



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
Pipeline 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 assessment.



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 sponsor representative. The representative 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 sent to the CEF of MN by the individual. In addition, the instructor's employer must provide a letter stating the person has the experience needed to instruct and evaluate the covered tasks required. Additional documentation indicating which covered tasks the instructor will be teaching will be provided by the employer 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) 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.

Beginning in 2022, NCCER began offering certification courses online through their in-house Learning Management System. These certifications are available to CEF of MN Training Units upon request by the Training Unit Representative and will be invoiced the same as if they were delivered as an in-person class at the CEF of MN office

12) 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 the next calendar day 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: performance profile sheets (if applicable), and registration and release forms. All written exams will be taken using the NCCER Testing System and are stored automatically by NCCER. All documents must be stored in a secure location and be available to CEF staff upon request.

13) 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.



14) 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.

15) Fee Schedule

	ABC Member	Non-Member
Instructor Certification (ICTP) each	\$349	\$449
Proctor/Performance Evaluator each	\$199	\$249
Online Testing System	\$25 each	\$35 each
Annual Training Unit Fee (Pipeline)		
Service Area One: Minnesota, North Dakota, South Dakota, Iowa, Wisconsin	\$575	\$850
Service Area Two: Michigan, Illinois, Missouri, Kansas, Nebraska	\$850	\$1,150
Service Area Three: All other US states	\$1,000	\$1,725
Exam Proctoring	\$85 per hour, 1 hour minimum	
Book orders	Catalog pricing + 7% admin fee + Local sales tax	



16) **Payment**

Any client will be invoiced in the following methods:

- 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.

17) **Instructor Acknowledgement of Policies and Procedures**

By signing below, I confirm 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 Name	Signature	NCCER card #	Date
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Print Name	Signature	NCCER card #	Date
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Print Name	Signature	NCCER card #	Date
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Print Name	Signature	NCCER card #	Date
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Print Name	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 is required to create your personal record in the NCCER Registry.

* Denotes required fields.



ATS/AAC Name*: _____

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 and the NCCER accredited organization(s) where I receive training or testing to store, access and utilize my personal information in association with my training and/or assessment records. Further, I hereby authorize NCCER to rely upon this information to maintain my training and/or assessment records in its Registry System. I hereby release and hold harmless NCCER from any and all liability resulting from (i) its reliance on personal information I provide, or (ii) disclosing such information when required to do so by law or court order. 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, 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

-
- | | |
|---|---|
| <ul style="list-style-type: none">• 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) | <ul style="list-style-type: none">• 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

-
- | | |
|---|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 |
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Assessment Coordinator

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- | | |
|--|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• If coordinator of an Authorized Assessment Site:<ul style="list-style-type: none">◦ 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 |
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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.

NCCER Pipeline OQ Instructor/Evaluator Qualification

The following pages contain a list of all NCCER OQ covered tasks. Please add your name, company name, and date to the top of the list then check the box to the right of each covered task that you are qualified to instruct/evaluate. *Note: It is the position of NCCER that no one person is qualified to instruct/evaluate all of the tasks on this list.*

Once you have completed checking the tasks on this list, please provide a letter on company letterhead, signed by a company officer, affirming that you are qualified to instruct/evaluate the selected covered tasks. You may use the template language provided on the last page of this document.

This documentation is required for all new pipeline instructors and performance evaluators, effective 7/1/2020.

Instructor Name:

Company Name:

Date Completed:

