

Louisiana Believes

**National Center for Construction Education and
Research (NCCER) Webinar for
NCCER Craft Instructors
Fall 2018**

Overview

- Key Acronyms and Contact Information
- Mission of NCCER
- NCCER Responsibilities & Liabilities Document
- Craft Instructor Certification and Training
- NCCER Requirements for Credentialing Students
 - Maintaining Facility Accreditation
- [NCCER Guideline](#) Review
- Reporting NCCER Credentials
- Registry System and Support

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Key Acronyms and Contact Information

- ATEF- Accredited Training and Education Facility (school)
- ATS- Accredited Training Sponsor (Louisiana Department of Education)
- CTE-Career and Technical Education
- IEP- Individualized Education Plan
- LDOE- Louisiana Department of Education
- NCCER- National Center for Construction Education and Research
- PPE- Personal Protective Equipment

Mission of NCCER

- The [mission of NCCER](#) is to:

“To build a safe, productive, and sustainable workforce of craft professionals.”

- NCCER packages groups of modules into levels that typically represent one year of apprenticeship training.
- All training programs must be delivered by an individual who has journey- or technician-level knowledge and skills in the topic; has knowledge of the instructional materials provided; and understands how the materials are to be safely used.
- Instructors must demonstrate proper care of tools and the wise use of materials.
- Instructors must keep accurate records and report training in a timely manner.

NCCER Responsibilities & Liabilities Document

- NCCER requires that instructors digitally agree to the [Responsibilities & Liabilities](#) document prior to submitting trainings in the Registry System.
- This document states that the instructor agrees to follow all items on the form as well as all of NCCER's policies and procedures.
- Key items on the document:
 - Administer module tests closed-book
 - Not allow any reference or resource materials during the module test(s) unless specified in the curriculum
 - Grade all module tests the instructor administers
 - Destroy (shred) any unused copies of module tests immediately
 - Never leave a test session unattended
 - Ensure necessary tools and materials are available and in good working order

The background of the slide is a watercolor-style illustration. It features soft, blended washes of light blue and white, creating a misty or ethereal atmosphere. The colors are more saturated in some areas, particularly towards the edges, and fade into a pale white in the center. The overall effect is clean and professional.

Craft Instructor Certification and Training

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

Instructors wishing to host instructor to instructor trainings must attend the [webinar](#) Thursday, September 6 at 2:30 pm in order to host training sessions.

Instructor to Instructor Trainings

For instructors offering a NCCER credential (Core or level completion) to other LDOE Craft Instructors, the following process must be used.

- **45 days prior to the training**, the NCCER Craft Instructor sends the following to the Sponsor Representative:
 - Date, time, and location of training sessions
 - Course outline showing modules/performance tasks completed each day
 - Syllabus including guidance for pre-session assignments, instructional time, breaks, meals (if applicable), attendance policy, rescheduling procedure (for class cancellations), and follow-up for those needing further instruction

In order to stay in good standing and accredited with NCCER, LDOE uses Super Summer Institute trainings as a baseline for courses offered.

Process must be followed for LDOE to recognize completion

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 LDOE Sponsor Representative:
 1. Instructor's documentation of skill
 2. Desired craft area(s) for NCCER Craft instructor Certification
 3. Date, location, and time of ICTP training
 4. Name and contact information of Master Trainer providing the ICTP session
 5. 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 a list attendees 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.
- Direct questions regarding instructor certification and training to Martha.Moore@la.gov.

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NCCER Requirements for Credentialing Students

NCCER Requirements for Credentialing Students

To earn a credential, the trainee must be trained:

- At an ATEF in good standing with ATS (LDOE);
- Using current NCCER curricula and assessments;
- By a NCCER Certified Craft Instructor; and
- With proper equipment and materials

All training must be reported by the instructor of record through [NCCER's Registry](#).



