

ATS Application Self-Assessment Guide

Guide Overview

The purpose of this guide is to support organizations as they answer questions during the self-assessment application. Please note that the explanations highlighted in blue may not apply to every type of organization. Many of the items listed in the self-assessment should be included in the organization's internal policy. The guide is organized by the title of tabs in the self-assessment. The organization must review the NCCER Accreditation Guidelines before completing the self-assessment. Please be aware that the organization's internal policy will be reviewed during NCCER's initial on-site audit of the ATS. Items missing from the ATS's internal policy will result in cited non-conformance. Please contact NCCER at 888-622-3720 if you have any questions.

Goals

The purpose of this section is to assess the ATS Applicant's goals and objectives of its training program. Where requested please provide a brief and complete written statement or reference an attachment to this document. In other cases, check () the appropriate box.

A 1. Please describe what you strive to accomplish for your organization/workforce by implementing NCCER training programs. Be specific about training goals, objectives, and projections. *

Explain your organization's reason for offering NCCER training. Some organizations have a mission to close the workforce skills gap in their area, or they may use the training program as a tool to further develop the knowledge and skills of employees. Please be specific about how your use of the NCCER training program will impact your organization's mission, goals, and objectives.

2.What is the timeline to achieve the above? *

Explain when your organization plans to achieve its mission, goals, and objectives. Some organizations have a specific implementation period and may not be ready for immediate use of the NCCER training program. Some organizations have short-term and long-term mission to achieve goals.

B. How will your training program be funded? Please provide information about the financial resources used to implement training. (Corporate training budget? Grant-funded programs? Tuition? Scholarships? Donated hours from trainees or training on the clock? *

How are funds received? How is the budget set? Some organizations set an employee training budget to fund the purchase of testing, while others fund their program by tuition, grants, scholarships, or money from state or corporate offices. Please be specific about how funding is received.

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C. How will your organization measure progress toward achieving training goals/objectives? Please include/attach policy for formal evaluation, including trainee/instructor feedback and applicable field research on craft needs, review schedule, metrics for enrollment and graduation, etc. *

Once your organization's goals and objectives have been established, you will then need to identify how your organization will measure the progress toward reaching them. For example, if your goal is to close the workforce skills gap and provide industry linkage, how will you measure training completion and career placement rates? If your goal is to increase your employee knowledge and skills, how will you measure training and testing rates? How will you ensure your trainees are receiving quality training and test administration? Please upload a copy of your internal policy, evaluation forms, and instructor/trainee feedback forms to the Support Documentation tab. Please review the NCCER ATS Guidelines for more information about evaluation requirements.

D 1. Describe opportunities and career progression incentives for trainees. (Does your organization have a formal craft progression program or policy to provide incentive/motivation for trainees to enroll, such as compensation structure, opportunity for advancement, etc.?) *

How does your use of the NCCER training program provide long-term benefits to trainees? For instance, does your organization work with other industry leaders to hire trainees? Do you have programs to provide industry linkage or a means to connect trainees with employers? Some organizations use training as a tool to secure jobs, promotions, or some other form of cross-training for future advancement. Please explain how this is applicable to your organization.

D 2. If you are not an industry contractor/owner, how are you working with the local industry stakeholders to guide your programs and provide employment opportunities for trainees?

How does your organization support trainees if they are not hired by your organization upon completion of the NCCER training program? Do you work with other local organizations to provide career placement and employment opportunities? If you are working with other organizations to place trainees into the workforce, then please explain how these industry stakeholders guide or influence your program. How do these local organizations commit to supporting the need to train and employ the workforce?

E. Do/will you operate any approved apprenticeship programs? * Yes or No

Please answer to identify your organization's operation of an apprenticeship program. The NCCER training program is used by apprenticeship programs across the nation.

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If yes, Craft, ATELS/BAT Approved, SAC Approved

Please list the type of apprenticeship program. How is your program accredited or reviewed? If you do not use the NCCER training program, then what do you currently use?

Any training trust funds comply with applicable Employee Retirement Income Security Act (ERISA) regulations?

