

# JUMP START

NCCER WEBINAR

Fall 2014



# NCCER Guidelines Webinar

- **Welcome**

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- To access audio during the presentation, please dial [1-800-832-0736](tel:1-800-832-0736) and use room number [6246632](tel:6246632).
- Today's webinar slide deck is available for download at <http://www.louisianabelieves.com/resources/library/webinars>
- If you have any issues, please contact presenters via the [Q & A pod](#) to the right of the screen or email [Bryan.Bertucci@la.gov](mailto:Bryan.Bertucci@la.gov) or [Janet.Broussard@la.gov](mailto:Janet.Broussard@la.gov).
- We will begin shortly. Thank you.

# Objectives

- Review key terms and acronyms of NCCER
- Review forms required by NCCER
- Review the roles of NCCER sites
- Review high school accreditation and audit process
- Review NCCER curricula and testing policies
- Review instructor and student certification processes
- Review Louisiana Department of Education instructor qualifications for NCCER instructors

# Overview: National Center for Construction Education and Research

- The mission of NCCER is to build a safe, productive and sustainable workforce of craft professionals
- NCCER partners with industry and constantly evolves
- Modules are reviewed and revised continuously

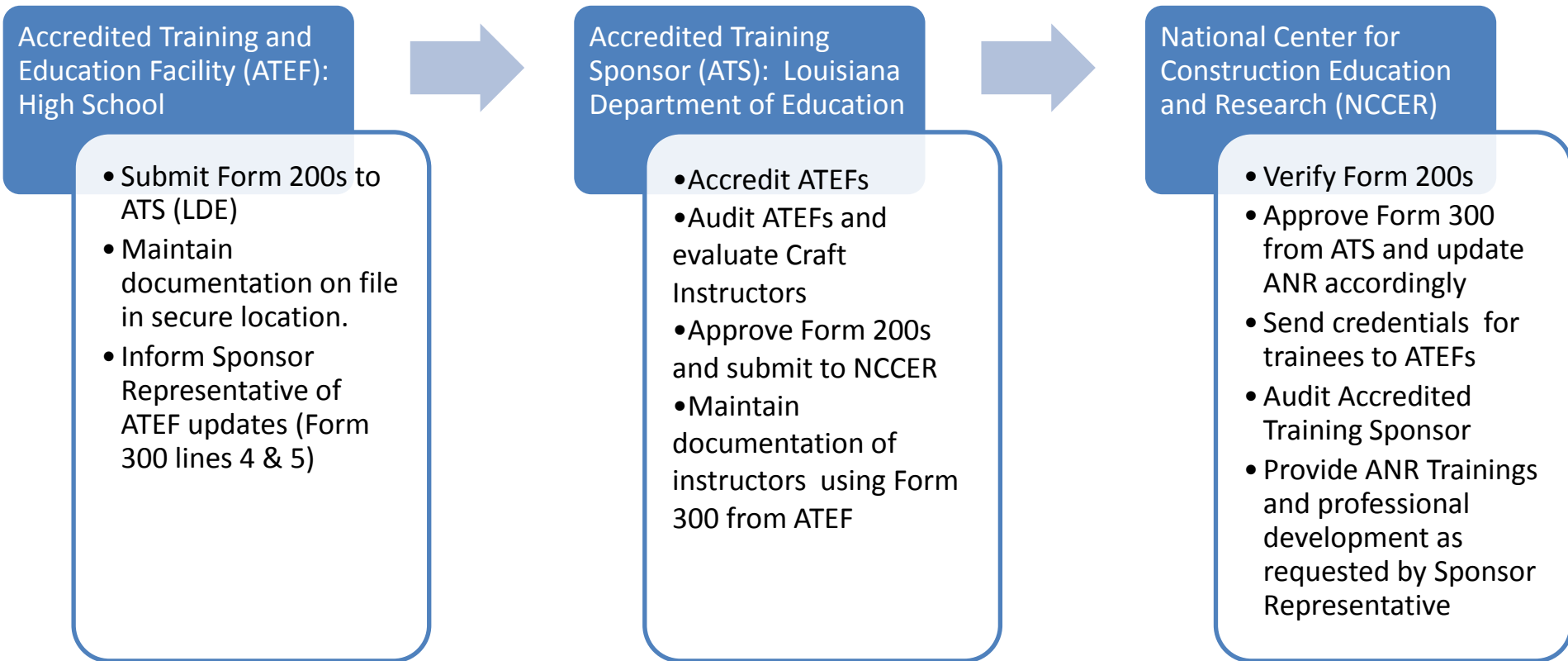
# Terms and Acronyms

- **NCCER**- National Center for Construction Education and Research
- **ATS**- Accredited Training Sponsor (i.e., LDE)
- **Sponsor Representative**- Representative for ATS (LDE has 2)
- **ATEF**- Accredited Training and Education Facility (i.e., high school)
- **ATEF Representative**- Representative for ATEF
  - Each school will need to designate an ATEF lead with NCCER Certification
- **ICTP**- Instructor Certification Training Program
  - Standardizes training of instructors and improves quality of instruction
  - Must be completed by all NCCER instructors with **prior approval from Sponsor Representative (LDE)**
- **Craft Instructor**- NCCER certified instructor
- **ANR**- Automated National Registry

# Explanation of Forms

| Accreditation Forms  | Trainee Certification Forms  | ATEF Representative Forms  |
|--|--|--|
| <ul style="list-style-type: none"><li>• <a href="#">Form 101</a>: Registration of Instructor Certification<br/><b>*Requires prior approval from Sponsor Representative (LDE)</b></li><li>• <a href="#">Form 105</a>: ATEF Self-Assessment and Sponsor Evaluation Form</li><li>• <a href="#">Form 106</a>: Application for ATEF</li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Form 200</a>: NCCER Training Report Form (required to report successful completion of training)</li><li>• <a href="#">Registration and Release Form</a>: All trainees must complete before any training begins<br/><b>*Any trainee under 18 must have parental consent</b></li></ul> | <ul style="list-style-type: none"><li>• <a href="#">Form 300/300A</a>: Updates ATEF information and/or changes in ATEF representative</li><li>• <a href="#">Form 702A</a>: Instructor Acceptance of Responsibility and Liabilities<br/><b>*Must have one for each instructor at ATEF</b></li></ul> |

