels in ANR. There is a distinct difference between “Craft Instructor” and “Craft Level Completion” certificates

- Trainees **must successfully complete both the written test and performance test** to receive **credit for a module**
- NCCER will issue updated transcripts and certificates for each level completed
- Updated transcript, certificate, and wallet card are granted when trainee completes Core Curriculum or any subsequent craft level (not level one)
- **One wallet card** will be issued when the **first credential** is obtained and the trainee will be able to track his/her training accomplishments online via the ANR only when an individual achieves **certified plus or crane certification** is another card issued of a different color free of charge
- **Replacement Copies**
 - Certificates and records can be requested by the ATS, but a **nominal fee for each individual will be required if:**
 - It is six months after the original credential issue date **OR**
 - Quantities of reprints are requested (regardless of issuance date)
 - Trainees, instructors, and Master Trainers may request replacement copies of their records, certificates, and/or wallet cards by submitting a signed, written request form that includes a copy of the individual’s photo identification and the fee
- Contact the Registry Department for issuance procedures and questions
- **SSN corrections** can be handled through the ATS or an individual can submit a written, signed request including a photocopy of their social security card

3.0.0 Instructor Eligibility and Certification Process

3.1.0 Available NCCER Instructor Certifications

The recognized categories of NCCER-Certified Trainers and Instructors are as follows:

- Master Trainer
- Instructor
- Restricted/Specialty Instructor
- Performance Evaluator
- Specialty Instructor/Technician
- Safety Specialty Instructor
- Curriculum (ICTP) Proctor
- Master Craft/Technician Instructor

3.2.0 Master Trainer

A Master Trainer applicant must possess **at least one** of the following:

- Two years' experience as a trainer, instructor, or educator **OR**
- An Associate's Degree or higher in education, a construction-related field, industrial arts, engineering, chemistry, or similar field from an accredited post-secondary institution **OR**
- A minimum of two years' experience at a supervisory level or higher in the construction or maintenance industry

Remember, your **Sponsor Representative must be a Master Trainer with current credentials.**

3.2.1 Master Trainer Certification Process

- In order for a Master Trainer to be registered with NCCER, the applicant must be approved by an ATS
- Master Trainers must be trained and certified directly by NCCER through successful completion of the Master Trainer Instructor Certification Training Program (MTICTP)
- Once certified, Master Trainers may then conduct the Instructor Certification Training Program (ICTP) to certify instructors
- Master Trainers must have a current Revision Kit and use current ICTP Kits to train instructors
- NCCER will schedule training sessions for Master Trainers on a regular basis in locations throughout the country. Notice of these sessions will be publicized on the NCCER website
- Specially scheduled sessions for Master Trainers may be requested by contacting the NCCER Registration and Fulfillment Coordinator
- NCCER will enter the successful attendee's names in the ANR and will award a certificate of successful completion to the attendee

3.2.2 Retaining Master Trainer Certification

The Master Trainer must comply with **both** of the following:

- Be endorsed or employed by an ATS **AND**
- Teach/co-teach the ICTP **at least once every three years and submit completed, signed off Form 101 and ICTP Information Sheet to the Registry Department OR**
- Re-attend the MTICTP

Master Trainer candidates may NOT become certified by testing out

3.3.0 Certified Instructors

An instructor must possess **at least one** of the following:

- Experience **at a minimum** journey or technician level in their area of expertise **OR**
- A minimum of three years' experience as a certified teacher in a vocational/technical construction or maintenance-related training program
- A Master Trainer may also serve as an instructor if they meet the above criteria and submit **Form 101 and ICTP Information Sheet**

3.3.1 Acceptable Documentation

- A diploma from an acceptable secondary or post-secondary institution in the field(s) to be taught/evaluated **OR**
- A resume review submitted by the candidate and verified by documentation (**prior to taking ICTP**) **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 (**NOTE: LDE has determined that instructors who have passed the Agriculture Praxis can teach NCCER Core Curriculum**)

