

Louisiana Believes

**LATA NCCER Informational Presentation
July 2016**

Overview

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- **NCCER “Helper” Pathways**
- **Career Development Funds (CDFs)**

NCCER Contacts at LDE

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NCCER Update to Automated National Registry

NCCER Update to Automated National Registry

- NCCER is in the process of updating the Automated National Registry (ANR)
- Scheduled to be back up July 28, 2016
- NCCER will offer craft instructor trainings on the new ANR system:
 - Aug. 1 from 4 p.m. to 5 p.m. EDT or
 - Aug. 3 from 11 a.m. to noon EDT or
 - Aug. 9 from 4 p.m. to 5 p.m. EDT
 - Check <http://www.nccer.org/registry> for registration links

NCCER Update to Automated National Registry

- Any Form 200s in the old ANR system that were either declined by NCCER or LDE or was not processed by July 1, 2016, will require instructors to resubmit Form 200s in the new system.
- If you have questions regarding status of a Form 200, please check in ANR and then email your NCCER Sponsor Representative with further questions.

NCCER Requirements for Instructors

NCCER Requirements for Instructors

- To credential students in NCCER curricula, the following is required:
 - Facility be recognized by sponsor (LDE) and NCCER
 - Facility must have passed site visit or reaccreditation audit
 - Instructor's Instructor Certification Training Program (ICTP) is current and sponsor has documentation of skill on file with sponsor
 - Students are taught and assessed using current NCCER curricula
 - Form 200 submitted electronically via ANR and accepted by both sponsor and NCCER

NCCER Requirements for Instructors

- All statements on slides 8-9 are taken from:
NCCER's [Accredited Training Sponsor \(ATS\) Guidelines, 20th Edition 2016](#)
- “The Sponsor Representative must ensure the instructor has the proper qualifications for all craft areas they are certified to teach.”
- “Documentation of all qualifications must be readily available for audit purposes and to submit to NCCER upon request.”

NCCER Requirements for Instructors

- “Documentation of an instructor’s qualifications must be reviewed and approved by Sponsor Representative or other qualified personnel, and kept on file by using one of the following methods:
 - A diploma from an acceptable secondary or post-secondary institution in the field(s) to be taught/evaluated **OR**
 - A resume documenting actual experience in the curriculum title(s) or specific module(s) the individual intends to teach **OR**
 - Documented evidence of successful completion of the National Craft Assessment and Certification Program (NCACP) assessment in the appropriate field(s) **OR**
 - A license granted by a state in the field(s) to be taught/evaluated **OR**
 - Relevant certification by a State Department of Education”