# NCCER Roles and Responsibilities



# Roles in NCCER

| ATS Sponsor Representative  | ATEF Site Representative   | NCCER Craft Instructor  |
|---|--|---|
| <ul style="list-style-type: none"><li>• Be a Master Trainer with <b><u>current credentials</u></b></li><li>• Accredit ATEFs</li><li>• Audit ATEFs and instructors</li><li>• Approve Form 200s and submit to NCCER</li><li>• Maintain training documentation on file</li></ul> | <ul style="list-style-type: none"><li>• Be at least an NCCER Craft Instructor with <b><u>current credentials</u></b></li><li>• Be trained on NCCER policy, including processing of paperwork</li><li>• Maintain paperwork for ATEF</li></ul> | <ul style="list-style-type: none"><li>• Hold NCCER certification in the craft they teach</li><li>• Be listed on NCCER's ANR as a Craft instructor with <b><u>current credentials</u></b></li><li>• Be registered with ATEF Site and ATS as a Craft Instructor</li></ul> |



# NCCER Facility ATEF Accreditation

- High Schools are labeled as ATEFs and use the following process for accreditation:
  1. NCCER Certified Instructor submits [Form 105](#) to ATS
  2. Sponsor Representative schedules a facility audit
    - No later than 6 months from receipt of application
  3. [Form 105](#), [Form 106](#), and \$50.00 check from the school (made payable to “NCCER”) will be mailed to NCCER by the ATS
  4. School will receive accreditation packet from NCCER
  5. School displays NCCER accreditation sign in instruction space or laboratory

# ATEF Audit

- ATEFs must keep for a **minimum of 5 years**:
  - [Registration & Release Forms](#) for trainees
  - Written Assessment for trainees
  - Performance Task paperwork for trainees
  - [Form 702As](#) for instructors
- Auditor will complete a new [Form 105](#) during audit
- Auditors will ensure that paperwork is maintained and all NCCER Curricula and assessments are properly being administered

# NCCER Curricular Resources

- NCCER requires that current NCCER curricula be used for instruction
  - You may add supplemental materials, but you may not use them as a substitute for the NCCER curricula
- NCCER curricula are valid for five years after the **next edition** is published
  - Craft Edition expirations can be found at:  
[www.nccer.org/uploads/fileLibrary/Craft%20Expirations\\_2014.pdf](http://www.nccer.org/uploads/fileLibrary/Craft%20Expirations_2014.pdf)
  - Craft editions expiring December 2014: Core (2004), Welding 1 (2003), Welding 2 (2003)
  - Craft editions expiring 2015: Rigging (2006), Rigging Fundamentals (2005), Welding 3 (2003)

