



New NCCER Instructor Checklist

Instructor Name _____ Certification Date _____

Employer _____ Trade _____

Pipeline Instructor/ Evaluator

- Completed Registration and Release form
- Completed Responsibilities and Liabilities form
- Resume showing appropriate experience
- Completed task list
- Letter from employer confirming task list
- Signed CEF of MN Policies and Procedures

Craft Instructor

- Completed Registration and Release form
- Completed Responsibilities and Liabilities form
- Resume showing appropriate experience
- Signed CEF of MN Policies and Procedures

Proctor

- Completed Registration and Release form
- Completed Responsibilities and Liabilities form
- Signed CEF of MN Policies and Procedures



Construction Education Foundation of MN
NCCER Training Unit Policies and Procedures
Craft Training





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1) Construction Education Foundation (CEF) of Minnesota

The Construction Education Foundation of Minnesota (CEF) is committed to helping the construction industry train and make a better and safer workforce.

The CEF is an Accredited Training Sponsor (ATS) of the National Center for Construction Education and Research (NCCER) curriculum. In this capacity, the CEF may certify instructors to use the NCCER curriculum and establish Training Units (TUs), satellite entities where NCCER training may be conducted.

2) NCCER Program Description

NCCER is a not-for-profit 501(c)(3) education foundation created in 1996 as The National Center for Construction Education and Research. It was developed with the support of more than 125 construction CEOs and various association and academic leaders who united to revolutionize training for the construction industry. NCCER offers construction, pipeline, safety and management professional development through written module exams, certified performance testing and assessment testing.

The Construction Education Foundation of MN (CEF of MN) has been certified by NCCER as an Accredited Training Sponsor and Accredited Assessment Center. This allows the CEF of MN to offer certified training and assessment testing to those who are eligible. Policies and procedures detailed in this document are for use with all TUs/ATUs/ATEFs/Sponsoring Employers and may have sections from the NCCER Accreditation Guidelines.

3) Statement of Liability

The CEF of MN is responsible for the security of all assessments and reports used in its NCCER program and the confidentiality of the results generated. Breaches of security and/or confidentiality may include disciplinary actions up to and including termination of sponsorship and financial restitution required to develop and validate new assessments.



4) Non-Discrimination Policy, Special needs/accommodations

It is the policy of the CEF of MN to conduct the registering of trainees/assessment candidates, program administration, scoring of assessments, credentialing, and release of information without regard to race, color, religion, sex, national origin, marital status, age, disability, and veteran status.

This is in full compliance with the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, provision of the Rehabilitation Act of 1973, the Veterans Readjustment Act of 1974, the Presidential Executive Orders, and the regulations of the office of Federal Contract Compliance Programs.

NCCER certified personnel, working with the Sponsor Representative, should ensure that appropriate requests for trainee special needs/accommodations are met. Any questions regarding whether a proposed trainee accommodation is permissible under these Guidelines should be referred to NCCER before any accommodation is granted.

To ensure NCCER standards and the integrity of credentials is maintained, changes to any NCCER module exam, including changing the number of possible answer choices, is prohibited. Any individual who completes a module exam that has been altered will not be eligible to earn an NCCER credential.

Neither the lack of general reading ability, nor the lack of the ability to read English qualifies a participant for ADA accommodations. Interpretation or translation of a module exam into another language is NOT permitted. Any organization that is found to have interpreted or translated a module exam may face discipline or revocation of its accreditation. Any individual that is found to have interpreted or translated a module exam may face discipline or revocation of their NCCER credentials and/or certifications. All forms of interpretation and translation, including but not limited to in-person and electronic methods, are prohibited.



5) Policy for Drugs, Alcohol, Substance Abuse and Firearms

To ensure a safe, healthy, and productive learning environment for those being trained and tested through the Trust's NCCER programs, the CEF of MN has adopted a policy concerning drugs, alcohol, and other prohibited articles. This policy applies to all CEF of MN trainees, participants, instructors, performance evaluators, and employees. This policy does not supersede the drug and alcohol policies of a TU/ATU/ATEF/Sponsoring Employer.

