



**Pacific Northwest
Chapter**

**NCCER
Accredited Training Sponsor**



WELCOME

The purpose of this National Construction Center for Education and Research (NCCER) Toolkit is to provide necessary guidance and instruction on how to become an NCCER accredited training and education facility.

Before the industry-recognized NCCER credential – which is approved by the Oregon Department of Education – may be awarded to a student - industry partnership, instructor training, and site monitoring are required. Once this has been completed, high school students will have been through a rigorous curriculum that tests their technical aptitude, workplace learning, and soft skills abilities. Additionally, students will receive an NCCER craft completion card for verification to current or future employers.

This toolkit was designed to assist current programs of study at the secondary level in: 1) learning and understanding the NCCER process and objectives; 2) developing statewide partnerships with industry and fellow education institutions; and 3) providing students with the opportunity to receive industry-recognized credentials to expand their post-secondary opportunities.

National Construction Center for Education and Research (NCCER)

Our mission is to build a safe, productive, and sustainable workforce of craft professionals. Our vision is to be universally recognized by industry and government as the training, assessment, certification, and career development standard for construction and maintenance craft professionals.

NCCER's accreditation process assures that students and craft professionals receive quality training based on uniform standards and criteria. These standards are outlined in the NCCER Accreditation Guidelines and must be adhered to by all NCCER Accredited Training Sponsors and Accredited Assessment Centers.

In an effort to provide students and craft professionals with industry-recognized credentials and assure national portability of skills, NCCER maintains a credentialing and certification system through its own Registry system. This online database tracks training and/or assessments for its participants. This system provides transcripts, certificates, and wallet cards to students who successfully complete the NCCER curriculum through an NCCER Accredited Training Sponsor.

When a trainee or student completes Core Curriculum or any other level of a craft, they receive a transcript, certificate, and an initial wallet card to provide easy verification for current or potential employers.

Associated Builders & Contractors- Pacific NW Chapter (ABCPNW)

Our mission at Associated Builders and Contractors, Pacific Northwest Chapter, is to provide the best training, programs, and government and legal representation to ensure members a competitive advantage, and to add value to the industry's clients, promote a safe work place, and enhance the lives of the industry's employees. A part of that mission is providing current workforce and education training through industry-recognized credentials and apprenticeship programs.



Questions

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BEFORE YOU START THE NCCER PROCESS:

- Read the **NCCER Accreditation Guidelines & Program Compliance Manual**
- Read the **Accredited Training & Education Facility (ATEF) Guidelines Manual**
- Be familiar with the following topics:
 - Terms and Definitions
 - Roles and Responsibilities
 - Accredited Training and Education Facility Approval Process
 - NCCER Core Curriculum Levels and Modules
 - NCCER Credentialing Process

In order to be an NCCER Accredited Training & Education Facility, you MUST have an Accredited Training Sponsor AND go through the Instructor Certification Training program or Re-Certification process for ALL instructors before any NCCER credential is awarded.

How to become an Accredited Training and Education Facility (ATEF):

- 1) Request for Accredited Training Sponsor (ATS)
 - Send a letter on school letterhead, officially requesting assistance from ABCPNW with sponsoring NCCER training at the desired schools ([see template](#))
 - Requests should be sent to:

Laurie Kendall
President/CEO
Associated Builders and Contractors
Columbia Pacific Plaza
2201 NE Columbia Blvd, Box 1C
Portland, OR 97211

As the Accredited Training Sponsor (ATS), ABCPNW will provide:

- Administrative Oversight
 - Technical Support
 - Electronic Submittal and Approval of all Form 200s (necessary step for students to receive credential)
 - Security and Maintenance of all required NCCER records
 - Certification and Evaluation of all instructors
 - Required at least once in the first year of certification
 - Required once every three years after initial year of certification
 - Audits of all school locations under ABCPNW sponsorship
 - Required at least once within first year of ABCPNW sponsorship
 - Required once every three years after initial year of sponsorship
- 2) ABCPNW will contact you after receiving the request letter and require the following items be completed:
 - Intent to become an ATEF requires a list of instructors' names and their NCCER wallet card number(see document):
 - If any instructors have not previously been certified, or if an instructor's certification has expired, ABCPNW will need to conduct an **Instructor's Certification Training Program (ICTP)** session to certify or re-certify instructors (must have been done within last three years)
 - Any instructor planning on awarding NCCER credentials to students will need to go through the certification (24 hour training) or re-certification (8 hour training) process
 - All new certifications will be held at the ABC Offices unless other arrangements have been made in advance (may result in travel/accommodation reimbursement)
 - This process can be done in conjunction with the ATEF process but must be completed within a year of application approvals.
 - ATEF Self-Assessment and Sponsor evaluation form (NCCER Form 105) for each school site/program:
 - This will be used as an auditing tool for a required site visit by ABCPNW **within one year** of the submission of all forms

- NCCER requires annual site visits
- Once approved, ABCPNW will complete, sign, date, and fax the last page of this form to the NCCER Accreditation Department
- Application for ATEF (NCCER Form 106) and payment
- NCCER Training Report Form (NCCER Form 200)---report back to Laurie Kendall
 - Form 200 is a required, quarterly report to ABCPNW for the tracking of hours and test performance of students trying to obtain their NCCER credential
- Fees:

Fees	Cost	Payment Made To:
Annual Accredited Training Sponsor Fee	\$250 per school	Associated Builders & Contractors
One-time Setup NCCER Fee	\$50	NCCER-Accreditation Department
Instructor's Certification Training Program Manual	\$70 per instructor	NCCER/Pearson http://nccer.pearsonconstructionbooks.com/
Master Trainer Fee	\$250.00	Starting in 2017

- ABCPNW will review all documentation and send information packet with fees to NCCER for approval
- 3) Once all of the required NCCER paperwork has been approved:
- NCCER will send a congratulatory letter and a tacker sign to the ATS to present to ATEF
 - Certificates are available upon request