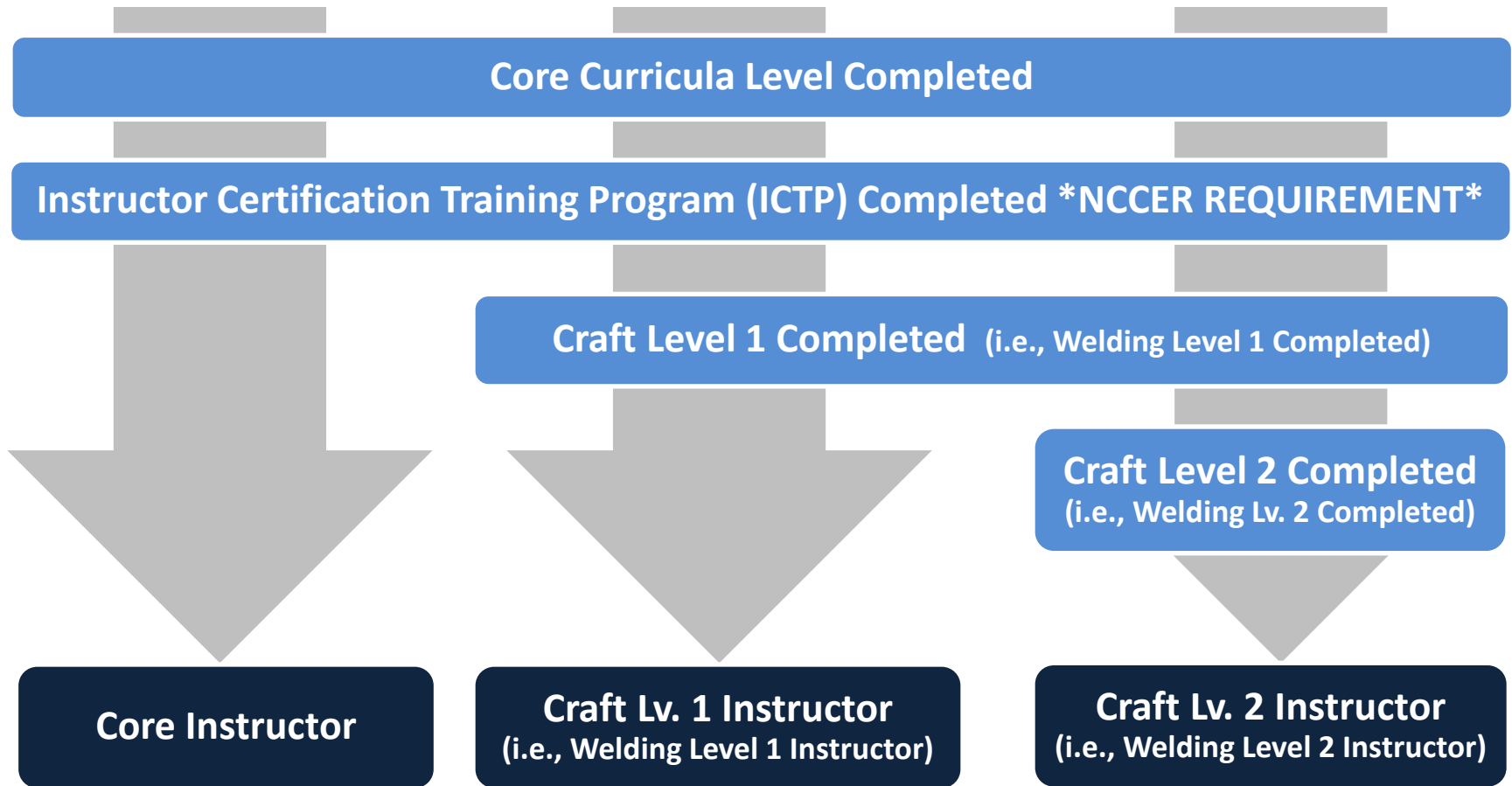
# NCCER Testing Policy

- **Students may not have access to any exam questions prior to the first test attempt. This includes using exam questions in initial or retest reviews.**
- Only NCCER Certified Personnel may administer/proctor tests
- 70% or better is required to pass written tests
  - Students who fail must wait at least 48 hours to retest
- Students testing must be supervised at all times by a NCCER Craft Instructor

# Student NCCER Certification

- In order to gain an NCCER certification, a student must:
  - Be instructed and tested at an **ATEF**
  - Be instructed and tested using **current NCCER curricula**
  - Be instructed and tested by an **NCCER Certified Craft Instructor with current credentials**
  - Have forms submitted by **ATEF Representative** with current NCCER certification using ANR

# Credentialed Instructor Pathway A



- Instructor has an LDE Teaching Certificate (may be in any content area)
- Instructor must contact Sponsor Representative (LDE) for approval prior to ICTP.