The CEF of MN prohibits the use, possession, concealment, selling, distributing, or transporting on its premises or Training Units of any of the following: unauthorized alcoholic beverages, illegal or illicit drugs, including marijuana, mood- or mind-altering substances, "look-alike" substances, designer and synthetic drugs, and certain inhalants of abuse, equipment and paraphernalia related to illegal drug or substance use, or firearms.

Anyone covered by this policy may maintain prescription drugs and "over the counter" medications, provided: the prescription drugs are prescribed by an authorized medical practitioner for current use (within the past twelve months) of the person in possession, or, the drugs, both prescription and other-the-counter, are limited to one day's supply, or must be kept in the original container. When appropriate, the CEF of MN, in conjunction with the TU/ATU/ATEF/Sponsoring Employer, may determine, by consulting a medical doctor, if the drug produces hazardous effects that may impair a trainee's/participant's ability to train/test safely.

Any person found violating the policy as stated above will be asked to leave the training/testing site and the abuse reported to the CEF of MN NCCER program administrator. The administrator will report the abuse to the Training Unit/employer for enforcement of the TU's/ATU's/ATEF's/Sponsoring Employer's policies. The abuser will not be able to return to the program until the TU/ATU/ATEF/Sponsoring Employer verifies to the CEF of MN that the trainee/participant can continue without incident.



6) CEF of MN NCCER Program Personnel

The MN/ND ABC appointed Sponsor Representative is responsible for all aspects of NCCER training within the CEF of MN. He/she will be an employee of MN/ND ABC and the CEF of MN, be an NCCER certified Master Trainer, and will oversee all training, written testing and performance testing that occurs within the CEF of MN. As determined by the staff, an employee of ABC of MN/ND and CEF of MN will be a Primary Administrator and oversee all assessment testing that occurs within the CEF of MN. If there is no Master Trainer on staff at MN/ND ABC, the MN/ND ABC President will work with NCCER to determine the best course of action (i.e. utilizing a nearby sponsor, sending documentation directly to NCCER, etc.) until which time that MN/ND ABC will have a Master Trainer on staff to direct the sponsorship.

7) Complaints and Appeals

If an instructor or trainee has a complaint related to NCCER training, he/she should first discuss it with the person or personnel involved in the training. If unresolved, the individual should submit a written statement describing the nature of the issue to the CEF of MN. The CEF of MN will review the complaint and provide a solution within 30 days. If a satisfactory response is not reached with the CEF of MN, submit a written statement to NCCER Accreditation Department within the next 30 days (60 days from the initial written statement). All statements must include name, address, phone number, cell phone number and email address. NCCER will investigate the claim and make a determination of its validity. If the complaint is found to be valid, NCCER will notify the CEF of MN and ask that corrections be made and documentation taken to ensure corrections have been made in a timely manner. NCCER will contact the individual and the CEF of MN with a determination within 60 days of the written notice to NCCER.

If an occurrence of cheating is reported to the CEF of MN, the Sponsor Representative (or support staff) will conduct an audit within 72 hours of the initial report. After the audit occurs, the report will be completed within 72 hours of the audit visit and a determination of next steps will occur. These next steps may include: no further action, temporary/permanent suspension of TU eligibility, temporary/permanent suspension of instructor/performance evaluator certification.



8) Instructor and Performance Evaluator Eligibility, Certification

The CEF of MN will adhere to NCCER guidelines when determining if an individual is eligible to become an Instructor or Performance Evaluator. All relevant work experience is verified by a resume or work history sent to the CEF of MN by the individual and kept on file at the CEF of MN location. Each instructor candidate will need to successfully complete the ICTP training (or abbreviated version for Performance Evaluators) and adhere to the CEF of MN standards when conducting training.

Instructor and performance evaluator credentials are valid for three (3) years upon successful completion of the NCCER Instructor Certification Training Program. Instructor certifications will extend for three years from the date of the most recent module exam completed with that instructor listed as the instructor of record. Performance evaluator certifications will extend for three years from the date of the most recent performance profile submitted with that evaluator listed on the performance profile sheet. It shall remain the responsibility of each certified person to maintain their certification with the above-mentioned method. Should certifications lapse without the proper submittal of a completed module exam or performance profile, it shall be the responsibility of the expired certificate holder to schedule and attend an ICTP with CEF of MN staff or other approved NCCER Master Trainer.