If applicable, does your organization comply with ERISA regulations?

Program Administration

The purpose of this section is to assess the ATS Applicant's organization and administration of its training program. Where requested please provide a brief and complete written statement or reference an attachment to this document. In other cases, check the appropriate box.

A. 1. How many trainees are estimated to enroll in your training program, and in what crafts? What percentage of your workforce will be in training? *

Does your organization have designated terms or semesters for open enrollment? If so, how many trainees do you expect during the first enrollment period? Which crafts will you start training first? Please provide a list of NCCER curricula to be taught during the start of your program. If your organization will be training employees who may start training at varied times, then please provide your estimate of attendees during the first year.

2. What is the timeline for initiating classes? *

How soon after your accreditation application and self-assessment have been approved by NCCER will you start using the training program?

B. 1. In how many locations do you anticipate implementing training? Verify that your locations are properly registered with NCCER. (See the Accredited Training Sponsor (ATS) Guidelines on Training Units, Accredited Training Units and Accredited Training and Education Facilities) *

Will your use of the NCCER training program extend outside of the ATS location? Will you have any instructors, performance evaluators, or proctors conduct training and testing at locations other than the ATS? If so, you will need to register these sites as training locations in the Registry System. The type of training location will depend on the type of trainees and site permanence. Please indicate how many locations you expect to use NCCER training program under your oversight. Please review the ATS Guidelines for more information.

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2. Would you like these locations to be listed as providers on the NCCER website? Yes or No

Selecting YES will allow the public to find and contact your locations to schedule training. Selecting NO will ensure your locations do not show as publicly available, which is a preference typically chosen by organizations who only offer the training program to private employees.

Is your ATS going to deliver mobile training? * Yes or No

Please indicate whether the certified personnel at your ATS location will be traveling to various sites to conduct training and testing.

If so, verify that you are properly registered as a mobile ATS

NCCER no longer requires formal registration as a mobile ATS. Your answer to the prior question is sufficient notice to conduct mobile training and testing.

D. 1. How many instructors and/or performance evaluators are anticipated to support the program, and in which crafts? *

Please list the number of certified personnel and the crafts/curricula they will teach at each training location.

D 2. What is the timeline for getting these instructors certified in ICTP? *

How soon after your accreditation application and self-assessment have been approved by NCCER will you start certifying personnel? More information on how to certify personnel is provided during the Master Trainer class. Please contact NCCER Customer Support if you have any order questions.

E. What is your organization's policy and procedure for evaluating and developing instructors? *

The explanation you provide here should match the procedure listed in your internal policy. Evaluations must be documented using NCCER's Instructor Evaluation form or a similar documented created by the ATS. Evaluations must be kept on file for a minimum of 3 years or until your next audit. Please detail who conducts the instructor evaluation, how often the evaluation occurs, and how the feedback is provided to the instructor. Please include a copy of your internal policy to support.

F. Do you have a continuing education/professional development plan for your Master Trainers and Certified Instructors? Please describe. *

If yes, then please describe your plan. For example, some organizations send Master Trainers and Certified Instructors to seminars and workshops to further develop their knowledge in a craft, teaching skills as an instructor, and soft skills as an administrative professional.

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G. All ATs are required to use NCCER Curriculum for credentials. Do you plan to augment the curriculum with other resources? If yes, please describe. *

Will your organization use other published training materials to supplement the NCCER curriculum?

H. What is the anticipated class schedule and cycle? *

Does your organization make certain training or curriculum available at different times of the year? How often will classes be conducted? Is your year organized by semesters? Are classes scheduled by the hour? Some organizations will upload a course catalog or an annual training agenda on the Supporting Documentation tab to supplement this answer.

I. Will your organization be using NCCER Connect? If so, how will the online portion of training be integrated into the schedule above? *

Does your organization plan to supplement training courses by providing trainees with online access to NCCERconnect? If so, please explain how NCCERconnect will be added to the training schedule.

