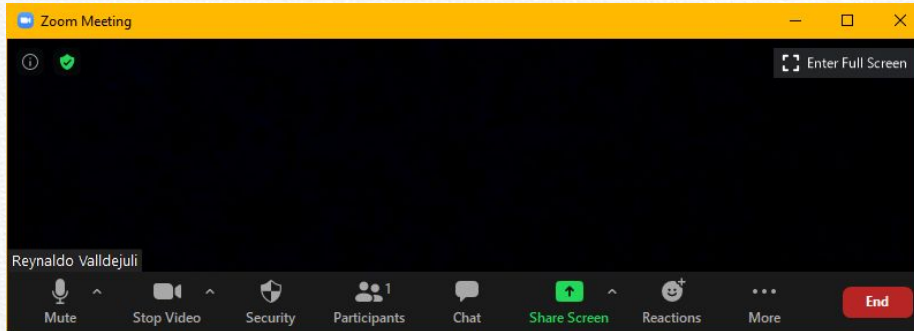


Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
 - To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
 - To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



NOTICE: In accordance with the Americans with Disabilities Act, if you need special assistance at this meeting please contact Idoecommunications@la.gov.



VISION for **SUCCESS**



**National Center for Construction Education and
Research (NCCER)
Updates for Craft Instructors
2023-2024**

Agenda

- NCCER Accredited Training Unit Facility Management
- NCCER Requirements for Credentialing Trainees
 - Facility Requirements
 - Craft Instructor Requirements
 - Assessment/Testing Requirements
 - Reporting NCCER Credentials
- NCCER Craft Instructor Trainings
- NCCER Reminders



NCCER Accredited Training Unit (TU) Management



Acronyms

ATS - Accredited Training Sponsor - Louisiana Department of Education (**LDOE**)

ICTP - Instructor Certification Training Program

MSDS - Material Safety Data Sheets

PPE - Personal Protective Equipment

TU - Training Unit previously called Accredited Training and Educational Facility (**ATEF**)

TD - Training Director previously called Sponsor Representative



NCCER TU Management

LDOE requires each Training Unit (school) to be visited at least once every three years.

- [Announced Audit](#) – conducted by contracted industry professional [Charles Positerry](#) or LDOE Training Director
 - CTE Supervisor will be notified two weeks prior to the accreditation and site visit
 - Documents used in visit will be included in the email
 - CTE Supervisor will receive notification of any actions required
- [Unannounced Audit](#) – LDOE will visit sites and ask to visit NCCER instructors when concerns, e.g., inadequate equipment, testing irregularities are raised by audits, industry, or NCCER



NCCER Requirements for Credentialing Trainees



NCCER Requirements for Credentialing Trainees

- To earn a credential, the trainee must be trained:
 - at an approved TU;
 - 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](#); and
 - documenting Industry Interactions.

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



Training Unit Site Visit

- LDOE requires 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 TU contact representative or CTE Supervisor should contact the auditor immediately.



ATEF in Good Standing

The auditor will review the following:

- Classroom
 - [Curricula](#)
 - [Student Evaluation of Instructor](#)
 - [Instructor Evaluation](#) by auditor
 - [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.



Using NCCER Curricula and Assessments

- Prior to beginning training, trainees must have a [Registration and Release Form](#) on file. LDOE recommends this be done at the beginning of the term.
- Trainees must be taught using current NCCER Curriculum and assessments.
- NCCER's website lists [craft expirations](#) on an excel document and under the tab titled Course Maps. **Craft Instructors and TU contact representative** are responsible for staying up to date on current craft editions.
- Direct questions regarding NCCER curricula expiration to support@nccer.org.



NCCER Certified Craft Instructor

- Per [Bulletin 746](#), instructors who will be providing content aligned to an industry-based certification must carry the IBC in which instruction will occur
- Documentation of skill in craft area(s) taught must be on file at the ATS (LDOE) and the TU contact representative (the training site/school)
- Documentation of skill may be any or all of the following:
 - Resume with a minimum of journey or technician level of industry experience and professional contacts to verify skill set in craft area(s)
 - A minimum of three years experience as a certified teacher in a vocational/technical construction or maintenance-related training program
 - An ATS may certify an instructor to teach specific levels



Programs & Craft

All information needed for each craft can be located under the Programs & Crafts tab on top of the NCCER home page or by using the [Craft Catalog](#).



Safe, Well-Maintained, Organized Classroom and Laboratory

The following items are required:

- 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
 - Post safety signs in both classrooms and labs
- Trainees and guests comply with applicable safety procedures and wear prescribed PPE at all times in lab area(s)



Industry Interaction

To maintain accreditation, the TU 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

Industry Interaction documentation will be monitored during site visit.



Assessments/Testing Requirements



Assessment/Testing Requirements

Online Testing System

- Must be administered under the direct supervision of NCCER Craft Instructor or NCCER Curriculum Proctor
- Test **SHALL NOT** be given as a pre-test or study guide
- Must score **70% or better**
- Students must have no exposure to tests or any test questions for at least **48 hours** prior to retest attempt
- Cost for test is based by subscription or per test. Information can be found under the Customer Support tab or by clicking [Billing, Pricing & Purchasing](#)



Assessment/Testing Requirements

Performance Profiles

- Must be administered by the NCCER Craft Instructor of record
- 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
- NCCER forms must be kept on file for 3 calendar years
- Must be administered individually, not in a group setting, with trainee wearing proper safety equipment and using proper safety practices
- 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 can be reassessed after reteaching and practice



Reporting NCCER Credentials

- Performance profiles are reported by the **Craft Instructor of record** via **NCCER Testing System**. Credentials are **only** awarded for full completion of a craft level
- Training Director will generate reports monthly to ask instructors for required documentation of skill of trainees
- LDOE recommends that submissions be made, at a minimum, at midterm and at the end of each semester
- LDOE Sponsor Representative will audit submissions for all instructors. CTE Supervisors are copied in all documentation requests from LDOE
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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:

- Instructor's documentation of skill. Documentation of skill may be any or all for the following:
 - Resume with a minimum of journey or technician level of industry experience and professional contacts to verify skill set in craft area(s)
 - A minimum of three years experience as a certified teacher in a vocational/technical construction or maintenance-related training program
- For those instructors recertifying, include NCCER card number



Craft Instructor Certification and Training

After review by the Resume Review Committee, 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 must be approved by the NCCER Training Director and CTE Supervisor.



Instructor to Instructor Trainings

If craft instructors are interested in offering training to other Craft Instructors, approval must be given by the Training Director(LDOE) and CTE Supervisor in an email.

[Jump Start Super Training Catalog](#) offers training sessions for NCCER Craft Instructors which are posted to the Jump Start Training Calendar. These sessions will be a combination of in person and hybrid classes.



NCCER Reminders



NCCER Reminders

- Instructors need an up to date one-page resume', emailed to troy.borne@la.gov, including (ATS 5.5.0) Name, email, NCCER Card #, NCCER objective, Construction Education, Apprentice/Journeyman work experience, Construction Industry Professional Work References
- CTE Supervisors can check student and instructor credentials using NCCER's [Verify Credentials](#) or email troy.borne@la.gov for further assistance.
- [Module Testing Proctor Script](#)
- Instructors must have an up to date copy of [ICTP Manual](#).
- [Resources and Forms](#) including Cheating Poster
- [Jump Start Training Catalog](#)



NCCER Updates

- [System Enhancement Webinar Part 1](#)
- [System Enhancement Webinar Part 2](#)
- [How to assign a Module Test](#)
- [Conducting Performance Profiles](#)



Questions?

**Thank you for joining us
today!**

