

**CEFGA Industry Certification Resources**

**Timeline Checklist**

**Construction, Metals, HVACR**



Milestones	Timeframe
<p><b><u>Application and Grants</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CTAE Director apply for GaDOE Industry Certification Grant mid-March through mid-May of prior school year in CTAERN Consolidated Application                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Programs not approved for Industry Certification Grant may still be eligible to start Industry Certification after consulting with CEFGA</li> </ul> </li> <li><input type="checkbox"/> Submit CEFGA Form A with \$400 deposit to <a href="mailto:K12Pipeline@cefga.org">K12Pipeline@cefga.org</a></li> </ul>	<p>March – May <i>(of prior school year)</i></p>
<p><b><u>Industry Certification Workshops</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CEFGA Industry Certification Workshop (mandatory) and Module Reporting Workshop (optional)</li> <li><input type="checkbox"/> Attend the NCCER Instructor Certification and Training Program (ICTP) if NCCER craft instructor certification is non-existent, expired, or will expire during certification year. Consult with CEFGA in advance to determine need.</li> </ul>	<p>July - September</p>
<p><b><u>Support Visit #1</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include CTAE Director, School-level Administrator, Program Advisory Board Chair, and Program Advisory Board Safety Professional</li> <li><input type="checkbox"/> Schedule a half-day substitute teacher or coverage</li> <li><input type="checkbox"/> Review process and expectations</li> <li><input type="checkbox"/> Begin lab inspections</li> <li><input type="checkbox"/> Verify current NCCER curriculum is being used (see NCCER Craft Expiration spreadsheet) and module submission history</li> <li><input type="checkbox"/> Review ATEF Self-Assessment with your Evaluation Team Leader (ETL) and clarify any questions</li> <li><input type="checkbox"/> Verify completed documentation and implementation of ATEF Self-Assessment Standards 1, 2, 3 &amp; 7</li> <li><input type="checkbox"/> Review Standard 7 (Industry Relations) and verify advisory board makeup of industry professionals and stakeholders including quarterly scheduled meetings with copies of meeting agenda and/or minutes of past meetings and confirmed meeting dates for the school year</li> <li><input type="checkbox"/> Review Standard 2 (Curriculum): Verify that NCCER Registration &amp; Release Forms, Performance Profiles, and tests are on file in a secure/locked location for all students participating in credentialed training</li> <li><input type="checkbox"/> Determine remaining standards to be observed and/or documented</li> <li><input type="checkbox"/> Begin documentation and/or observation plan of ATEF Self-Assessment Standards 4, 5, 6, &amp; 8 in notebook or electronic file</li> <li><input type="checkbox"/> Review program training – Planned lab exercises &amp; class projects should be industry relevant (see NCCER Performance Profiles for guidance)</li> <li><input type="checkbox"/> Verify active SkillsUSA involvement</li> <li><input type="checkbox"/> Determine Program Action Plan tasks and timelines based on Support Visit #1 Checklist</li> <li><input type="checkbox"/> Confirm email addresses of school system administrators and advisory board members (as applicable) to be included in regular communications</li> <li><input type="checkbox"/> Set dates for Support Visit #2 and final Site Team Evaluation</li> </ul>	<p>September - November</p>

<p><b>Support Visit #2</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Include CTAE Director, School-level Administrator, Program Advisory Board Chair, and Program Advisory Board Safety Professional</li> <li><input type="checkbox"/> Schedule a half-day substitute teacher or coverage</li> <li><input type="checkbox"/> Industry relevancy of lab exercises and projects (see NCCER Performance Profiles for guidance)</li> <li><input type="checkbox"/> Evidence of standards from ATEF Self-Assessment</li> <li><input type="checkbox"/> Review Program Action Plan checklist – verify completed items and assign additional tasks as needed</li> <li><input type="checkbox"/> Confirm Industry Site Team evaluation date</li> <li><input type="checkbox"/> Completion of ATEF Self-Assessment standards 4 &amp; 5; Review of standards 6, 7, and 8</li> <li><input type="checkbox"/> Facilities/equipment are adequate for training and program is ready for an Industry Site Team Review</li> </ul>	<p>January - February</p>
<p><b>Site Team Evaluation</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule a half or full-day substitute teacher or coverage as needed</li> <li><input type="checkbox"/> To be attended by industry stakeholders, multiple program advisory board members, local civic club representative, technical college instructor, and local system CTAE personnel</li> <li><input type="checkbox"/> Review of ATEF Self-Assessment standards 6-Safety, 7-Industry Relations, &amp; 8-Leadership (emphasis on industry standards of safety, industry engagement, and SkillsUSA involvement)</li> <li><input type="checkbox"/> Class Observation + Student Interviews (teacher leads one class in hands-on lab exercises)</li> <li><input type="checkbox"/> Instructor Presentation to Site Team (see <i>Industry Certification Presentation Outline</i>)</li> <li><input type="checkbox"/> Instructor Interview by Site Team</li> <li><input type="checkbox"/> ETL and Industry Site Team session only to determine initial program requirements</li> <li><input type="checkbox"/> Site Team debrief with instructor and system personnel including verbal overview of requirements expected to be issued</li> </ul>	<p>March - April</p>
<p><b>Follow-Up</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Formal Industry Certification Site Team Report sent to school system within 3-weeks of Site Team Evaluation</li> <li><input type="checkbox"/> Satisfactory school system responses to program requirements listed in report will inform final industry certification determination (2-week response time)</li> <li><input type="checkbox"/> CEFGA will formally notify school system of Industry Certification determination in writing</li> <li><input type="checkbox"/> Industry Certification Awards are presented at division luncheon at GACTE Summer Conference (July) and/or locally at school board meetings or other events (Summer – Fall)</li> <li><input type="checkbox"/> Industry Certification program status is valid for 5-years assuming satisfactory program audits, active industry credentialing, and current NCCER Craft Instructor Certification</li> </ul>	<p>April – June</p>