

Attachment B

Action Steps and Timeline for Non-ATS Agencies/Contractors

	Action	Responsible Party	Date(s)	Outcome
1	Program Instruction on NCCER Accreditation/Certification for National Construction Programs is issued	NOJC	July 24	PI 09-xx issued
2	Conference call to discuss Master Trainer Instructor Certification Training Program (MTICTP) logistics and strategies for conducting instructor training	NOJC, ASHLIN, agency/contractor representatives	July 28	Agreement on logistics; Framework for Instructor Certification Training Program (ICTP)
3	Non-ATS agencies/contractors select staff who will train as Master Trainers and submits name(s)/bio(s) to the National Office	Agency/Contractor Lead	July 31	List of staff attending the MTICTP
4	ASHLIN submits NCCER Form 100 – <i>Application for Training Program Sponsorship</i>	ASHLIN	Aug 3	ATS Applicant Status
5	Participants register for the MTICTP	ASHLIN, Agency/Contractor	Aug 5–26	Confirmed registrations
6	Meeting to discuss training design and delivery for instructors; reporting requirements and protocols	NOJC, ASHLIN, agency/contractor representatives, Master Trainers	August 11	Plan for conducting ICTP; agreement on reporting protocols
7	Staff attend MTICTP	Master Trainer participants	Aug 31-Sept 3	Certified Master Trainers
8	Conference call to discuss training plan	NOJC, ASHLIN, agency/contractor representatives, Master Trainers	Sept 8	Final training plan
9	ASHLIN submits NCCER Form 100-1 – <i>Application for Training Program Sponsorship, Self-Assessment Document</i>	ASHLIN	Sept 11	ATS Candidate Status
10	Conduct ICTP Training	Master Trainers	TBD	ICTP-certified Instructors