ATEF in Good Standing with ATS (LDOE)

- NCCER requires annual visits/audits.
- All visits/audits include, at a minimum, the following members:
 - LDOE's NCCER Auditor, CTE Supervisor, one building level 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.
 - Any NCCER Craft instructors not present will have his/her credentialing placed on hold until another visit is scheduled.

ATEF in Good Standing with LDOE

- The auditor will review the following:
 - Classroom: Classroom set-up (NCCER recommends a U pattern for class structure)
 - [Curricula](#)- current, not expired; instructor uses NCCER Powerpoints.
 - [Student Evaluation of Instructor](#)- required at end of each NCCER level.
 - [NCCER Guidelines](#)
 - Laboratory (walk-through of laboratory)
 - Trainee Safety Officer- each student serves in role at least one time per course.
 - Equipment and Materials
 - Performance Profiles
 - Industry interaction in each craft area
- The auditor may speak to a student about lab safety and NCCER practices.

Using NCCER Curricula

- Students must be taught using current NCCER Curriculum and assessments.
- At a minimum, assessments and performance profile sheets should be downloaded each semester from the [Instructor Resource Center](#).
- NCCER's website lists craft expirations. Use this chart for upcoming craft expirations in popular craft areas:

Craft Title	Expiration
Core, 4 th Edition	12/31/2020
Carpentry, 4 th Edition (Levels 1&2)	12/31/2018
Electrical, 7 th Edition (Levels 1&2)	12/31/2019
Welding, 4 th Edition (Levels 1&2)	12/31/2020

- Direct questions regarding NCCER curricula expiration to support@nccer.org.

Laboratory Walkthrough

- Any lab space where students are assessed for NCCER performance tasks must be seen
- Safety lines show either safe work spaces or safe walkways
- OSHA-like safety signs are clear and visible throughout the laboratory area
- Shop rules are posted and distributed to students
- Inoperable/broken tools and equipment are labelled and removed from the lab area
- Lab is kept neat, clean and in order
- First aid kit is stocked, labelled, and accessible (NCCER requires a kit in class and lab)
- Laboratory has enough space for the number of students in the class, per [Bulletin 741](#), Chapter 31, and for students to be supervised properly in the space provided.

Equipment and Materials for Each Craft

- For most crafts, NCCER provides a list (spreadsheet) of required equipment and materials in [Crafts/Titles section](#) of Program Resources.
- NCCER also provides a list for each module, under the Competencies/Objectives Section on the NCCER webpage. PPE for each module is also listed.
- Hyperlinks to some crafts' Equipment and Materials Lists are listed below:

Craft	
Core Curriculum	Ind. Maintenance Mech. (Level 1)
Carpentry (Level 1)	Ind. Maintenance Mech. (Level 2)
Carpentry (Level 2)	Pipefitting (Level 1)
Electrical (Level 1)	Welding (Level 1)
Electrical (Level 2)	Welding (Level 2)

Performance Profile Expectations

- Trainees are expected to complete the required tasks using proper safety practices and equipment.
- LDOE will request industry documentation in order to approve any Level 1 or higher credential.
- Lack of industry support may result in credentials being placed on hold.
- It is recommended that craft experts from industry be present, when able, when students are being assessed on their performance.



- Use the [Louisiana Star Jobs](#) website to explore top rated occupations and careers and to select industry support of classroom.

Documentation of Industry Interaction and Paperwork

- Documentation of Industry interaction and industry approval of training in each craft area taught:
 - Use the Industry Visit Document or similar form to document industry interaction.
 - Industry representatives will vary depending on craft area(s) taught at ATEF.
 - Forms will be requested for review during audit and in audit of credential submissions.
- Paperwork must be current and properly completed:
 - Current [Registration and Release Form](#)
 - All NCCER paperwork (assessments and performance profiles) dated and complete
 - During visits from LDOE Representatives will request to see NCCER files

Maintaining Facility Accreditation

- Following audit, LDOE will send report to CTE Supervisor and any required actions and/or recommendations will be listed. CTE Supervisors should inform the site administrator(s) and NCCER Instructor(s) of any required actions and recommendations.
- If there are required actions, credentialing will be placed on hold until actions have been completed.
- Any questions regarding site visits and audits for NCCER should be emailed to Bryan.Bertucci@la.gov, copying Martha.Moore@la.gov

NCCER Guideline Review

NCCER Guideline Review

It is the responsibility of the NCCER Craft Instructor to use current NCCER forms and follow current [NCCER Guidelines](#).