J. 1. How will you be conducting Performance Profile testing? (Controlled Observation (CO), On-the-Job Observation (OJO), Simulation (must be approved in advance by NCCER)) *

Please explain how and where trainees will conduct the Performance Profile tasks. Controlled Observation should be selected if the trainee is completing the tasks within a classroom or other controlled room. On-the-Job Observation should be selected if the trainee is completing the tasks at a jobsite or any place where craft work is performed.

J 2. What is the safety policy for trainees doing performance testing? *

Please explain how your safety policy was created and describe your standardized process for ensuring all performance tasks are conducted safely. How are these safety standards communicated to trainees and certified personnel? How does the organization handle unsafe acts or behavior which fails to comply with your safety policy? How does your policy require the use of safety equipment and tools?

K. State or attach your policy for retesting on both written tests and performance tests for NCCER Curriculum. This policy must meet or exceed NCCER's Accreditation Guidelines & Program Compliance.

You must have a detailed policy covering the full retesting process for written tests (module exams) and performance tests (performance profiles). Your policy must define the period of time trainees must wait before their next attempt. At a minimum, your policy must match the Retest Policy outlined in the NCCER ATS Guidelines. You may increase the waiting period between retest attempts, but you cannot decrease the wait time. Please upload your retest policy on the Supporting Documentation tab.

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Written Tests:

What is your policy for trainees retesting on module exams? How many days must they wait after the first attempt before they can retest? Do you have a limit on the number they can attempt within a certain period? Please review the NCCER ATS Guidelines and confirm your policy matches the NCCER Retest Policy at a minimum and is appropriate for the industry and trainees. Some organizations require trainees to wait a specific period of time AND complete remedial training before the next attempt. Your policy should specify if any additional requirements must be satisfied prior to retesting.

Performance Tests:

What is your policy for trainees retesting on performance profiles? How many days must they wait after the first attempt before they can be evaluated again? Do you have a limit on the number they can attempt within a certain period? Please review the NCCER ATS Guidelines and confirm your policy matches the NCCER Retest Policy at a minimum and is appropriate for the industry and trainees. Some organizations require trainees to wait a specific period of time AND complete remedial training before the next attempt. Your policy should specify if any additional requirements must be satisfied prior to retesting.

L. State your policy for maintaining security of NCCER Curriculum tests (written/web/online). This policy must meet or exceed NCCER's Accreditation Guidelines & Program Compliance. *

How are your used and unused paper tests and performance profile sheets securely stored? Who is allowed access to these secure storage areas? What is your record retention policy for testing records? How do you ensure the integrity of test questions for computer-based testing? How do you ensure trainees do not breach test security by leaving the classroom or testing session with questions or answers? What is your policy for maintaining electronic copies of testing records?

M. Describe classroom and laboratory facilities including area measurements, seating capacity, furnishings, equipment (books, audio-visual, white-boards, etc.) and other related information. (Must include pictures of the interior of training and laboratory facilities.) *

Please provide the room size, table count, seat count per table, and list the furnishings, equipment, and other applicable resources and tools in the classroom and performance area. Please explain your policy for ensuring the room is arranged to ensure training and testing is conducted safely and securely. Please detail how far apart trainees will sit to prevent cheating and how computers will be setup to prevent trainees from searching for answers online. Please describe the process and responsible individuals for ensuring the spaces are maintained and adequately supplied to meet the appropriate training and testing needs. Photos of these areas must be uploaded on the Supporting Documentation tab.

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Enrollment and Administration

The purpose of this section is to collect information on how trainee participation will be managed. Where requested, please provide a brief and complete written statement or reference an attachment to this document.

A. How are trainees recruited and enrolled in the program? (Include information on program marketing, incentives for trainees, employee orientation, etc.) *

How does the organization recruit new trainees or get employees to enroll in the training program? Some organizations conduct job fairs, present information sessions at schools, utilize social media marketing and advertising campaigns, and contact local companies to establish exclusive training services. Please also list any incentives given to trainees. For example, these may be rewards or benefits awarded to employees that enroll in the training program.

