

July 23, 2009

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 09-06
--

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: NCCER Accreditation/Certification for National Construction Programs

1. Purpose. To provide information and guidance on the National Center for Construction Education and Research (NCCER) Accreditation/ Certification Process for all national construction programs.
2. Background. In July 2007, revised Training Achievement Records (TARs) for all the national construction programs were released. These TARs were aligned with the NCCER curricula, specifically the Contren® Learning Series. NCCER is a not-for-profit education foundation created in 1996 to develop standardized construction, maintenance, and pipeline curricula with portable credentials and help address the critical skilled workforce shortage. Students who complete the Contren® Learning Series through an NCCER Accredited Sponsor will receive industry-recognized credentials and documentation of their training accomplishments through NCCER's National Registry.

NCCER has partnered with the Sustainable Facilities and Infrastructure Research Team of the Myers-Lawson School of Construction at Virginia Tech University to create green training for the construction industry. NCCER has been recognized as a U.S. Green Building Council (USGBC) Education Provider. In addition to USGBC, NCCER's Your Role in the Green Environment training is endorsed by Green Advantage® and recognized as beneficial to students and practitioners planning to sit for the Green Advantage Commercial/Residential certification exam.

Program, staff, and student accreditation/certification with NCCER is especially critical as we move forward with the greening of Job Corps' construction programs. Under the American Recovery and Reinvestment Act of 2009 (Recovery Act), Job Corps has committed to producing 8,500 green graduates from the construction program by August 2010. The National

Office of Job Corps is in the process of updating national construction TARs that incorporate green elements based on the NCCER green curriculum and validated by a workgroup consisting of industry experts and Job Corps management and construction instructors. With the anticipated implementation of the Green Construction TARs as part of Job Corps' Recovery Act strategy, it is imperative that immediate steps be taken to ensure that all of Job Corps' national construction programs have the ability to certify students completing these TARs.

3. NCCER Accreditation and Required Actions.

Accredited Training Sponsors. To date, a number of contractors are already recognized as NCCER Accredited Training Sponsor (ATS). These contractors must do the following:

- a. Ensure that Master Trainers conduct the Instructor Certification Training Programs (ICTP) so that all national construction program instructors become ICTP-certified.
- b. Ensure that all ICTP-certified instructors obtain NCCER's green certification.
- c. Submit a master list of all national construction program instructors and the status of ICTP and green certification of instructors via e-mail to galicia.milagros@dol.gov by Monday, **August 31, 2009**.

Non-Accredited Training Sponsors. While a number of centers operating under non-ATS agencies/contractors are using the NCCER Contren® Learning Series, students training under non-NCCER certified instructors are not able to obtain the benefits of certification.

To facilitate the process of ensuring that all national construction program instructors are NCCER-certified (which will enable them to certify students), the National Office of Job Corps' Career Technical Training (CTT) Support Contractor, ASHLIN Management Group, Inc., will serve as an interim ATS. Non-ATS agencies/contractors will be sponsored by ASHLIN as Accredited Training Units (ATUs) under its accreditation. However, each agency/contractor will continue to pursue individual ATS status and will obtain ATS recognition by the end of July 2010. In the meantime, this strategy will expedite progress given the Recovery Act time frame while providing agencies/contractors enough time to thoroughly prepare and apply for individual ATS status.

These agencies/contractors must do the following:

- a. Designate at least one staff member who will serve as the Master Trainer. The agency/contractor should consider the number of centers operated when making a decision on the number of Master Trainers to be designated. The Master Trainer qualifications and NCCER accreditation/certification process are shown in Attachment A. Detailed action steps and time frames are shown in Attachment B.
- b. Submit the name of the proposed Master Trainer(s) and a brief resume/bio for each person via e-mail to galicia.milagros@dol.gov by Friday, **July 31, 2009**. The Master Trainer Instructor Certification Training Program (MTICTP) is scheduled

from **August 31 to September 3** in Salt Lake City, Utah. Agencies/contractors will be responsible for the \$550 registration fee and the cost of travel for each Master Trainer. The National Office will conduct a conference call to discuss further details.

4. Action. Addressees are to ensure that this Program Instruction is distributed to all appropriate staff with sufficient time to meet the submission dates indicated above.
5. Expiration Date. Until superseded.
6. Inquiries. Inquiries should be directed to Shao Zhang at zhang.shao@dol.gov or (202) 693-3917, or Miles Galicia at galicia.milagros@dol.gov or (202) 693-3933.

Attachments

A – NCCER Accreditation/Certification Process

B – Action Steps and Timeline for Non-ATS Agencies/Contractors