

# Form 105



## Accredited Training and Education Facility (ATEF) Self-Assessment & Sponsor Evaluation Form

Local Education Agency (LEA): \_\_\_\_\_

Reporting Date: \_\_\_\_\_ Completed By: \_\_\_\_\_

ATEF Representative: \_\_\_\_\_

Craft Instructor: \_\_\_\_\_ Master Craft Instructor:  Yes  No

Administrator: \_\_\_\_\_

Number of years the craft training has been taught: \_\_\_\_\_

Type of craft training that has been offered: \_\_\_\_\_

Year the program was approved by a state educational agency: \_\_\_\_\_

Year the program applied to be an ATEF: \_\_\_\_\_

Has previously had a National certification: \_\_\_\_\_

A systematic and independent examination to determine whether the ATEF's training program complies with state educational standards and NCCER policies and procedures will be conducted through an audit. The audit is an evaluation that measures how well the current ATEF conforms to specified assurances, serves as a basis for corrective actions on any non-conformances observed and helps NCCER verify that effective corrective action was performed in a timely and effective manner.

**NOTE: ATEF AUDIT IS REQUIRED WITH THE ADDITION OF ANY NEW CRAFT.**

### PROCEDURE:

1. School completes Form 105.
2. Verify any instructor certification(s) are current.
3. School submits Form 105 to Sponsor Representative.
4. Sponsor Representative reviews Form 105 and schedules audit with school.
5. Sponsor Representative audits school and completes Form 105.
6. Sponsor Representative faxes (signed off) last page of Form 105 to NCCER.

The **EVALUATION STANDARDS** are:

STANDARD 1 *ORGANIZATION AND PLANNING*

STANDARD 3 *INSTRUCTORS*

STANDARD 5 *INSTRUCTIONAL FACILITIES AND SERVICES*

STANDARD 7 *INDUSTRY RELATIONS*

STANDARD 2 *CURRICULUM*

STANDARD 4 *STUDENTS*

STANDARD 6 *SAFETY*

STANDARD 8 *LEADERSHIP*

Each standard benchmark is to be rated according to these **QUALITY INDICATORS** on grading scale below:

1 = Major Improvement Needed

2 = Improvement Needed

3 = Performing Program Meets Minimum Standards

4 = Effective Performing Program

5 = Exemplary Performing Program

UNACCEPTABLE

UNACCEPTABLE

ACCEPTABLE

ACCEPTABLE

ACCEPTABLE

### COMMENTS SECTION:

As you review your responses to the evaluation statements, describe the strengths of the program within that standard.

As you review your responses to the evaluation statements, describe the improvement opportunities that exist within that standard.

# Form 105 continued

## STANDARD 1 - ORGANIZATION AND PLANNING

This Career and Technical Education program should be designed to meet industry standards for construction craft and to support students' occupational objectives. The purpose of this standard is the assessment of the organization and administration of industry-based training programs.

	5	4	3	2	1	N/A
1. A description of the training unit's history is on file.						
2. The training goals and student objectives are stated for the training unit.						
3. A formal process is available for evaluating the training by the industry advisory committee?						
4. A written set of program/safety policies is available and posted/distributed to trainees.						
5. An instructional management system for monitoring and documenting student progress is available and properly utilized.						
6. An annual budget is established for the program.						
7. A written procedure is available describing the transmittal of records to the industry sponsor and/or NCCER.						

**Comments:**

# Form 105 continued

## STANDARD 2 - CURRICULUM

The availability and proper utilization of instructional materials is essential in conducting a quality Career and Technical Education program. The purpose of this standard is to verify that a program curriculum meets state standards and the NCCER's *Accreditation Guidelines & Program Compliance*.

	5	4	3	2	1	N/A
1. The training unit uses the NCCER <i>Curriculum</i> .						
2. The training unit utilizes the NCCER written and performance testing procedures.						
3. The training program provides written release forms and requires the signature of trainees and parents.						
4. The curriculum covers all tasks and program objectives.						
5. Current reference materials are available and utilized to integrate career research, problem solving, critical thinking, employability skills, and decision making concepts.						
6. A written policy for re-testing written and performance tests is available that meets NCCER's <i>Accreditation Guidelines &amp; Program Compliance</i> .						
7. A written policy is available that describes the security of tests.						
8. A curriculum purchase/replacement plan is in place to keep the program current.						
9. Policy in place to communicate expiration information.						

**Comments:**

# Form 105 continued

## STANDARD 3 - INSTRUCTORS

Selecting, developing and retaining instructional staff that are competent to meet the needs of Career and Technical Education is vital to the success of the instructional program. The purpose of this standard is to verify that instructors have met state certification standards and are in compliance with NCCER's *Accreditation Guidelines & Program Compliance*.

	5	4	3	2	1	N/A
1. The instructor is certified/licensed in his/her specific field through the authorized State Educational Licensing Board or Agency.						
2. The instructor is certified by successfully completing NCCER's Instructor Certification Training Program. <b>NOTE: Instructor Certification must be current.</b>						
3. The instructor maintains a plan for professional development in the content area, safety, technology and instructional management, and attends conferences, conventions, college courses, industry employment, externships, or other sources of professional improvement.						
4. A written procedure exists with the monitoring and evaluation of instructors.						
5. Funding is identified in the budget for upgrade training and in-service for instructors.						