Module ID	Module Title	Qualified to instruct?
AOCCC-17	Abnormal Operating Conditions - Control Center*	
AOCFG-17	Abnormal Operating Conditions Field and Gas*	
CT0861**	Installation of Steel Pipe in an Open Trench*	
CT0871**	Installation of Steel Pipe in a Bore*	
CT0951**	Installation of Pipe Above Ground*	
CT1_1-17	Measure Structure-to-Soil Potentials*	
CT1_2-17	Conduct Close Interval Survey*	
CT1_3-17	Test and Detect Interference*	
CT1_4-17	Inspect and Perform Electrical Test of Bonds*	
CT1_5-17	Inspect and Test Electrical Isolation*	
CT2_1-17	Verify Test Lead Continuity*	
CT2_2-17	Repair Damaged Test Leads*	
CT2_3-17	Install Test Leads by Non-Exothermic Welding Methods*	
CT2_4-17	Install Test Leads by Exothermic Welding Methods*	
CT3_0-17	Obtain a Voltage and Current Output Reading from a Rectifier to Verify Proper Performance*	
CT4_1-17	Troubleshoot Rectifier*	
CT4_2-17	Repair or Replace Defective Rectifier Components*	
CT4_3-17	Adjustment of Rectifier*	
CT5_1-17	Examine for Mechanical Damage on Buried or Submerged Pipe*	
CT5_2-17	Examine for External Corrosion on Buried or Submerged Pipe*	
CT5_3-17	Inspect the Condition of External Coating on Buried or Submerged Pipe*	
CT7_1-17	Visual Inspection of Atmospheric Coatings*	
CT7_2-17	Prepare Surface for Coating Using Hand and Power Tools*	
CT7_3-17	Prepare Surface for Coating by Abrasive Water Blasting*	
CT7_4-17	Prepare Surface for Coating by Abrasive Blasting Media Other Than Water*	
CT7_5-17	Apply Coating Using Hand Application Methods*	
CT7_6-17	Apply Coating Using Spray Applications*	
CT7_7-17	Perform Coating Inspection*	
CT8_1-17	Measure Pit Depth with Pit Gauge*	
CT8_2-17	Measure Wall Thickness with Ultrasonic Meter*	
CT8_3-17	Measure Corroded Area*	
CT9_1-17	Install Bonds*	
CT9_2-17	Install Galvanic Anodes*	
CT9_3-17	Install Rectifiers*	
CT9_4-17	Install Impressed Current Groundbeds*	
CT9_5-17	Repair Shorted Casings*	
CT9_6-17	Install Electrical Insulating Device*	
CT10_1-17	Insert and Remove Coupons*	
CT10_2-17	Monitor Probes (Online)*	
CT11_0-17	Monitoring and Controlling the Injection Rate of the Corrosion Inhibitor*	

CT12_0-17	Visually Inspect Internal Pipe Surface*	
CT14_1-17	Locate Line*	
CT14_2-17	Install, Inspect, and Maintain Permanent Marker*	
CT14_5-17	Install, Inspect, and Maintain Temporary Marker*	
CT15_1-17	Visually Inspect Surface Conditions of Right-of-Way*	
CT16_1-17	Inspect Navigable Waterway Crossing*	
CT19_1-17	Valve Body Winterization or Corrosion Inhibition*	
CT19_2-17	Valve Lubrication*	
CT19_3-17	Valve Seat Sealing*	
CT19_4-17	Valve Stem Packing Maintenance*	
CT19_5-17	Adjust Actuator/Operator, Electric	
CT19_6-17	Adjust Actuator/Operator, Pneumatic	
CT19_7-17	Adjust Actuator/Operator, Hydraulic	
CT20_0-17	Inspect Main-Line Valves*	
CT21_1-17	Repair Valve Actuator/Operator, Pneumatic	
CT21_2-17	Disassemble and Reassemble Valves*	
CT21_3-17	Internal Inspection of Valves and Their Components*	
CT21_4-17	Repair Valve Actuator/Operator, Hydraulic	
CT21_5-17	Repair Valve Actuator/Operator, Electric	
CT22_1-17	Inspect Tank Pressure / Vacuum Breakers*	
CT22_2-17	Inspect, Test, and Calibrate HVL Tank Pressure Relief Valves*	
CT23_1-17	Maintain and Repair Relief Valves*	
CT23_2-17	Inspect, Test, and Calibrate Relief Valves*	
CT24_1-17	Maintain and Repair Pressure Limiting Devices*	
CT24_2-17	Inspect, Test, and Calibrate Pressure Limiting Devices*	
CT25_1-17	Inspect, Test, and Calibrate Pressure Switches*	
CT25_2-17	Inspect, Test, and Calibrate Pressure Transmitters*	
CT26_0-17	Verify or Set Protection Parameters for Programmable Controllers and/or Other Instrumentation Control Loops*	
CT27_1-17	Routine Inspection of Breakout Tanks (API 653 Monthly or DOT Annual)*	
CT28_0-17	Provide Security for Pipeline Facilities*	
CT29_1-17	Launching In-Line Inspection Devices*	
CT29_2-17	Receiving In-Line Inspection Devices*	
CT30_0-17	Test Overfill Protective Devices	
CT31_0-17	Inspect and Calibrate Overfill Protective Devices (Liquid)	
CT32_0-17	Observation of Excavation Activities*	
CT33_1-17	Determine Allowable Line Pressure in Section of Pipe to be Moved*	
CT33_2-17	Preparation for Movement Activities*	
CT33_3-17	Moving In-Service Pipeline*	
CT34_0-17	Inspect Existing Pipe Following Movement*	
CT36_1-17	Safe Disconnect of Pipeline Facilities*	
CT36_2-17	Purging of Pipeline Facilities*	
CT36_3-17	Sealing a Disconnected Portion of Pipeline*	
CT37_0-17	Install or Repair Support Structures on Existing Aboveground Components*	
CT38_1-17	Visually Inspect Pipe and Pipe Components Prior to Installation*	
CT38_3-17	Visually Inspect that Welds Meet DOT Requirements*	

