

Louisiana Believes

2015 NCCER Instructor Webinar
December 2015



Overview

- **NCCER Accredited Training and Education Facility (ATEF) Management**
 - Review process of Accreditation Visit, Audit, and Site Visit
- **Paperwork: Facility and Testing Requirements**
- **Form 200 Process: Audit process including timeline for submission**
- **NCCER Instructor Certification**
 - Instructor Certification Training Program (ICTP) Approval Process
 - Adding certification levels and Career Development Fund (CDF) eligibility
- **Results of NCCER's Reaccreditation Audit of LDE**

NCCER ATEF Management

NCCER ATEF Management

- NCCER Guidelines require that each ATEF (school) is visited at least once per calendar year
- ATEF Visits
 - Purpose of a visit is to ensure alignment to NCCER Guidelines so that students can receive credentials
 - There are three types: **Accreditation, Audit, Site**
 - Your CTE Supervisor will be notified at least 2 weeks prior to visit
 - Documents used on the visit will be included in the email

NCCER ATEF Management

Accreditation Visit	Audit	Site Visit
<ul style="list-style-type: none">• Must be completed within one year of date of application received by NCCER• Form 105 used to score• Once approval is received, NCCER placard will be sent to school	<ul style="list-style-type: none">• Occurs at least once every three years• LDE ATEF Audit Form will be used to document findings, non-conformance, etc.	<ul style="list-style-type: none">• Occurs once per year unless site receives Accreditation Visit or Audit.• LDE ATEF Site Visit Form used to document visit

- Within one month of visit, a report will be sent to CTE Supervisor and Instructor
 - If actions are required for non-conformances, the school will have 60 days to address

Facility and Testing Requirements

Facility and Testing Requirements

- To credential students, NCCER Guidelines must be followed:
 1. Facility must be accredited by NCCER
 2. Instructor must be a NCCER Instructor listed under LDE
 3. Required paperwork must be on file:
 - [Registration & Release Form](#) (including parent & student signatures)
 - Written Assessments
 - Performance Profile Sheets
 4. All assessments must be current, passed, and on file
- *All paperwork must be securely stored and maintained for at least three calendar years**

Facility and Testing Requirements

- **Written Assessments:**
 - Must be administered under the direct supervision of NCCER Instructor*
 - May not be translated
 - Must score **70% or better** to pass
 - If answer sheet used, must include: student name, date, module number
 - **Retesting:** Student must have no exposure to tests or any test questions for at least **48 hours** prior to retest attempt.

*Students who have tests read aloud may have it read to them in a one-on-one setting only with test given by a test administrator.

Facility and Testing Requirements

- **Performance Tasks (Performance Profile Sheet):**
 - Must be administered under the direct supervision of NCCER Instructor
 - Indicate a “1” for pass and a “2” for fail and **date**
 - May not be altered in any way without NCCER’s written permission
 - If using a spreadsheet, must include above requirements and tasks listed verbatim from the NCCER Performance Profile Sheets
- **Retesting:** Students may retest as needed. NCCER recommends further instruction prior to retest attempts

Form 200s (Credentialing Students)

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The Louisiana Department of Education:

- Only accepts Form 200s via electronic submission in [Automated National Registry](#) (ANR)
- Reviews each Form 200, per NCCER Guidelines
- Emails instructor a request for documents
 - Forms must be scanned and properly labeled
 - Instructors have 2 weeks to submit documents or the Form 200 is declined
- Reviews documents and submits Form 200 to NCCER
 - Form 200 cannot be approved until all documents are received and reviewed

Form 200s (Credentialing Students)

- Form 200s must be submitted within 30 days of the end of the semester (December 20 or May 20)
- Forms submitted more than 30 days past the end of the semester must include submission of the following for **all** trainees listed:
 - Release Form
 - All written assessments
 - All performance profile sheets