9) Testing Facilities, Test Security, Safety Policy

The CEF of MN will ensure that each TU/ATU/ATEF/Sponsoring Employer will have adequate facilities to conduct both classroom training and performance testing. All TU/ATU/ATEF/Sponsoring Employers will engage participants/trainees during training.

Test security will be ensured by all TU/ATU/ATEF/Sponsor staff through all testing mechanisms. All exams are closed book and must be proctored by a Master Trainer, Instructor or Curriculum proctor. Proctors must confirm identity of test-takers prior to authorizing module exams unless the test-taker is already known to the proctor. Proctors must monitor trainees to prevent cheating but not interfere with testing or provide any information about a question on an exam in progress. After an exam has been completed and submitted, the instructor may, and is encouraged to, review the training prescription provided by NCCER with the



trainee to ensure that the trainee has a complete knowledge of the module/covered task.

An instructor may not, under any circumstances, proctor an exam for themselves, or take an exam with themselves listed as the instructor of record. Take care to ensure that while assigning exams to a test-taker who is also an instructor, the exam shows a separate instructor listed as the instructor of record. Contact your Sponsor Representative with any questions about the NCCER Testing System.

Performance evaluators must confirm identity of trainees prior to beginning performance profiles unless the trainee is already known to the evaluator. Evaluators must brief trainees on all safety precautions prior to beginning performance profiles as well as review objectives and criteria for the performance profile. The trainee must adhere to all safety precautions for the entirety of the evaluation, and evaluators must terminate the process if the trainee violates any safety precautions.

10) Cheating Policy

If a candidate is caught cheating, it is the responsibility of the Instructor/Curriculum Proctor to immediately terminate the testing session and document the details of the situation. The Sponsor Representative is responsible for immediately contacting NCCER's Audit Department and providing written documentation of the incident. All parties must cooperate with any investigation involving potential cheating or compromises of the assessments. NCCER will investigate and take the appropriate action. NCCER may fully prosecute any violators of the applicable local, state, and federal laws.

11) Testing Out Policy

The CEF of MN discourages the use of any "test-out" practice but will allow the practice if the followed procedures are adhered to: An individual who is testing out will need to successfully pass both the written exam and performance profile for each module. The instructor will inform the trainee of the benefits to taking the training course(s). If the trainee does not pass either the written exam or the performance profile, they will need to take the course related to the subject.



12) Conducting the Instructor Certification Training Program (ICTP)

The CEF of MN will schedule ICTP class(es) based on demand. Each class will have no less than two individuals. The class can occur at the CEF of MN office in Eden Prairie or offsite. If the class is requested offsite and not scheduled within the normal confines of a public class, the company requesting the class will pay all mileage (current federal rate) to and from the office that the Master Trainer is based along with any lodging and food. All costs need to be approved by the company before class occurs. The Master Trainer will ensure all NCCER policies and procedures are followed before, during and after when teaching the ICTP course. After the class, the Master Trainer will complete and submit all ICTP paperwork to NCCER within two business days of course completion.

13) Documentation and Paperwork Processing, Retest Policy

In order for an individual to receive credit for NCCER training, the CEF of MN requires all TUs/ATUs/ATEFs/Sponsoring Employers to send electronic copies of the following: Registration and Release form and performance profile sheets. All written tests will be taken utilizing the NCCER Testing System. All trainees must pass all written tests with a minimum score of 70% and pass all performance testing in accordance with NCCER guidelines and instructor/performance evaluator approval. If a test is not passed, the following will occur: Written test must wait until two calendar days before re-testing, performance test must wait until instructor/performance evaluator deems the trainee to be ready to re-test.

The Sponsor Representative will verify all documents have been completed to NCCER guidelines and will manage the entry of information into the NCCER Registry system.

All NCCER paperwork is stored on a secure server at the CEF of MN office in Eden Prairie, MN. Offsite Master Trainers will have access to the secure server to manage data.

