

# Louisiana Believes

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**2015-2016 NCCER Updates**

**May 2016**

# NCCER Guidance and Resources Webinar

- To ensure audio access, confirm that your speakers are on.
- Today's webinar slide deck will be available for download in the [webinar library](#) on the LDE website.
- If you have any issues, please contact presenter via the Q&A pod to the right of the screen.
- We will begin shortly. Thank you.

# Overview

- **Form 200 submission process review**
  - To earn accountability points, instructor must keep a copy of the students' NCCER credentials
- **NCCER update to Automated National Registry**
- **NCCER facility visits**
- **Process for certifying instructors**
- **Super Summer Institute 2016 NCCER Training Deadlines**

# Form 200 Submission Process

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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
  - Requested documents 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 200 Submission Process

- 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

# Form 200s (Credentialing Students)

- **NCCER updating National Registry**

- NCCER has announced a revamped registry system
- Revamped system will go online beginning Summer 2016
- To facilitate transitioning to revamped registry, Form 200 submissions must be submitted and approved prior to the update of the system
- NCCER will provide trainings to assist instructors with the new system
- Check for updates at the following link:  
<http://www.nccer.org/registry>

# NCCER Facility Visits



# NCCER Facility Visits

- NCCER Guidelines require Sponsor Representatives to visit each ATEF (school) at least once per calendar year
- During LDE visits, the following are verified:
  - Safe work environment and culture
  - Proper curricula being used
  - Proper paperwork on file
  - Site has all tools required to credential students
  - Site has guest speakers from industry & relationship with industry

# NCCER ATEF Management

- During visits, LDE recommends that the instructor(s), site administrator (principal/assistant principal) and CTE Supervisor be present
- NCCER Sponsor Representative may ask students questions or ask to observe a class
- Within one month of visit, a report will be sent to CTE Supervisor
  - If actions are required for non-conformances, the school will have 60 days to address
  - If not addressed, credentialing may be put on hold

# Process for Certifying Instructors

# Process for Certifying Instructors (ICTP)

- Instructors seeking NCCER Craft Instructor Certification must use the following steps:
  - At least 14 days prior to ICTP training, the teacher 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 instructor, 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
  - Process must be followed for LDE to recognize certification

# Process for Certifying Instructors (ICTP)

**The Louisiana Department of Education has master trainers who are able to provide ICTP training.**

- 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, LDE Sponsor Representative must provide approval.

# NCCER Instructor Certification (credential)

For instructors earning a NCCER credential (Core or level completion) through a LDE NCCER Craft Instructor, the following process must be used.

- Prior to the training, the NCCER Craft Instructor sends the following to the Sponsor Representative
  - Date/time/location of training sessions
  - Course outline showing tasks performed each day
- On Form 200, submit only instructors, no students
- When submitting Form 200, email copy of daily sign in sheets

# SSI 2016 Training Deadlines

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- Instructors **not** meeting prerequisite requirements for SSI 2016 NCCER Courses have been notified
- Prerequisite coursework must be submitted to LDE via Form 101/Form 200 no later than June 6
- Once submitted, NCCER Instructional materials for SSI will be mailed to your CTE Supervisor



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

## Question & Answer

LDE Sponsor Representatives:

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