3.3.2 Instructor Certification Process

- The Sponsor Representative will evaluate and verify the qualifications of Instructor/Performance Evaluator candidates **prior to their participation in ICTP**
- The Sponsor Representative will retain the documentation to support the qualifications for all Instructors/Performance Evaluators, and provide it when requested by NCCER
- Instructors must successfully complete the NCCER ICTP conducted, in person, by a Master Trainer with **current credentials** using the **current** ICTP Kit
- Upon successful completion, the Master Trainer will provide the Sponsor Representative with the **completed** Registration of Instructor/Performance Evaluator Certification (Form 101)
- The Sponsor Representative must approve and submit the Registration of Instructor/Performance Evaluator (Form 101) to the Registry Department.
- The Sponsor Representative must ensure that all instructor certifications are showing in the ANR **prior to the instructor beginning training**

3.3.3 Retaining Instructor Certification

To retain certification, an instructor must:

- Be approved by the Sponsor Representative **AND**
- Teach **at least one** NCCER module every three years and submit completed NCCER Training Report Form (Form 200) to Sponsor Representative through the ANR for approval and submission to the NCCER Registry Department **OR**
- Retake the NCCER ICTP at least once every three years

3.3.4 Certifying Expired Instructors and Testing-Out for Instructor Certification

It is the policy of LDE that any instructor who has had their NCCER Instructor Certification expire **must** take the **full ICTP** course. **No abbreviated ICTP courses will be approved.**

3.4.0 Restricted/Specialty Instructor/Technician

- An ATS is allowed to use individuals who satisfy specific training needs as Instructors or Performance Evaluators on a restricted basis.
- The ATS must report to NCCER on Form 101 and the ICTP Information Sheet the specific area(s) in which the restriction applies

- For example, if an Instructor is to be used to teach only a math module, this must be reported as a restriction
- If an individual is to be used as a Performance Evaluator only, this must also be reported

Training (ATS) Designee

A Training (ATS) Designee is a certification for an individual who can provide assistance to the Sponsor Representative in the administration and oversight of some aspects of the ATS Training Program. A Training (ATS) Designee must:

- Be approved by the Sponsor Representative **AND**
- Successfully complete Modules 1,6, and 9 of the ICTP

Upon completion of training, the:

- Master Trainer completes the Form 101 and submits to Sponsor Representative, if applicable, for approval and submission to the NCCER Registry Department
- Sponsor Representative must ensure that Training (ATS) Designee certification is showing in ANR **prior to beginning any activity**

The Training (ATS) Designee, if approved by the Sponsor Representative, MAY:

- Provide oversight of ATEF
- Conduct ATEF facility audits and personnel evaluations. **NOTE: Appropriate audit and evaluation documentation must be kept on file**

To retain certification, a Training (ATS) Designee must:

- Be approved by the Sponsor Representative **AND**
- Recertify as a Training (ATS) Designee every three years by successfully completing Modules 1, 6, and 9 of the NCCER ICTP. Sponsor Representative must submit Form 101 to NCCER Registry Department.

4.0.0 Standardized Training Through NCCER

4.1.0 Curriculum/Program Operation

- Must use the NCCER Curricula
- Instructional unit is the module which consists of:
 - Trainee Guide (TG)
 - Instructor's Guide (IG) or Annotated Instructor Guide (AIG)
 - Written test
 - Performance test (if applicable)
- Each module is assigned a number of hours representing the **suggested** teaching time for that specific module
- Each module can be taught individually and, therefore, different training objectives can be realized by using specific modules

- Individual modules/levels may be completed out of sequence
- NCCER packages groups of modules into **levels of training**
- Modules grouped by levels satisfy the related classroom training requirements of the **Office of Apprenticeship approved apprenticeship training**
- Supplemental materials are acceptable as long as they **only augment and do not replace** the NCCER curricula
- A course map for each level is included as a graphic representation of the modules needed to complete a level in a given training program
- The course map will assist trainees in planning what modules need to be taken and lay out the sequence of completion
- Level One trainees must also complete the *Core Curricula* to receive Level One Completion Certificate in most crafts
- Module completion requires successful completion of **both a written test and performance test (if applicable)**
- Successful completion of every module must be demonstrated by specified results on the following tests:
 - **Written- Achieve 70% or higher on the closed-book written test**
 - **Performance Profile- Successfully complete the module performance test (if applicable) to the satisfaction of the Instructor/ Performance Evaluator – NOTE (this is a pass/fail test)**
- **The end of module tests cannot be modified**
- Under certain circumstances, the end of module written test may be read, one-on-one to trainees who have special needs (i.e., trainees in high school programs with IEP documentation)
 - The instructor must work through the Sponsor Representative on these requests
 - A copy of any IEP documentation must be retained by the instructor (at the location of the training) for auditing purposes
 - A copy must be provided to the Sponsor Representative of the deviation from policy
- Written tests are NOT to be read aloud in a group setting
- **No observers are allowed in any testing setting**
- Written tests must be administered by a Certified Instructor, Curriculum (ICTP) Proctor, or Master Trainee
- If a written test is proctored, the test must be sent to the instructor for review and submission
- Performance tests must be administered by a Certified Instructor or Performance Evaluator
- **Written tests require a minimum 48 hour waiting period before re-test attempts**
 - During the 48 hour window, no test questions may be reviewed
- **Performance re-tests** will be given at the **discretion and time designated** by the Instructor/Performance Evaluator

