

By checking each box, the school system representative certifies that he/she will comply with the assurances listed below and acknowledges that NCCER credentialing may be put on hold if the school system is found in non-compliance with these assurances.

- Per [NCCER Guidelines](#), all training must be delivered at an Accredited Training and Education Facility (ATEF) by a certified NCCER Craft Instructor using current NCCER Curricula.
- Per [NCCER Guidelines](#), for any *Registration of Training* submitted to the Louisiana Department of Education (LDOE) as the Accredited Training Sponsor (ATS), the school system must maintain the following documentation for at least three calendar years or until LDOE is audited regardless of whether the instructor remains an employee of the school system:
 - [Registration and Release Forms](#) for all instructors
 - [Responsibilities & Liabilities Forms](#) for all instructors
 - Documentation of skill in craft area(s) for all instructors
- All NCCER Craft Instructors within the school system will comply with the assurances listed below and acknowledge that NCCER credentialing may be put on hold if the instructor or ATEF (school) is found in non-compliance with these assurances.
 - Per [NCCER Guidelines](#), for any *Registration of Training* submitted to Louisiana Department of Education (LDOE) as the Accredited Training Sponsor (ATS), school systems must maintain the following documentation for at least three calendar years or until LDOE is audited regardless of whether the instructor remains an employee of the school system:
 - [Registration and Release Forms](#) for all students
 - Written module exams or score reports for all students
 - *Performance Profile* sheets with required handouts for all students
- All NCCER Craft Instructors within the school system will comply with the assurances listed below and acknowledge that NCCER credentialing may be put on hold if the instructor or ATEF (school) is found in non-compliance with these assurances.
 - Per [NCCER Guidelines](#), for any *Registration of Training* submitted to LDOE, school systems must ensure that all paperwork is properly documented. This includes the following:
 - [Registration & Release Forms](#) contain dated signature of both student and parent/legal guardian
 - All forms (*Registration & Release Forms*, written assessments, including answer sheets, and *Performance Profiles*) are current, titled, dated, include trainee name, appropriate signatures and required information.
 - Forms and written assessments are not altered in any way (e.g., performance tasks may not have substitutions)
 - *Performance Profile* sheets are properly scored using either a (1) for pass or (2) for failure, are signed and dated when task is completed and include start and end times when requested
- All NCCER Craft Instructors within the school system will comply with the assurances listed below and acknowledge 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. School systems must ensure that instructors, using the [Registry system](#), submit all completed modules within 30 days of the end of the semester (within 30 days of December 20 and May 20). For those school systems using Online Testing, *Performance Profiles* must be submitted through the registry, not the testing system, until access to FTP folder is established.
 - Sponsor Representative will email the instructor a request for verification documentation. For approval, the instructor must submit this documentation in the format requested by the deadline in the email.

School System

Printed Name and Position of School System Representative (e.g., CTE Supervisor, Jump Start Coordinator, etc.)

School System Representative Signature

Date