All levels of a craft completed

Levels of crafts completed

Any modules completed

Instructor areas of certification for NCCER

### Crafts Completed

| Date Completed | Craft          |
|----------------|----------------|
| 5/10/2007      | Core Curricula |

### Levels Completed

| Date Completed |                                  |
|----------------|----------------------------------|
| 5/10/2007      | Core Curricula                   |
| 5/10/2007      | AWS Entry Level Welder Phase One |

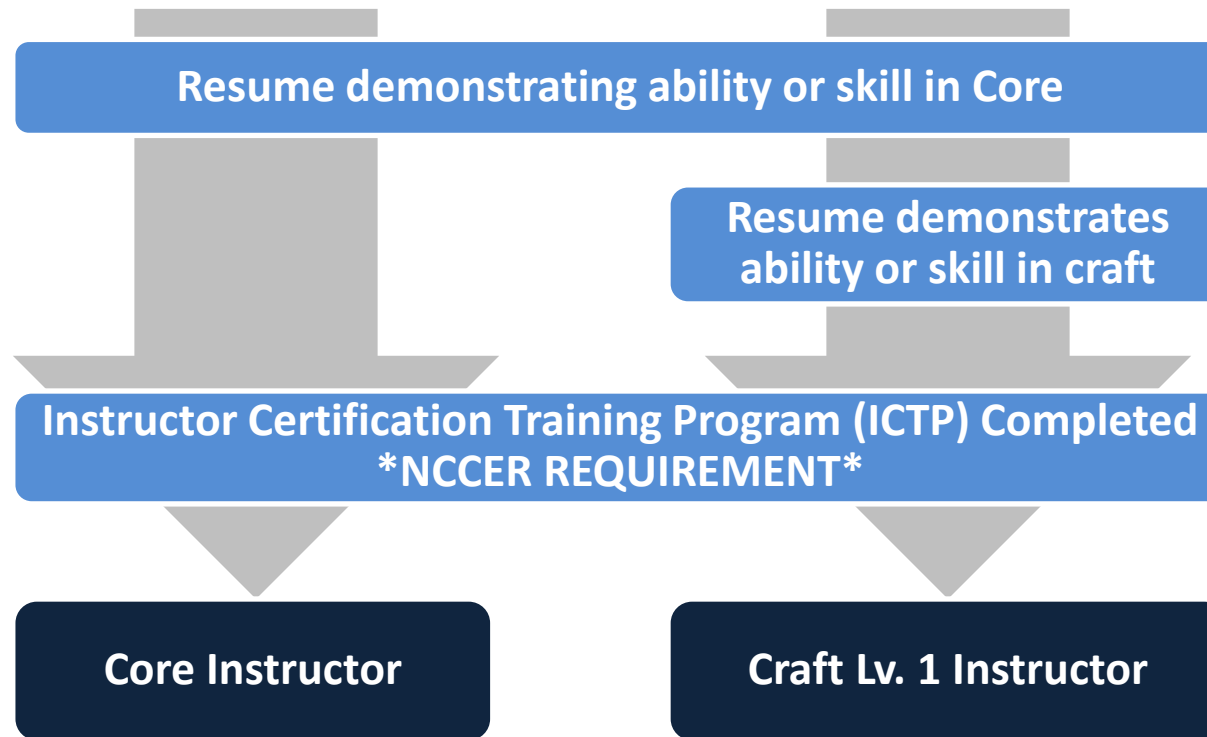
### Modules Completed

| Date Passed | Module   |                                   |
|-------------|----------|-----------------------------------|
| 5/10/2007   | 00101-04 | Basic Safety                      |
| 5/10/2007   | 00102-04 | Introduction to Construction Math |
| 5/10/2007   | 00103-04 | Introduction to Hand Tools        |
| 5/10/2007   | 00104-04 | Introduction to Power Tools       |
| 5/10/2007   | 00105-04 | Introduction to Blueprints        |
| 5/10/2007   | 00106-04 | Basic Rigging                     |
| 5/10/2007   | 00107-04 | Basic Communication Skills        |
| 5/10/2007   | 00108-04 | Basic Employability Skills        |
| 5/10/2007   | 29101-03 | Welding Safety                    |
| 5/10/2007   | 29102-03 | Oxyfuel Cutting                   |
| 5/10/2007   | 29103-03 | Base Metal Preparation            |
| 5/10/2007   | 29104-03 | Weld Quality                      |
| 5/10/2007   | 29105-03 | SMAW-Equipment and Setup          |
| 5/10/2007   | 29106-03 | SMAW-Electrodes and Selection     |
| 5/10/2007   | 29107-03 | SMAW-Beads And Fillet Welds       |
| 5/10/2007   | 29108-03 | SMAW-Groove Welds with Backing    |
| 5/10/2007   | 29109-03 | Joint Fit-Up and Alignment        |
| 5/10/2007   | 29110-03 | SMAW-Open V-Groove Welds          |

### NCCER Certifications

| Date Certified              | Certification    | Expires   |
|-----------------------------|------------------|-----------|
| 4/4/2012                    | Craft Instructor | 12/9/2016 |
| <b>Craft Certifications</b> |                  | *         |
|                             | Core Curricula   | 5/16/2017 |
|                             | Welding          | 5/16/2017 |

# Credentialed Instructor Pathway B



- Instructor submits resume to Sponsor Representative (LDE)
- Panel (made up of industry, trade school, and post-secondary) reviews resume
- After approval, instructor may take ICTP and will be certified to teach Core and/or Level 1 of a craft



# Credentialed Instructor Pathway B

- Resume submitted to LDE demonstrating skill or ability in welding