- **No test out attempts are permitted on any module for trainees**
- Only Master Trainers and/or Certified Instructors will have access to NCCER Curricula tests
 - Extra copies of unused tests must be destroyed immediately
- NCCER recommends quarterly submissions, but at a minimum annual submissions of **Form 200s (NCCER Training Report Form)**
 - For LDE, all modules completed must be submitted using ANR within 30 days of the end of the semester (30 days past December 20th and 30 days past May 20th)
 - Any modules submitted past dates listed must also submit (for each trainee):
 - Registration and Release Forms
 - Written Assessments
 - Performance Verifications
 - NOTE: Form 200s cannot be submitted for credit more than five years after the date of the module completion
- The trainee may appeal any adverse decision in accordance with the appeal policy
 - If the appeal cannot be resolved with the ATS, the trainee may submit it to NCCER Accreditation Department within 60 days from the written notice of adverse decision
 - A copy of the letter to the Accreditation Department must be given to the Sponsor Rep
 - NCCER must respond to the trainee and the ATS within 60 days of receipt of the appeal
 - The NCCER decision is final with no further appeal possible
- **The ATS must accept all previous training as indicated on the official NCCER transcript**
- The trainees will be recognized upon completion of individual modules and levels in accordance with the information provided in the *Obtaining Certificates and Walled Cards* section of this document
- Curriculum Levels do expire when revisions to the curriculum have been made
 - Training completed using previous versions of NCCER Curricula modules within a level will be accepted by the ANR for a grace period of up to five years after a revision
 - Training completed after the expiration date will not be accepted
 - Training that is submitted after the expiration date will be accepted as long as the training took place prior to the expiration date
 - Check the NCCER website to stay informed concerning expiring curricula

5.0.0 Potential Penalties for Trainees or ATS

NCCER takes the use of its intellectual property and the integrity of the training program seriously and will take the appropriate action against those who cheat and/or violate NCCER Accreditation Guidelines and Program Policies and Procedures.

Penalties may include but are not limited to:

- Disqualifying the trainee without opportunity for retesting.
- Barring the trainee from all training activity with NCCER for a minimum of 5 years
- Revocation of all the trainee's NCCER credentials
- Listed on NCCER Watch List
- Legal action, including fines

For violations of NCCER policies or procedures by an organization and/or its employee/representative, penalties may include but are not limited to:

- A "for cause" audit at the ATS's expense
- Immediate suspension of ATS accreditation
- Loss of NCCER credentials for involved personnel for a minimum of 5 years
- Revocation of the ATS's accreditation with no eligibility to reapply for a minimum of 5 years*
- Organization and/or personnel listed in NCCER Watch List
- Legal action

*If an organization has training and assessment accreditations, revocation of one may result in revocation of the other pending results of an investigation

6.0.0 Complaints and Appeals

If an instructor or trainee has a complaint not addressed in the appeals process, he/she should:

- First discuss it with the person or personnel involved
- **If unresolved, submit, in writing**, a statement describing the nature of the issue to the Sponsor Representative
- The Sponsor Representative will **review** the complaint and **provide a solution within 30 days**
- **If no satisfactory response is reached through the Sponsor Representative, submit a written statement to NCCER Accreditation Department within the next 30 days** (60 days from initial written statement)
- This dated and signed statement **must include** name, address, phone number, cell number, and email address

6.1.0 Verification Process

- NCCER will investigate the claim and make a determination to its validity

- If found to be **valid**, NCCER will notify the Sponsor Representative and ask that the corrections be made and documentation for such be provided within a timely manner to verify action has been taken
- NCCER will contact the individual and the ATS with a determination within **60 days of the written notice** to NCCER

SECTION IV: ACCREDITED TRAINING AND EDUCATION FACILITY (ATEF)

1.0.0 What is an ATEF?

- An ATEF is a high school, technical school, vocational school, college, or university working in partnership with an ATS that has completed an approval process for recognition of its training program.
- The intent of the NCCER is to establish linkage between schools and industry, thereby providing trainees with future employment opportunities.