All TUs/ATUs/ATEFs/Sponsoring Employers shall retain the following completed documentation for at least three years: paper copies of written exams (when not using the online testing system), performance profile sheets (if applicable), and



registration and release forms. If written exams are taken using the NCCER Testing System, they are stored automatically by NCCER. All documents must be stored in a secure location and be available to CEF staff upon request.

14) Auditing CEF of MN TUs/ATUs/ATEFs/Sponsoring Employers

The CEF of MN will visit with TUs/ATUs/ATEFs/Sponsoring Employers once in the first year and then once every three years to ensure all NCCER guidelines, policies and procedures are being followed. The CEF of MN will use the NCCER's audit form when conducting an audit of a TUs/ATUs/ATEFs/Sponsoring Employer. Additionally, the audit will consist of a thorough review of all instructors who are actively teaching NCCER curriculum.

It is the CEF of MN's responsibility to alert the TUs/ATUs/ATEFs/Sponsoring Employer and give sufficient time so that the TUs/ATUs/ATEFs/Sponsoring Employer can plan for a class to occur when the CEF of MN conducts the audit. This will ensure all policies and procedures are being followed. The CEF of MN will fill out the form in its entirety and store in the TUs/ATUs/ATEFs/Sponsoring Employer's folder.

Instructors, performance evaluators, and proctors are required to submit evaluations from current students at least once during each audit period but are recommended to seek feedback from students on an ongoing basis. The evaluation forms will be provided by CEF staff upon request or can be downloaded from the NCCER Instructor Resource Center.

15) Revision of Policies and Procedures

The CEF of MN will regularly review these policies and procedures to ensure compliance with current NCCER ATS guidelines. Training units will receive an updated copy each year along with their annual training unit fee invoice. Should changes be made mid-cycle that require immediate attention from training unit representatives or other NCCER certified personnel, the CEF of MN will distribute the updated Policies and Procedures via email to all pertinent personnel. Training units will be responsible for adhering to the most recent Policies and Procedures document that has been released, regardless of whether they have acknowledged receipt of that document.



16) Fee Schedule

	ABC Member	Non-Member
Instructor Certification (ICTP) each	\$299	\$399
Proctor/Performance Evaluator each	\$149	\$199
Annual Trainee processing (Employer/Post-secondary school) each*	\$40	\$60
Annual Trainee processing (CBO/secondary school) each		\$20
Online Testing**		\$2 per exam
Exam Proctoring		\$85 per hour, 1 hour minimum
Book orders		Catalog pricing + 7% admin fee
Annual Training Unit Fee (Employer/Post-secondary school)***	\$300	\$400
Annual Training Unit Fee (CBO/secondary school)***		\$250

*Apprentices registered with the MN Dept. of Labor through the CEF of MN are exempt from the Annual Trainee Processing fee

**Fees incurred using the online testing system will be invoiced directly from NCCER. Training units are responsible for paying these invoices in a timely manner

***Training Units will be billed an annual maintenance fee in March. This fee will cover the costs of maintaining the NCCER program at the CEF of MN.

17) Payment

Any training unit that is provided a product or service will be invoiced in the following manner:

- Initial invoice will be mailed or emailed (company preference) the week following the class and/or paperwork processing date. Each invoice will have a due date of 15 days from the initial invoice date.



- If no payment has been received 30 days after the due date, the original invoice is re-sent via mail or email.
- If no payment has been received 60 days after the due date, the original invoice is re-sent via mail or email and a note is attached that will state no services will be performed if payment is not received by 90 days past due.
- If no payment has been received 90 days after the due date, all services will be halted for the specific company until all invoices are paid in full.
- If no payment has been received 120 days after the due date, all services will be halted for the specific company and the CEF of MN will not conduct business with said company in the future unless full payment is received for all invoices and the company pre-pays for all services for a term not less than one year.

18) Instructor Acknowledgement of Policies and Procedures

By signing below, I confirm that I am an NCCER Certified Instructor in good standing and with current credentials, and that I have read, understood, and agree to uphold all of the policies and procedures put forth by the CEF of MN in this document.