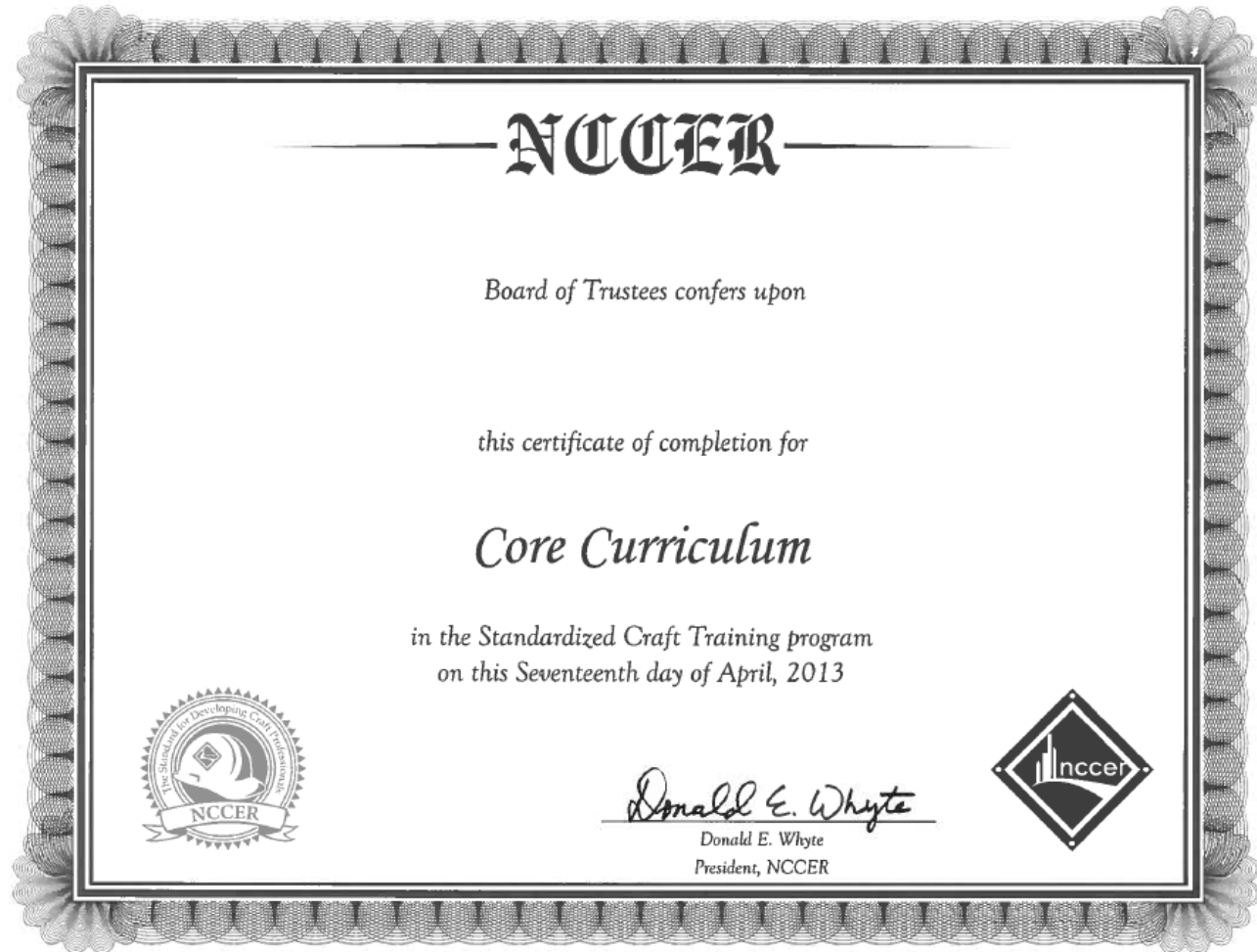
NCCER Requirements for Instructors

- Using NCCER's requirements, LDE has attempted to gather required documentation of skill for all instructors.
- Skill can be documented in the following ways:
 - Resume showing actual work experience with references who can verify tasks the job entailed
 - NCCER Certificate of Completion in the area instructing
 - Other non-NCCER Industry Based Certification documenting skill/training in area to be taught

NCCER Requirements for Instructors - Documentation

NCCER Certificate of Completion:

- Awarded by NCCER
- Shows skill in NCCER Craft Area
- Required for instructor to hold if district uses CDF eligible course codes (i.e., if instructor does not hold this credential, the school cannot get CDF monies for students enrolled in his/her course)



NCCER Requirements for Instructors - Documentation

NCCER Instructor Certification:



- Awarded by NCCER
- Shows individual has passed ICTP course
- Does **NOT** show skill in craft area
- Allows instructor to credential trainees in craft area(s) listed
- To credential students (submit Form 200)
- Sponsor is required to have documentation of skill on file

NCCER Requirements for Instructors - Documentation

Basic Hands-On Certificate:

- Awarded by LDE
- Shows individual received some training in craft area (in this case, 35 instructional hours in Basic Fundamentals of Electrical)
- Documents that individual attended a training



NCCER Requirements for Instructors – Reading ANR Transcripts

Levels Completed	
Date Completed	
8/21/2015	Core Curriculum
8/21/2015	Welding Level One
8/21/2015	Welding Level 1: AWS-SENSE EG2.0 Compliant

The top section of a transcript shows completion and serves as documentation of skill in both NCCER Core AND NCCER Welding Level 1.

NCCER Certifications		
Date Certified	Certification	Expires
7/13/2009	Craft Instructor	5/18/2018
Craft Certifications		*
	Carpentry	5/23/2019
	Core Curricula	5/23/2019
	Electrical	5/23/2019
	Welding	5/23/2019
	Welding	5/23/2019

The bottom section of transcript shows instructor certifications in all levels of Carpentry, Core, Electrical, Welding. This requires Sponsor (LDE) to have documentation of Journey-level experience for each of these crafts on file **OR** documentation of skill for area(s) instructor is credentialing students.

NCCER Requirements for Instructors

- Notable changes in NCCER 2016 Guidelines:
 - Sponsor and instructors “must not translate any NCCER materials. This includes curriculum, module exams, performance profiles, and any other documentation/ materials produced by NCCER or Pearson.”
 - “For high school students, an Individual Education Plan (IEP) is acceptable as proof of the need for an accommodation as long as the accommodation does not change the module exam itself.”
 - “Module exams may not be read aloud to a group... it must be done one-on-one, preferably by someone without knowledge of the craft or test.”

NCCER Requirements for Instructors

- Interpretation or translation of a module exam into another language is NOT acceptable.
- Module exams must be administered closed-book.
- Module exams cannot be delivered via a learning management system (i.e., Blackboard or Moodle) if submitted for module credit via a Form 200.
- Students may not have access to assessment questions prior to first exam attempt (not on study guide/review sheet/etc.)
- Paper Module Exams:
 - Do not add or remove any questions.
 - Must be graded and kept on file for at least 3 years or until ATS re-accreditation audit is closed by NCCER (whichever is longer).
 - Students are not eligible to grade module exams.
 - Students must have individual assessment, no overhead projectors.