An ATEF must meet the following requirements:

- Provide training that meets NCCER's Accreditation Guidelines for a training facility
- Have a dedicated representative that fully administers the training program.

Please visit the [NCCER](#) website for the complete [ATEF Guidelines](#)

1.1.0 Oversight of an ATEF

It is the Sponsor Representative's responsibility to ensure that all training locations have the required facilities, equipment and personnel to deliver training within NCCER policies and procedures.

ATEF Facility Audit

The Sponsor Representative must also ensure that ongoing facility audits are conducted as follows:

- ATEF must be audited within the 1st year of NCCER approval and at least every 3 years thereafter.
 - The ATEF audit can be conducted by:
 - Sponsor Representative **OR**
 - Master Trainer (if approved by Sponsor Representative) **OR**
 - Training (ATS) Designee (if approved by Sponsor Representative)
 - Required documentation of ATEF facility audit must be kept on file for at least 3 years **OR** until the ATS reaccreditation audit is closed by NCCER (whichever is longer).

NOTE: ATEF Representative may NOT audit their own site.

Personnel Evaluations

The Sponsor Representative must also ensure that ongoing personnel evaluations are conducted as follows:

- All ATEF certified personnel (Instructors, Performance Evaluators and Curriculum (ICTP) Proctors) must be evaluated within the 1st year of NCCER certification and at least every 3 years thereafter
- The ATEF personnel evaluations can be conducted by:
 - Sponsor Representative **OR**

- Master Trainer (if approved by Sponsor Representative) **OR**
- Training (ATS) Designee (if approved by Sponsor Representative)
- Required documentation of ATEF personnel evaluations must be kept on file for at least 3 years **OR** until the ATS reaccreditation audit is closed by NCCER (whichever is longer)

NCCER retains the right to audit each ATEF.

1.2.0 The ATEF Representative

The ATEF must have an appropriately certified ATEF Representative who fully administers the training program at the site and processes and maintains NCCER paperwork for submission to the Sponsor Representative.

The ATEF Representative must:

- Be a certified Master Trainer, Instructor, Training (ATS) Designee, Curriculum (ICTP) Proctor, or Performance Evaluator with current credentials
- Be trained on the NCCER policies and procedures, including processing of NCCER paperwork for submission to the Sponsor Representative
- Keep all required documentation on file for a minimum of three years in a secure location.

NOTE: The requirement for ATEF Representatives to be certified becomes effective on publication date of the 2014 NCCER Accreditation Guidelines. There will be a one-year (12 month) phase-in period (from publication date).

2.0.0 The ATEF Process

In order to become accredited, the training and education facility must:

- Have an appropriately certified ATEF Representative who fully administers the training program at the site and processes and maintains NCCER paperwork for submission to the Sponsor Representative
- Submit completed Application for ATEF (Form 106) and application fee to the NCCER Accreditation Department
- Complete the “Accredited Training and Education Facility Self-Assessment and Sponsor Evaluation Form (Form 105) and submit it to the Sponsor Representative at the ATS that is sponsoring the ATEF

The Sponsor Representative must:

- Conduct on-site audit using the Accredited Training and Education Facility (ATEF) Self-Assessment & Sponsor Evaluation Form (Form 105) submitted by ATEF applicant
- Upon approval, complete (including signature and date) and submit the last page of the Accredited Training and Education Facility Self-Assessment and Sponsor Evaluation Form (Form 105), per record keeping policy
- Keep the completed Accredited Training and Education Facility Self-Assessment and Sponsor Evaluation Form (Form 105), per record keeping policy

Upon receipt of the Accredited Training and Education Facility Application and Self-Assessment and Sponsor Evaluation forms (Form 106 and Form 105), NCCER:

- Reviews and approves
- Sends a congratulatory letter and a tacker sign to the ATS for presentation to the ATEF Representative.

Due to challenges in mandated school system procurement policies, NCCER will work with schools to assist them in transitioning to the NCCER Curricula.