Print Instructor Name	Instructor Signature	NCCER card #	Date
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Print Instructor Name	Instructor Signature	NCCER card #	Date
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Print Instructor Name	Instructor Signature	NCCER card #	Date
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Print Instructor Name	Instructor Signature	NCCER card #	Date
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Print Instructor Name	Instructor Signature	NCCER card #	Date
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Registration and Release Form



Please type or print legibly. Inaccuracies on this form may be reflected on credentials. This form must be completed to be entered into the NCCER Registry System. Records containing personal trainee information, including but not limited to score reports, training prescriptions, and transcripts, may not be distributed until this form has been completed.

* Denotes required fields.

ATS/AAC Name*: CEF of MN

Name*: _____

Job Title: _____

Address*: _____

City*: _____ State*: _____ Zip*: _____

Phone*: _____ Home Number Cell Number

Email Address*: _____

Birth Date*: _____ Birth City*: _____

* You must provide **ONE** of the following numbers to be entered into the NCCER Registry System. A unique Card Number will be generated once your Registration and Release Form has been entered into the system. **Pipeline users MUST provide their SSN.**

Social Security Number: _____

NCCER Card Number: _____

State DOE Student Number: _____ Which State? _____

Dept. of Corrections Student Number: _____ Which State? _____

Driver's License Number: _____ Which State? _____

If you provide the **State DOE Student Number**, then please first contact your Sponsor Representative to ensure your state I.D. type has been added to the Registry System. NCCER must approve all new Alternate I.D. types. Please contact NCCER Customer Support if you have any questions.

Optional Information:

Company/School Name: _____

Company/School Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

I hereby authorize NCCER to verify information in my training and/or assessment records, which may include any of the personal information provided on this form. I agree to release and hold harmless NCCER for the disclosure of any such information in connection with this verification process. I confirm my understanding that any and all NCCER credentials and/or certifications I receive may be revoked by NCCER at any time, with or without notice, if it is determined that the organization through which I received them has violated the NCCER Accreditation Guidelines & Program Compliance standards or any other applicable policies and procedures promulgated by NCCER. I also understand and agree that NCCER shall have no legal, financial or other liability to me for the revocation of any certification or credential, and that financial liability for any funds paid to an organization for training, testing, assessment or other services associated with the issuance of such certifications or credentials shall rest solely with said organization.

Signature*: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Required if individual is under 18 years of age.)

NOTE: This form must be maintained on file per NCCER Accreditation Guidelines. Do not send to NCCER unless requested.

Responsibilities & Liabilities (Form 702A/703A)



I attest to comply with all conditions as listed and agree to abide by the policies and procedures of NCCER Accreditation Guidelines & Program Compliance.

Instructor

-
- Have and maintain current credentials
 - Use NCCER curriculum
 - Only teach module(s) for which I am (NCCER) certified to teach
 - Work through Sponsor Representative for any special needs/accommodation requests
 - Ensure the test site is adequate for all tasks
 - Have all trainees complete NCCER Registration & Release Form prior to beginning training
 - Not allow any observer(s) while testing
 - Administer module tests closed-book
 - Not allow any reference or resource materials during the module test(s) unless specified in the curriculum
 - Adhere to NCCER testing out policy
 - Grade all module tests I administer
 - Adhere to NCCER retest policy for module tests (written and performance)
 - Destroy (shred) any unused copies of modules tests immediately
 - Maintain security of all test materials (keep in a secured, locked cabinet)
 - Maintain confidentiality of module test results
 - Return completed module tests and Registration & Release Forms to Sponsor
 - Representative or keep in a secure location for **at least 3 years** (per ATS policy)
 - Never leave a test session unattended
 - Submit Training Report to Sponsor Representative only if trainee has successfully completed module tests (**both** written **and** performance)
 - Terminate performance test for any trainee who acts in an unsafe or hazardous manner or engages in horseplay
 - Ensure necessary tools and materials are available and in good working order
 - Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Curriculum Proctor

-
- Have and maintain current credentials
 - Will work through Sponsor Representative for any special needs/accommodation requests
 - Ensure the test site is adequate for all tasks
 - Have all trainees complete NCCER Registration & Release Form prior to beginning training
 - Not allow any observer(s) while testing
 - Administer module tests closed-book
 - Not allow any reference or resource materials during the module test(s) unless specified in the curriculum
 - Adhere to NCCER testing out policy
 - Return all module written tests to instructor for grading
 - Return any/all unused copies of module written test(s) to Instructor and/or Sponsor Representative
 - Maintain security of all test materials (keep in a secured, locked cabinet)
 - Maintain confidentiality of module test results
 - Never leave a test session unattended
 - Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Assessment Coordinator