LDE Processes

Process for Certifying Instructors

- Instructors seeking NCCER Craft Instructor Certification must use the following steps:
 - **At least 14 days prior** to ICTP training, the **teacher, trainee**, submits the following to LDE Sponsor Representative:
 1. Instructor's proof of skill
 2. NCCER Craft instructor Certification(s) desired
 3. Date, location, and time of ICTP training
 4. Name and contact information of Master Trainer providing the ICTP session
 5. For recertification, include NCCER card number
 - Sponsor Representative will send trainee, CTE Supervisor, and Master Trainer a list of craft area(s) in which instructor can be NCCER Craft Instructor Certified upon completion of the ICTP course
 - One-on-one ICTP trainings will not be allowed as the instructor must present to at least two other individuals for evaluation.
 - Process must be followed for LDE to recognize certification

Process for Certifying Instructors

The Louisiana Department of Education has NCCER Master Trainers who are able to provide ICTP trainings.

- Districts needing assistance in locating a Master Trainer to offer the ICTP training may email LDE Sponsor Representative for Master Trainer contact information.
- Prior to any NCCER ICTP training, NCCER requires that LDE Sponsor Representative provide approval.

Training of non-K-12 Students (other instructors)

For instructors offering a NCCER credential (Core or level completion) to a non-K-12 student (other instructors), the following process must be used.

- **14 days prior to the training**, the NCCER Craft Instructor sends the following to the Sponsor Representative :
 - Date/time/location of training sessions
 - Course outline showing modules and tasks completed each day
- LDE may ask for photo evidence of completed performance tasks to be kept on file for these and other trainings.
- On Form 200, submit only instructors, no students
- When submitting Form 200, email copy of daily sign in sheets and Form 200 ID number.
- Trainings must meet all NCCER requirements

NCCER “Helper” Pathways

NCCER “Helper” Pathways

- Louisiana’s Jump Start Program aims to provide a pathway for every student to a high-demand, high-wage job and prepare them for future education and career development.
- Schools can receive the same credit in their letter grade as students who score 3, 4, or 5 on an AP test
- 23 of 47 pathways include NCCER curricula
 - These include Helper Pathways for: Carpenter, Electrician, Industrial Maintenance Mechanic, Mason, Pipefitter, Sheet Metal, Welder

NCCER Welder Pathway

	NCCER Helper	NCCER Level 1	NCCER Level 2
NCCER Curricula Completion Required:	Core, Welding Level 1 modules: 1-3, 5, 7-8, and 10	Core and Welding Level 1 (all modules)	Core, Welding Level 1 and Welding Level 2 (all modules)
Recommended Hours of Instruction:	135	357.5	585
Credential from NCCER:	Completion of Core	Completion of Core and Welding Level 1	Completion of Core, Welding Level 1 and Level 2
Additional Required Credentials:	2 complimentary credentials	None	None
School Performance Score Points:	100	110*	150**

*Students achieving Basic statewide Jump Start Credential **AND** pass AP (and take exam), college credit course, dual enrollment, or IB will generate 115 points

Students achieving Advanced statewide Jump Start Credential **AND earning 3 or higher on AP, 4 or higher on IB, or 50 or higher on CLEP will generate 160 points

Career Development Funds

Career Development Funds (CDFs)

- CDFs are intended to support increased student access to high-value CTE courses and training.
- BESE and the Legislature realized that it costs schools more to offer CTE courses in high-wage employment sectors (e.g., welding, information technology, etc.). That is why they included dedicated funds in the MFP - [CDF funds](#) - for the exclusive purpose of making high-value CTE courses and training available to more students across Louisiana

Career Development Funds (CDFs)

- The [teaching certification requirements](#) for individuals delivering instruction in any of the CDF courses outlined on the approved CDF grid:
 - “Hold a Louisiana Type A, B, C, Level I, II, III, CTTIE, or Out of State Certificate **and** the IBC in the applicable area.”

Career Development Funding Expenses	
Approved Expenditures	Not Approved Expenditures
<ul style="list-style-type: none">-Teacher training towards attainment of JumpStart statewide credentials-Facilities, materials, and equipment expenditures related to student attainment of statewide credentials (includes career counseling services)-Transportation of students and teachers to sites where high-value CTE courses and training are available	<ul style="list-style-type: none">-Salaries/benefits for teachers-Paying for student tuitions-Teacher training for credentials other than Jump Start statewide credentials

If you have questions about any aspects of NCCER: instructor qualifications, student credentialing, etc., please contact your LDE Sponsor Representative for assistance.

Question & Answer

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