Reminders:

- Performance Profile Sheets can be copied as required. Other NCCER materials may only be copied if there is a permission statement on the document.
- Calculators may **not** be used unless directly stated in curricula (not allowed on Const. Math).
- Module exams must be downloaded from NCCER's [IRC](#) prior to copying. Craft Instructors should download exams at least once each semester. Unused exams must be destroyed (shredded) immediately.
- Module exams may not be altered in any way or translated into another language.
- Module exams may only be read aloud in **one-on-one** setting by NCCER Craft Instructor or a site test-administrator. List of accommodations from IEP must be kept with NCCER documentation.

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NCCER Guideline Review

Reminders (cont.):

- During exam:
 - Trainees must surrender cell phones and similar electronic devices such as smartwatches
 - Establish a method for trainees to ask questions during the exam
 - Trainees are **not** allowed to write or record exam questions as they complete module exams
 - Once exam begins, remain in the room and monitor trainees
- Following exam:
 - Collect all paper tests and scratch paper used as trainees complete the exam
 - Secure exams
 - Instructor of record scores paper-based exams after class. Students and/or other instructors may not score exams

NCCER Guideline Review

Reminders (cont.):

Trainees who do not score 70% or better are allowed to retest. A minimum of a two day (48 hour) waiting period is required before a retest can be administered.

Retests must be administered using a new test and answer sheet.

Exam security:

- Unless taking a NCCER exam, students should not have access to exams.
- Students should not have access to exam questions prior to attempting exam.
- Exam questions may not be posted/uploaded into any testing or study software such as Quizlet, Blackboard, Moodle, or other software.

LDOE does allow the use of Online Testing through NCCER. For information on online assessments, email Bryan.Bertucci@la.gov.

NCCER Guideline Review

Reminders (cont.):

- Administering Performance Profiles:
 - Trainee must perform required tasks successfully without assistance or instruction as the instructor/evaluator merely observes.
 - Performance is measured against the standardized criteria outlined in NCCER Curricula and are scored as pass/fail (meets criteria/does not meet criteria)
- Performance Profile Considerations:
 - Safety should always be the first priority
 - Be sure the trainee understands the task(s) to be performed.
 - Terminate the test immediately for any unsafe actions.
- Scheduling of any failed tasks is done at the discretion of the instructor.

Reporting NCCER Credentials

Reporting NCCER Credentials

- Credentials are reported by the instructor of record via [NCCER's Registry System](#).
- 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 (Dec. 20/May 25) will require all documentation for each student to be submitted.
- Credentials are **only** awarded for full completion of a craft level. Students completing helper modules will follow instructions on the next slide.

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 student’s NCCER card number and click “View.”
 3. Verify the student 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 student completed required modules of NCCER Helper Pathways.

Registry System and Support

All NCCER Credential reporting is done through NCCER's Registry system.

- NCCER provides many training supports on the Registry:
 - To access the support library, go to:

<https://support.nccer.org/support/home>

For any other issues, email NCCER Support at support@nccer.org.

Reminders:

- Remind Craft Instructors about the following webinars
 - Thursday, August 30: [NCCER Craft Instructors at 2:30 pm](#)
 - Thursday, September 6: [So You Want to Train Another Craft Instructor](#)
- For inquiries about Registration of Training submissions and student credentials, contact Bryan.Bertucci@la.gov, copying Martha.Moore@la.gov.
- For inquiries about instructor certification and instructor training, contact Martha.Moore@la.gov, copying Bryan.Bertucci@la.gov.

Questions

- Type your question in the Chat Box to the right of the screen.