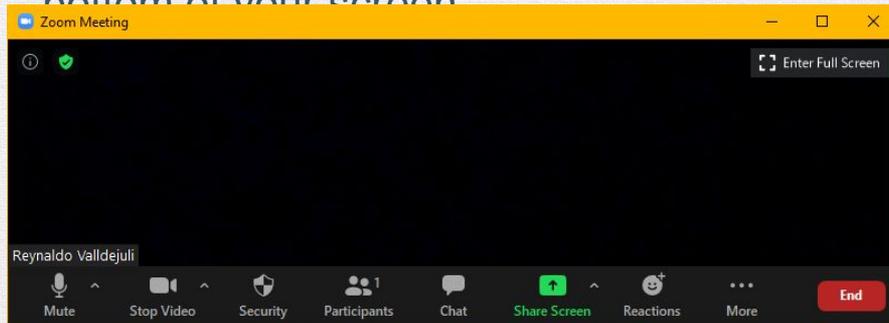


# Zoom Meeting Preparation

- 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



If you require an interpreter or have other accessibility needs for future LDOE meetings, please contact [LDOEcommunications@la.gov](mailto:LDOEcommunications@la.gov).



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**National Center for Construction  
Education and Research  
(NCCER)  
Updates for Craft Instructors  
2022-2023**

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# Agenda

- NCCER Accredited Training & Education Facility 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

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



# NCCER ATEF Management

[NCCER Guidelines](#) require each ATEF (school) to be visited at least once every three years

ATEF Visits - purpose is to ensure alignment to [NCCER Guidelines](#) and provide support

**Announced Audit** – conducted by contracted industry professional or Sponsor Representative

- 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 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](#); and
- documenting Industry Interactions.

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

# ATEF Site Visit



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.
- All NCCER Craft instructors are **required** to be present for announced visit

# ATEF in Good Standing

The auditor will review the following:

a. Classroom

- [Curricula](#)
- [Student Evaluation of Instructor](#)
- [Instructor Evaluation](#) by auditor
- [NCCER Guidelines](#)

b. Laboratory (walk-through of laboratory)

- Trainee Safety Officer documentation
- Equipment and Materials
- Performance Profiles

c. 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 ATEF Representatives** are responsible for staying up to date on current craft editions.

Direct questions regarding NCCER curricula expiration to [support@nccer.org](mailto: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 ATEF (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.

# Proper Equipment and Materials



NCCER provides spreadsheets of required equipment and materials in [Crafts/Titles section](#) of Program Resources. Equipment and Material spreadsheets can be found on the right side of the page under Course Planning Tools

NCCER also provides a list for each module, under the Course Planning Tools section on each NCCER craft webpage

# 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
  - 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

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

Industry Interaction documentation will be needed 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/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](#).
- Test can be purchased through the NCCER Billing Portal by clicking [Company Subscription](#)

# Assessment/Testing Requirements

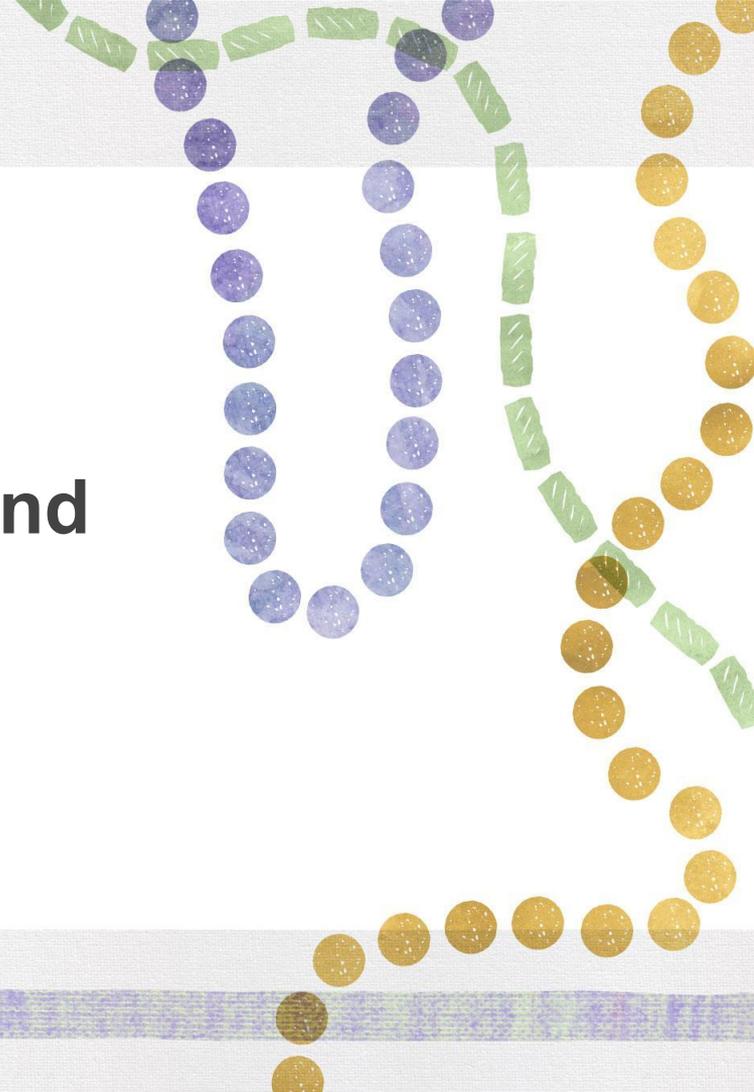
## Performance Profiles

- 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
- 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**.
- Sponsor Representative 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
- Credentials are only awarded for full completion of a craft level