B. What is the policy for trainees to maintain enrollment? (Grades, attendance, job performance, absenteeism, etc.) *

Does your internal policy require trainees to hold a minimum grade or overall passing score on all tests? What is the attendance policy? How many times can a trainee be absent before they cannot continue training? Please attach a copy of the syllabus or policy which states how enrollment is maintained.

C. How are trainees evaluated for existing knowledge/skills for proper placement into training? (Include plan for remedial skill training -- literacy, numeracy, etc.) *

How does your organization identify which training modules or curriculum is best for the trainee? How does your organization assess the trainee for any knowledge or experience they may already have in a craft? How does your organization plan for remedial skill training?

D. What is your process for trainees to evaluate the following: *

Your internal policy should detail your evaluation process. NCCER does not have a standard for how often your courses and instructors should be evaluated. Your policy should define an appropriate evaluation frequency based on the activity of the instructor. This part of your policy will be reviewed by NCCER during your audit to confirm compliance. How does your organization use the evaluation results to improve instructor and course performance? If possible, please provide a copy of the evaluation forms your organization plans to use for each of the following.

Courses: *

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Trainees should have an opportunity to evaluate the course, including aspects of the classroom training/testing session. Your policy must state how often trainees will evaluate the course and provide a list of questions or criteria to be used on the evaluation form. The NCCER ATS Guidelines covers what is required for Training Facilities and the evaluation content should cover these areas at a minimum. You can also find sample audit forms on the NCCER website and Support knowledgebase. Please provide a copy of your organization's policy and evaluation form.

Instructors: *

Trainees should have an opportunity to evaluate the instructor's performance and knowledge. Your policy must state how often trainees will evaluate the instructor and provide a list of questions or criteria to be used on the evaluation form. The NCCER ATS Guidelines covers all Instructor responsibilities and procedures for delivering training. The criteria of your evaluation should cover these areas at a minimum. You can also find sample audit forms on the NCCER Support Knowledgebase. Please provide a copy of your organization's policy and evaluation form.

Feedback on NCCER Curriculum: *

NCCER no longer requires ATS organizations to provide trainee feedback on curriculum. If a trainee has feedback to provide, then the trainee should complete the NCCER Curricula – User Update form. This form can be found within textbooks and on the NCCER website.

E. How are trainees involved in measuring their own progress and milestones? (Examples: Advisor meetings, regular review updates, instructor feedback, etc.) *

Organizations should establish training expectations at the beginning of enrollment. At a minimum, trainees should receive a copy of the competencies/objectives list for each level of curriculum or individual training module. Some organizations require instructors and trainees to monitor and review a training plan to ensure specific benchmarks are met. Your policy should detail how progress is documented and how feedback is provided to the trainee.

F. What additional services, if any, does your organization provide to trainees? (Career counseling, tutoring, ESL programs, GED prep, etc.)

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Does your organization offer any services in addition to craft skill or technical training? These services may also serve to reach your organization's overall goal or mission. For example, if your goal is to close the skills gap, how does your organization ensure trainees are competent in soft skills? What services does your organization offer to provide trainees with industry linkage? What other programs do you have that aid in connecting trainees with employers? Does your organization offer tutoring or other supplemental training? Does your organization offer preparation resources, such as those for state licensing or standardized testing?

G. What is your appeals policy and procedure for trainees? *

Please state your policy and procedure for appeals. How is your appeals policy communicated to trainees? How can trainees submit an appeal? Do you have a formal appeals form? Who is responsible for receiving, reviewing, and responding to appeals? What is the timeframe for reviewing and responding to appeals? How often can a trainee submit an appeal? Your policy should cover all facets of the appeals process. Please provide a copy of your internal policy and/or appeals documentation.

Do you allow NCCER to use information provided on this form for best practices collection for the Training Toolbox and sharing such practices with other NCCER accredited training sponsors? * Yes or No

Supporting Documentation

Provide a copy of your internal policy, photos of the assessment room and applicable equipment to conduct the testing session, and the space where performance verifications will be conducted that also meets all safety standards for the equipment being used.