

# Louisiana Believes

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**National Center for Construction Education and  
Research (NCCER) Update for  
School System and School CTE Leadership  
2020-2021**

# Agenda

- NCCER Accredited Training and Education Facility (ATEF) Management
  - NCCER School System Assurance Document
  - List of ATEFs and NCCER Craft Instructors at each ATEF
- NCCER Requirements for Credentialing Trainees
  - Facility Requirements
  - Craft Instructor Requirements
  - Industry Interactions
- Reporting Assessments Completions
- NCCER Craft Instructor Trainings
- NCCER Reminders
- Contact information




**NCCER Accredited Training and  
Education Facility (ATEF)  
Management**

# NCCER School System Assurance Document


[NCCER School System Assurance Document](#) is completed annually.

- This document was created by LDOE as the Accredited Training Sponsor (ATS) to assure NCCER that
  - all school systems with ATEFs under LDOE sponsorship are credentialing trainees following [NCCER Guidelines](#)
  - all NCCER Craft Instructors within the school system are complying with these assurances and following [NCCER Guidelines](#)
  - NCCER credentialing may be put on hold if the instructor or ATEF (school) is found in non-compliance with these assurances.
- Complete [NCCER Assurance Letter and List of Craft Instructors Form](#) and upload Assurance Letter as indicated by September 30, 2020



DEPARTMENT of  
EDUCATION  
LOUISIANA BELIEVES

National Center for Construction Education  
and Research (NCCER) Assurances



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 [Description 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 Renewal Forms](#) for all instructors
  - [Performance & Evidence Forms](#) for all instructors
  - Documentation of skill/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 [Description 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 Renewal 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 [Description of Training](#) submitted to LDOE, school systems must ensure that all paperwork is properly documented. This includes the following:
    - [Registration & Renewal Forms](#) contain dated signature of both student and parent/legal guardian
    - All Forms (Registration & Renewal Forms, written assessments, including answer sheets, and Performance Profiles) are current, labeled, 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 that 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 [Assurance System](#), where all completed modules within 30 days of the end of the semester (within 30 days of December 31 or May 31, for those school systems using Spring Filing). Performance Profiles must be submitted through the registry, not the existing system, until access to PFP holder is established.
  - Sponsor Representative will email the instructor a request for verification documentation. For approval, the instructor must submit the documentation in the format requested by the directive in the email.

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School System

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

School System Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Published August 2020





# **NCCER Requirements for Credentialing Trainees**

# NCCER Requirements for Credentialing Trainees

To earn a credential, the trainee must be trained:

- at an accredited/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 instructor of record following NCCER guidelines and ATS processes and procedures



# At an Approved NCCER ATEF

- [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



# By a Certified NCCER Craft Instructor

A certified NCCER Craft Instructor

- meets NCCER eligibility requirements
- successfully completes NCCER Instructor Certification Training Program (ICTP)
- follows NCCER guidelines

# Documenting Industry Interactions

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 shares career information
  - work experience programs such as internships, cooperative education, summer job programs, etc.

# **Assessments and Reporting Completion**

# Reporting Assessment Completions

- **Written Assessments:**
  - Must be administered as per [NCCER Guidelines](#) and **Bulletin 118**
  - Must be administered under the direct supervision of NCCER Craft Instructor or NCCER Curriculum Proctor
  - If using an answer sheet, it must include: student name, date, and module number and module name
  - Must be secure at all times (just like an EOC, LEAP 2025, or ACT assessment)
  - Must score **70% or better** to pass
- **Performance Profiles:**
  - Must be administered under the direct supervision of the NCCER Craft Instructor.
  - Spreadsheets may no longer be used. Actual NCCER forms must be used.
  - 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

# Assessments and Reporting Completions

- Credentials are reported by the instructor of record as per NCCER guidelines and the processes and procedures of this ATS
- 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 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 slide 14.



# 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 required modules of NCCER Helper Pathways.

The background of the slide is a watercolor-style illustration. It features a central white area that tapers towards the top and bottom, creating a sense of depth. This white area is surrounded by soft, blended washes of light blue and teal. The colors are more saturated and darker in the corners, creating a frame-like effect. The overall texture is soft and painterly.

# **NCCER Craft Instructor Trainings**

# Trainings for Certified NCCER Craft Instructors

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. Instructor's documentation of skill
  2. Desired craft area(s) for NCCER Craft instructor Certification
  3. 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

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

In order to stay in good standing and accredited by 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, the instructor must:

- be approved by the Sponsor Representative
- participate in Craft Instructor to Craft Instructor Webinars
- sign 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 for the sessions



The background of the slide is a watercolor-style illustration. It features soft, blended washes of light blue and white, creating a textured, ethereal effect. The colors are more saturated and darker in some areas, particularly towards the edges, while the center is lighter and more white. The overall composition is abstract and artistic.

# **NCCER Reminders**

# NCCER Reminders for Supervisors and School Leaders

- Complete and submit NCCER School System Assurance Letter and List of Craft Instructors Form by **September 30, 2020**
- It is the responsibility of the NCCER Craft Instructor to use current NCCER forms and follow current [NCCER Guidelines](#).
- A basic, four-function, non-programmable calculator can be used on any NCCER module exam
- Check [Exam Resources](#) for crafts or modules in which other resources can be referenced during module exams, e.g., as per NCCER Live Proctor training on July 23, 2020 the *National Electrical Code* book can be used during module exams on NCCER Electrical written assessments
- For trainees with tests read aloud, the IEP or list of accommodations must be kept with NCCER documentation.

## Upcoming Webinars

Upcoming Webinars		
Craft Instructor Updates	Wednesday, September 23, 10:00 a.m.	<a href="https://ldoe.zoom.us/j/97806508237">https://ldoe.zoom.us/j/97806508237</a>
Craft Instructor Updates	Wednesday, September 23, 2:00 p.m.	<a href="https://ldoe.zoom.us/j/97806508237">https://ldoe.zoom.us/j/97806508237</a>

# Questions

Type your question in the Chat Box

# Contact Information

Facility Management	Craft Instructor Management
Tedrick Holmes	Martha Moore
<a href="mailto:tedrick.Holmes@la.gov">tedrick.Holmes@la.gov</a>	<a href="mailto:Martha.Moore@la.gov">Martha.Moore@la.gov</a>
225-342-3387 (office)	225-342-1720 (office)
225-235-9951 (cell)	225-229-3062 (cell)

**NCCER Support:** [Support@nccer.org](mailto:Support@nccer.org)