NCCER Instructor Certification

NCCER Instructor Certification

- Instructors seeking NCCER Craft Instructor Certification must use the following steps:
 - At least 14 days prior to ICTP training, submit to LDE Representative:
 1. Instructor's proof of skill
 2. NCCER Certification(s) desired
 3. Date, location, and time of ICTP training
 4. Master Trainer name and contact information of ICTP provider
 - LDE will send instructor, CTE Supervisor, and Master Trainer a list of area(s) instructor can be NCCER Certified in upon completion of the ICTP course

NCCER Instructor Certification

Adding instructor certifications (must have current ICTP):

- Instructors who have earned NCCER Level completion through Super Summer Institute or through a third party may use this to earn further instructor certifications
- When ANR shows the instructor has completed the level, he/she must email the LDE Representative and ask to have the certification added
- LDE will complete the certification process

NCCER Instructor Certification

The Louisiana Department of Education has held meetings with all LDE Master Trainers (10 current).

- Districts needing assistance in locating a Master Trainer to offer the ICTP may email LDE Sponsor Representative for a list of instructors with contact information.

NCCER Reaccreditation Audit

Results of NCCER Reaccreditation Audit of LDE

NCCER Audit took place 10/14/2015

- Visited two high schools with NCCER programs
 - St. Amant High School
 - St. James Parish Career & Technology Center
- Reviewed Form 200 documentation requested
 - (16) batches of documents dating back to 2012 reviewed
- Reviewed required paperwork for instructors
 - Documentation for (28) LDE instructors was reviewed
- Reviewed LDE filing system and recordkeeping

Results of NCCER Reaccreditation Audit of LDE

- Auditor commented on the following as it applies to **NCCER documentation review**:
 - **Release Form**: must use current [R&R Form](#)
 - **Written Assessments**:
 - Answer sheets or scantron must include: Name, Date, Module Number/Title
 - Must be scored by instructor
 - Must be closed book/closed notebook
 - **Performance Profiles**:
 - Must include: Instructor name, trainee name, school, date completed
 - Trainee must pass all tasks to receive module completion
 - “N/A” cannot be put in a blank for module completion
 - Trainees receiving a “2” (failure) cannot receive module completion
 - Instructor may not substitute tools, tasks must remain as written

Results of NCCER Reaccreditation Audit of LDE

- Finding #1: **“Some records were not available for the module completion checklist.”** i.e., records not on file, instructor left the school summer 2014 and not able to obtain records.
- Finding #2: **“Questions about performance tasks due to completion of the performance profiles.”**
For example:
 1. Marked “N/A” on one of the performance tasks.
 2. Instructor changed circular saw to “grinder” on a performance profile.
 3. Some tasks marked as passed and others were left blank
- Finding #3: **“Documentation for requested accreditation visits were not available for review or have not occurred yet.”**

Results of NCCER Reaccreditation Audit of LDE

- **LDE Corrective Action:**

- [District NCCER Letter of Assurance](#)

- <http://www.louisianabelieves.com/courses/all-things-jump-start/policy-and-program-implementation>
 - Addresses areas of need in regards to NCCER paperwork maintenance, paperwork processing, and Form 200 submissions
 - » Failure to follow assurances will result in school accreditation being placed in temporary deactivation
 - District Supervisors of NCCER must have letter of assurance on file at LDE to process Form 200s.
 - If you submit a Form 200 and your district has not submitted this letter, the Form 200 will be placed on hold until this document is received from the CTE Supervisor/NCCER Administrator.

NCCER Resources and Upcoming Events

- [LDE's NCCER Guidelines:](#)
 - Posted to Jumpstart library.
 - Download here: <http://www.louisianabelieves.com/docs/default-source/jumpstart/lde-nccer-guidelines-and-policies-document.pdf?sfvrsn=4>
- **2016 Super Summer Institute**
 - July 18-22, 2016
 - Lafayette, LA

Question & Answer

LDE Sponsor Representative:
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