



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 NCCER Curricula.
- Per [NCCER Guidelines](#), for any [Registration of Training](#) submitted to the Louisiana Department of Education (LDOE), 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 instructors within the school system will comply with the assurances listed below and that NCCER credentialing may be put on hold if the instructor or school is found in non-compliance with these assurances.
 - Per [NCCER Guidelines](#), for any [Registration of Training](#) submitted to Louisiana Department of Education (LDOE), 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 for all students
 - Performance Profile Sheets for all students
- All NCCER instructors within the school system will comply with the assurances listed below and that NCCER credentialing may be put on hold if the instructor or 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 signature of both student and parent/legal guardian
 - All forms are dated (Registration & Release Forms, written assessments, and performance profiles)
 - Forms are not altered in any way (e.g., performance tasks may not have substitutions)
 - Performance profile sheets are properly scored using both a (1) for pass and (2) for failure and dated when task is completed and include start and end times when requested
- All NCCER instructors within the school system will comply with the assurances listed below and 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 submit [Registration of Training](#) in a timely manner. All modules completed must be submitted using the [Registry system](#) within 30 days of the end of the semester (within 30 days of December 20th and May 20th).
 - LDOE will email the instructor a request for verification documentation. The instructor must submit this documentation in the format requested by the deadline in the email for approval.

School System

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

School System Representative Signature

Date