# 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:

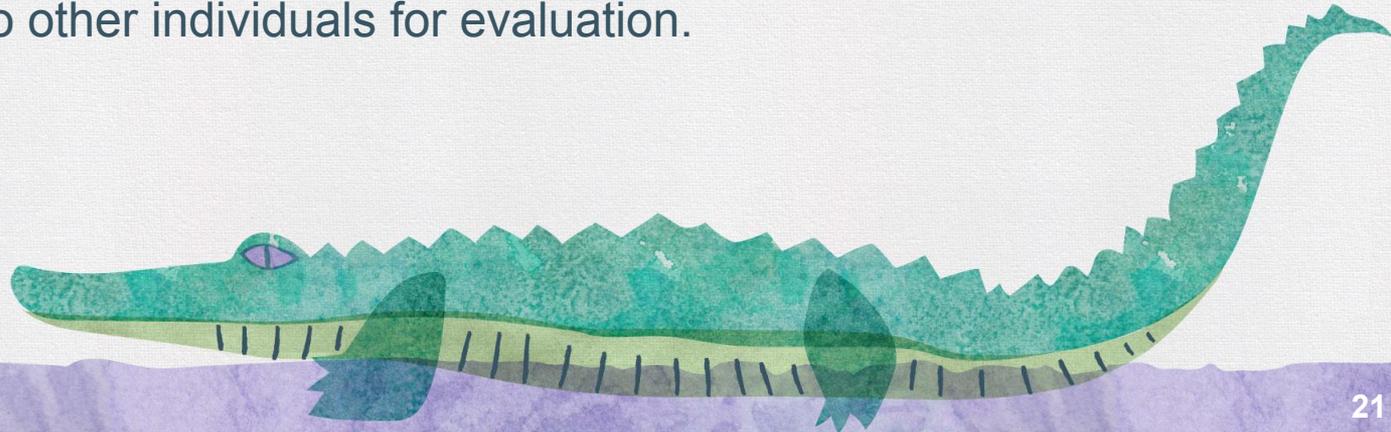
**At least 21 days prior** to the ICTP training, the **potential instructor/trainee**, submits the following to Sponsor Representative at LDOE:

1. 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
2. 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 will **not** be allowed as the instructor/trainee, must present to at least two other individuals for evaluation.



# Instructor to Instructor Trainings

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

- being approved by the Sponsor Representative and CTE Supervisor
- signing an assurance letter

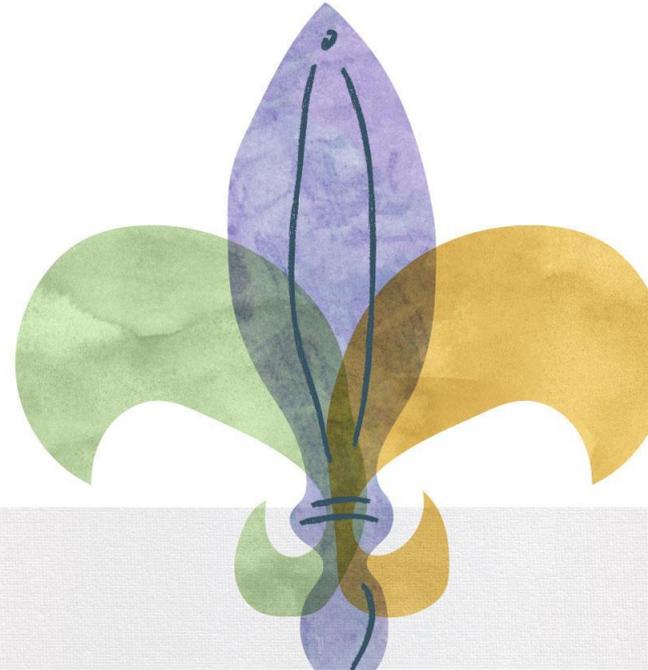
Jump Start Super Summer Institute offers training sessions for NCCER Craft Instructors which are posted to the Jump Start Training Calendar. These sessions will be a combination of in person and hybrid classes.

# Instructor Trainings

Once training is completed, trainers will need to email sponsor representative the following information

- [Registration and Release Form](#)
- [Liability and Responsibility Form](#)
- ICTP documents

# NCCER Reminders



# NCCER Reminders

- Instructors need an up to date one-page resume', emailed to [troy.borne@la.gov](mailto: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](mailto:troy.borne@la.gov) for further assistance.
- [Online Testing Training Videos](#)
- Instructors must have an up to date copy of [ICTP Manual](#).
- [NCCER Cheating Poster](#) located in every assessment room.
- [Jump Start Training Catalog](#)
- [Curriculum Expiration](#)

# Questions and Contact Information

**Troy Borne**

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Office: 225.342.3387