-
- Have and maintain current credentials
 - Conduct Assessment Proctor Training in accordance with NCCER Accredited Assessment Center Guidelines & NCACP Procedures
 - Return all used paper assessment booklets to Primary Administrator for appropriate destruction
 - If coordinator of an Authorized Assessment Site:
 - Ensure all assessments/PV are delivered via currently certified
 - Maintain inventory by keeping an Assessment Inventory Log
 - Report all assessment and PV activity to Primary Administrator no less than once per month
 - Receive and distribute assessment materials according to NCCER Accredited Assessment Center Guidelines & NCACP Procedures

This form remains on file with individual's R&R form and other applicable documentation.

Responsibilities & Liabilities (Form 702A/703A)



I attest to comply with all conditions as listed and agree to abide by the policies and procedures of NCCER Accreditation Guidelines & Program Compliance.

Assessment Proctor

- Have and maintain current credentials
- Access Arkiv system using your own User Name and Password
- Give assessments using your own Examiner ID (NCCER card #)
- Never administer an assessment to yourself
- Never leave an assessment session unattended
- Not train the same individuals whom I assess
- Work through Primary Administrator for any special needs/accommodation requests
- Have all participants complete an NCCER Registration & Release Form and submit to Primary Administrator or AAS Coordinator
- Provide all participants with the appropriate assessment Specification Sheet (available on NCCER's website)
- Maintain security of all assessment materials
- Maintain confidentiality of participant results
- Never share assessment content
- Never allow observers in an assessment session
- Allow no more than 30 participants per proctor
- Never discuss assessment content with participants
- Check all participant photo IDs (issued by a government agency) prior to administering an assessment
- Allow only approved reference materials (as listed on assessment specification sheet)
- Allow only basic function, non-programmable calculators
- Provide scratch paper to participants on an as-needed basis for computer based assessments. All scratch paper must be collected and accounted for.
- Collect any non-permissible items (i.e. cell phone, electronic devices, notes, etc) from participant prior to administering an assessment.
- Ensure assessment facility is setup per NCCER guidelines
- Disqualify participants who violate NCCER assessment policy and contact Primary Administrator immediately
- Use proctor script throughout assessment session to cover all required information/procedures
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

Performance Evaluator

- Only evaluate performance profiles and/or performance verifications for which I am (NCCER) certified to administer
- Work through Sponsor Representative and/or Primary Administrator for any special needs/accommodation requests
- Ensure the test site is adequate for all tasks
- Ensure use of most current performance profile or PV
- Have all participants complete NCCER Registration & Release Form prior to beginning any performance tests
- Not allow any observer(s) while testing
- Evaluate one participant at a time
- Ensure accurate completion of all forms (i.e. dates/times for each PV task, participant signature, etc)
- Administer performance profiles and PVs closed-book
- Ensure proper identification (i.e. government issued photo ID) for each participant
- Not allow any reference or resource materials during the performance testing unless specified in the curriculum or PV packet
- Adhere to NCCER testing out policy for performance profiles
- Evaluate all performance profiles/PVs on pass/fail scale
- Maintain security of all test materials (keep in a secured, locked cabinet)
- Maintain confidentiality of results
- Return completed performance profile sheets, PV submission forms and Registration & Release Forms to appropriate ATS/AAC personnel
- Terminate performance test for any participant who acts in an unsafe or hazardous manner or engages in horseplay
- Ensure necessary tools and materials are available and in good working order
- Follow all NCCER policies and procedures, including any implemented between publication dates of the Accreditation Guidelines

ATS/AAC Name: CEF of MN

✕

Assessment or Training Personnel Signature

✕

Name/Title/ SS# or NCCER Card # (type or print)

✕

Date

Primary Administrator/Master Trainer Signature

Name/Title/ SS# or NCCER Card # (type or print)

Date

This form remains on file with individual's R&R form and other applicable documentation.