CT39_0-17	Backfilling a Trench Following Maintenance*	
CT40_1-17	Fit Full Encirclement Welded Split Sleeve*	
CT40_3-17	Apply Composite Sleeve*	
CT40_4-17	Install Mechanical Bolt-On Split Repair Sleeve*	
CT40_5-17	Install Weldable Compression Coupling*	
CT40_6-17	Install and Remove Plugging Machine*	
CT40_7-17	Installing a Tap 2 Inches and Under on a Pipeline System*	
CT40_8-17	Installing a Tap Larger Than 2 Inches on a Pipeline System*	
CT40_9-17	Install and Remove Completion Plug on Pipelines Larger than 2 Inches*	
CT41_0-17	Conduct Pressure Test*	
CT42_7-17	Welding*	
CT44_3-17	Inspect, Test, and Maintain Flow Computer for Hazardous Liquid Leak Detection	
CT44_4-17	Inspection, Testing, and Corrective and Preventative Maintenance of Tank Gauging for Hazardous Liquid Leak Detection	
CT44_5-17	Prove Flow Meters for Hazardous Liquid Leak Detection	
CT44_6-17	Maintain Flow Meters for Hazardous Liquid Leak Detection	
CT44_7-17	Inspect, Test, and Maintain Gravimeters/Densimeters for Hazardous Liquid Leak Detection	
CT44_8-17	Inspect, Test, and Maintain Temperature Transmitters for Hazardous Liquid Leak Detection	
CT50_0-17	Purge Gas from a Pipeline*	
CT51_0-17	Purge Air from a Gas Pipeline*	
CT52_1-17	Conduct Vegetation Survey*	
CT52_2-17	Conduct a Leak Survey with a CGD*	
CT52_3-17	Conduct a Leak Survey with a Flame Ionization Unit*	
CT54_0-17	Test Remotely Controlled Shutdown Devices	
CT55_0-17	Maintain Fixed Gas Detection Equipment	
CT56_0-17	Perform Incremental Pressure Increases to Uprate the MAOP	
CT57_0-17	Operate Odorant Equipment	
CT58_0-17	Monitor Odorant Level	
CT59_0-17	Vault Maintenance*	
CT63_1-17	Start-Up of a Liquid Pipeline (Field)*	
CT63_2-17	Shutdown of a Liquid Pipeline (Field)*	
CT63_3-17	Monitor Pressures, Flows, Communications, and Line Integrity and Maintain Them Within Allowable Limits on a Liquid Pipeline System (Field)*	
CT63_4-17	Locally Operate Valves on a Liquid Pipeline System (Field)*	
CT64_1-17	Start-Up of a Liquid Pipeline (Control Center)	
CT64_2-17	Shutdown of a Liquid Pipeline (Control Center)	
CT64_3-17	Monitor Pressures, Flows, Communications, and Line Integrity and Maintain Them Within Allowable Limits on a Liquid Pipeline System (Control Center)	
CT64_4-17	Remotely Operate Valves on a Liquid Pipeline System	
CT65_1-17	Start-Up of a Gas Pipeline	
CT65_2-17	Shutdown of a Gas Pipeline	

CT65_3-17	Monitor Pressures, Flows, Communications and Line Integrity and Maintain Them Within Allowable Limits (Gas)	
CT65_4-17	Manually or Remotely Open or Close Valves or Other Equipment*	
CTCC-17	Cold Cutting*	
CTFB-17	Flange Bolting*	
CTMP-17	Mud Plugging*	
CTTB-17	Tubing*	
CTTP-17	Threaded Pipe Fabrication*	

To: The Construction Education Foundation of MN

In regards to training of [company name] personnel on NCCER covered tasks, [company name] acknowledges that [instructor name] is qualified to instruct and evaluate the covered tasks listed on the attached spreadsheet. [instructor name] is our [instructor title].

Sincerely,

[management name, title]