

Jump Start is the state’s new program for school districts, colleges, and businesses to collaborate in providing career courses and workplace experiences to high school students, certifying them for the career fields most likely to lead to high-wage jobs. Statewide Industry-Based Certifications (IBCs) may be attained through pathways that were developed through collaboration with business, schools, and industry. By offering credentials that give graduates a leg up in Louisiana’s economy of today and tomorrow, Jump Start will prepare our high school graduates for a productive adulthood.

The [National Center for Construction Education and Research \(NCCER\)](#) is one provider of IBCs that students can use to obtain employment upon graduation from high school. NCCER outlines its guidelines in their [Accredited Training Sponsor \(ATS\) Guidelines](#) to communicate to its members their policies and procedures.

NCCER policy on Craft Instructor Certification can be found in sections 5.3.0 to 5.5.1 of the *Accredited Training Sponsor (ATS) Guidelines*. The Louisiana Department of Education (LDOE) has created the following guide to assist districts and schools in understanding NCCER policies. This document is also to be used as a tool for instructor professional development planning and course planning as Jump Start continues to be implemented.

Craft Level Instructor vs. Craft Level Completion

A NCCER Craft Level Instructor holds a NCCER Instructor Certificate and is approved to instruct and certify trainees in designated levels of a NCCER craft. An individual with NCCER Craft Level Completion holds a Certificate of Completion and has passed all written assessments and performance profiles in a specific craft level.

NCCER offers the Instructor Certification Training Program (ICTP) to certify NCCER Craft Instructors. The ICTP course must be taken from a Master Trainer and can be taken at Super Summer Institute or through a third-party provider. Even if the instructor takes ICTP through a third party, **prior approval** must be given by the State Sponsor Representative. All NCCER Guidelines in the ICTP administration and certification must be followed.

An instructor who has attained a NCCER IBC, such as NCCER Welding Level One, was instructed and assessed using NCCER curricular resources. An instructor holding a NCCER Certificate of Completion in Welding Level One has been taught by a NCCER instructor and credentialed by NCCER.

	ICTP Course Completion	NCCER Course Completion
Instruction provided by	NCCER Master Trainer	NCCER Certified Instructor
Form submitted to ANR	Form 101	Form 200
Certificate provided upon completion	NCCER Craft Instructor Certificate	NCCER Certificate of Completion
Assessments	Nine (9) ten question written assessments and a ten minute presentation with critique	Series of written assessments and performance verifications (amount can vary depending on craft)
Prior approval required	From State Sponsor Representative	None
Meaning of certificate	Instructor has documentation proving skill in one or more craft levels. Instructor can certify trainees in the areas certified.	Instructor holds the IBC from NCCER showing completion of a craft or level.

Instructors with Current NCCER Craft Instructor / Specialty Instructor Certification

Instructors who are current NCCER Craft Instructors or Specialty Instructors but do not hold the NCCER IBC in the areas they are teaching may still certify students, per NCCER Guidelines. However, to offer and transcript a [Jump Start Career Development Fund \(CDF\) Qualifying Course](#) aligned to the statewide IBC, the instructor must hold the **credential** in the title of the NCCER course.

A requirement of offering a Career Development Fund Jump Start Technical course is that the instructor holds the IBC that students will earn upon completion of the course. Example, a district that is teaching Welding Technology as opposed to NCCER Welding I would only receive 6% funding, which is approximately \$240 as opposed to approximately \$480/student for a Jump Start CDF pathway.

Example of variables	NCCER Instructor in Welding	NCCER Instructor in Welding with NCCER Welding IBC
Course Offered	Welding Technology	NCCER Welding I
Instructor Certification	NCCER Craft Instructor Welding	NCCER Craft Instructor Welding AND NCCER Welding Level One Certificate of Completion
Certification Student Receives	May receive NCCER Welding Level One	NCCER Welding Level One
CDF Funds Eligible	Not eligible for additional 6% CDF funding	Eligible for 6% additional CDF funding
Site Requirements	If certifying NCCER, NCCER ATEF	NCCER ATEF

Adding NCCER Specialty Instructor Levels or Crafts to a current NCCER Instructor/Specialty Instructor

If an instructor obtains documentation of skill set beyond their current NCCER Specialty Instructor area, that instructor will submit the aforementioned documentation to the State Sponsor Representative. The State Sponsor Representative will then submit a Form 101 adding additional specialty areas for NCCER Instructor Certification.

Completion of a NCCER craft level (i.e., NCCER Carpentry One) will be acceptable documentation to add that craft area to the NCCER Instructor Certification. Note that completion of NCCER *Core Curricula* is a prerequisite for Level One completion in most craft areas.

Maintaining ICTP Certification

When an instructor completes the ICTP course, he or she is automatically certified for three calendar years from the completion date of the ICTP course. Each time the instructor has a Form 200 (the form used to report student certification) approved by NCCER, his or her ICTP in ALL craft areas will be extended three years from the date of completion listed on the Form 200. Instructor Certifications are verified using ANR.

NCCER IBCs (Certificates of Craft Completion) do not expire. Once an instructor has completed a craft, the IBC will remain on the instructor's ANR transcript.

Louisiana Department of Education Contacts

LDOE has two primary NCCER State Sponsor Representatives: Dr. Janet G. Broussard (Janet.Broussard@la.gov) and BJ Bertucci (Bryan.Bertucci@la.gov).