**Comments:**

# Form 105 continued

## STANDARD 4 - TRAINEES

Reasonable enrollment limits and trainee access must be maintained in order to ensure that program objectives may be met in an efficient and safe manner. The purpose of this standard is to verify that trainee selection, number of trainees and trainee participation is in compliance with NCCER's *Accreditation Guidelines & Program Compliance*.

	5	4	3	2	1	N/A
1. A trainee evaluation system is in place.						
2. The program has a reward system for outstanding trainee performance.						
3. The program has a description for counseling services provided for trainees and the service provides for linkage of trainees to potential employers.						
4. A description is in place for a resolution of poor trainee performance.						
5. The trainees participate in a course evaluation.						
6. A trainee selection policy is in place if applicable.						
7. Recruitment and retention plans for non-traditional trainees are on file.						

**Comments:**

# Form 105 continued

## STANDARD 5 - INSTRUCTIONAL FACILITIES AND SERVICES

Proper equipment and adequate supplies must be made available to support the Career and Technical Education program. The purpose of this standard is to provide an oversight of the practices and support for the program and to determine whether it meets NCCER's *Accreditation Guidelines & Program Compliance*.

	5	4	3	2	1	N/A
1. A description/schematic of the classroom facility exists, including area, furnishings, and equipment (books, audio-visual, electronic instructional media, etc.).						
2. A description/schematic of the laboratory facility exists, including area, furnishings, equipment (tools, machines, materials), and other related information.						
3. Equipment and materials used in performance testing is available and meets current standards.						
4. The program provides assurances that classroom and laboratory areas are safe, neat, and organized.						
5. Procedures and sufficient funds are available for replacement or immediate repair of equipment, trainers, and/or tools.						
6. An equipment policy is in place and funds are allocated annually for this purpose.						
7. All performance testing must meet safety guidelines and procedures.						

**Comments:**

# Form 105 continued

## STANDARD 6 - SAFETY

Trainee safety and sanitation training is essential to the operation of a quality Career and Technical Education program. The purpose of this standard is to verify that sound safety training, practices, and procedures are in compliance with NCCER's *Accreditation Guidelines & Program Compliance*.

	5	4	3	2	1	N/A
1. Trainee safety tests, evidence of hazardous material handling, and right-to-know instruction is retained on file to verify that appropriate training has taken place.						
2. A practice is integrated into the curriculum that includes training trainees on the use of Material Safety Data Sheets (MSDS), and MSDS sheets are available for trainee use.						
3. An established instructor safety training plan is available.						
4. First aid kits are available in the classroom and laboratory.						
5. A best practice is established to inform trainees of safety practices through the use of signs, safety zones, safe walking zones, Internet sites for safety information, etc.						
6. The program includes safety training that meets minimum training standards as established by OSHA (ex: OSHA Ten-Hour).						
7. A best practice is established that gives trainees hands-on safety experiences as a trainee safety officer.						
8. The school has an emergency plan in place to treat injuries or transport parties to medical or other facilities.						

**Comments:**

# Form 105 continued

## STANDARD 7 - INDUSTRY RELATIONS

An effective and continuous program of industry involvement is necessary to maintain a close working relationship with the construction industry to ensure program relevance. The purpose of this standard is to identify the industry relations needed to have an effective program and comply with NCCER's *Accreditation Guidelines & Program Compliance*.

	5	4	3	2	1	N/A
1. (An) Industry sponsor(s) is/are available to support the objectives of the program.						
2. The sponsor relationship includes an established memorandum of understanding.						
3. An established advisory committee exists and meets a minimum of twice per academic year, maintains meeting minutes, and provides recommendations for improvement.						
4. The advisory committee provides speakers, assists in establishing tours, and provides assistance in career information and other activities of support.						
5. Work experience programs, such as internships, cooperative education, summer job programs, etc., are made available to trainees by industry.						

**Comments:**



# Form 105 continued

## STANDARD 8 - LEADERSHIP

The purpose of this standard is to assess the integration of leadership into the curriculum. Please provide a brief description and complete written statement or reference an attachment to this document addressing leadership competencies within the curriculum.

	5	4	3	2	1	N/A
1. The program provides leadership skills development using industry-based trainee chapters, school-based trainee organizations, and/or career and technical trainee organizations (i.e. SkillsUSA).						
2. Leadership skills activities are integrated into the curriculum.						
3. A program policy for leadership development and participation is available.						
4. A formal procedure is established to assure the opportunity for trainee participation.						
5. Instructors are encouraged to promote local, state, and/or national trainee organization activities.						
6. Support trainee participation in local, state, and/or national competitive events.						
7. Local, state, and/or national competitive event travel costs are part of the budget for instructors.						

**Comments:**

# Form 105 continued

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## FOR ATS USE ONLY

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**ATEF Name:** \_\_\_\_\_

ATS Recommendation:

Name and Title of Visitor(s):

**Registry Credentials:** (check one)  
(transcript, wallet card, certificate)

Send documents directly to ATEF

Send documents to ATS

ATS Name: \_\_\_\_\_

Sponsor Representative Signature: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

**Return to:** NCCER - Accreditation Department  
13614 Progress Boulevard • Alachua, FL 32615  
P 888.622.3720 • F 386.518.6303 • Email: [accredit@nccer.org](mailto:accredit@nccer.org)