- Resume is verified and approval of level certifications given by review panel

Instructor areas of certification based on resume and review panel approval

**Crafts Completed**  
(None)

**Levels Completed**  
(None)

**Modules Completed**  
(None)

#### NCCER Certifications

| Date Certified              | Certification     | Expires    |
|-----------------------------|-------------------|------------|
| 6/10/2011                   | Craft Instructor  | 12/13/2016 |
| <b>Craft Certifications</b> |                   | *          |
|                             | Core Curricula    | 5/9/2017   |
| <b>Level Certifications</b> |                   |            |
|                             | Welding Level One | 5/9/2017   |

## Next Steps: Professional Development

- All instructors must submit forms through ANR starting November 1, 2014
- NCCER will host ANR webinar trainings
  - Tuesday, October 21, 2014, 3:30-4:30PM
  - Tuesday, October 28, 2014, 3:30-4:30PM
- For more information, see appendix (slide 21)

# NCCER Guidelines Webinar

## Q & A

You may now submit questions using the [Q & A pod](#) on the right hand side of your screen.

# Sponsor Representatives:

For More information on NCCER Guidelines and Certification, contact your Sponsor Representative:

## **B.J. Bertucci**

[Bryan.Bertucci@la.gov](mailto:Bryan.Bertucci@la.gov)

- Ascension
- Assumption
- Bogalusa
- Caldwell
- Catahoula
- Central
- Concordia
- East Baton Rouge
- East Carroll
- East Feliciana
- Iberville
- Jackson
- Jefferson
- Lafourche
- Lincoln
- Livingston
- Madison
- Monroe City
- Morehouse
- Orleans
- Ouachita
- Plaquemines
- Pointe Coupee
- Richland
- St. Bernard
- St. Charles
- St. Helena
- St. James
- St. John
- St. Mary
- Tangipahoa
- Tensas
- Terrebone
- Union
- Washington
- West Baton Rouge
- West Carroll
- West Feliciana
- Zachary

## **Dr. Janet Broussard**

[Janet.Broussard@la.gov](mailto:Janet.Broussard@la.gov)

- Acadia
- Allen
- Avoyelles
- Beauregard
- Bienville
- Bossier
- Caddo
- Calcasieu
- Cameron
- Catahoula
- Claiborne
- DeSoto
- Evangeline
- Grant
- Iberia
- Jefferson Davis
- Lafayette
- LaSalle
- Natchitoches
- Rapides
- Red River
- Sabine
- St. Landry
- St. Martin
- Vermillion
- Vernon
- Webster
- Winn

# Appendix: ANR Webinar

- Log-in to training session BEFORE webinar to ensure access to website.
- To access webinar:
  1. Go to: <https://secure.join.me/ANRtraining>
    - Enter your name and click “Knock to Join” button.
  2. To join teleconference:
    - Call 800.444.2801
    - Enter conference code: 2227218
    - Select 1 to join conference