

**PBA Endorsement Program Evaluation  
School Endorsed Trade Program  
Three Year Evaluation Tool**



**Instructions:** Fill out school and program information below. Program instructors will work with their school administration to verify that all standards are being met. If each standard is achieved, check the **YES** box. Schools will provide best practices and additional information in the comment section under each topic heading, justifying the program's compliance. When Endorsed Trade Program standards are not met, check NO. A corrective plan of action must be included in the appropriate section provided with the school's intention to correct the challenge in meeting the standard. **School entity must verify information at the end of this document under School Verification section.**

<b>School Name:</b>	
<b>Local Program Name:</b>	
<b>CIP Code:</b>	
<b>NOCTI Test Name:</b>	
<b>NOCTI Test Code:</b>	

**General: Instruction and Classroom Organization**

Standard Number	ETP Standard Description	Is the School and Program Meeting the ETP Standard?	
		YES	NO
G1	Instructional ratio of theory and hands on instruction is adequate 50% theory 50% hands-on.		
G2	The program utilizes the RCA curriculum as the basis for instruction.		
G3	The program utilizes another curriculum that has been correlated to NAHB Skill Standards.		
G4	The program delivers a minimum of (2) hours of instruction per day.		
G5	Post-secondary students are also enrolled in this program.		
G6	The program utilizes instructional aides to assist student learning.		
G7	The class size is not excessive for the number of instructors and aides.		
G8	The instructor has minimum of 2 years practical trade related experience.		
G9	The average class size is easily manageable.		

*Best Practices and Additional Comments justifying your program's compliance:*

*Corrective action plan for the school's intention to correct the challenge in meeting the standard:*

**1. State and National Standards:**

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
1.1	Has your program Identified specific Pennsylvania academic standards or anchor assessments (i.e., math, English, science) that are integrated into the program?		
1.2	Has your program provided a series of planned academic and vocational-technical education courses that are coordinated with one another in this CIP (e.g., scope and sequence)?		
1.3	Has your curriculum been aligned to the National Skill Standards?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

**2. Curriculum:**

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
2.1	Have you identified the rationale used to develop program competencies (e.g., occupational analysis, national standards)? In what way did you do this?		
2.2	Do you have on file a list of technical tasks and academic competencies for this CIP? Include performance objectives? Provide evidence that these competencies and performance objectives are being incorporated into the daily lesson plans?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

**3. Theory Lab / Classroom and Computer Lab / Equipment:**

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
3.1	Can you provide evidence that the classroom, practical/theory area and computer lab area are available and adequately equipped to accommodate the class enrollment? How does the classroom and lab provide an environment conducive for training and education?		
3.2	Do you have a written plan for updates of computer equipment and courseware to meet comparable industry standards?		
3.3	Does the program utilize multimedia training materials and trade periodicals to enhance the program's curriculum and education?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

**4. Instructional Shop / Lab**

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
4.1	Is the shop/laboratory area adequate to provide an optimal training environment?		
4.2	Can you provide evidence to show that the number of students assigned is not greater than the number of workstations available?		
4.3	Can you provide evidence to ensure that the hands-on lab area is adequate for the class enrollment?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

### 5. Tools and Equipment

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
5.1	Do you provide a preventative maintenance plan for equipment upkeep?		
5.2	Can you produce a plan for updating and replacement of major equipment? (Three- or 5-year equipment update plan noted in the minutes of your OAC meetings.)		
5.3	Do you have on file a list of hand tools for this program that is regularly updated?		
5.4	Is there evidence of appropriate equipment storage within the facility, an inventory system, and inspection system to prevent tool loss?		
5.5	Can you provide an annual budget for consumables and equipment that ensures the facilitation of instruction?		
5.6	Can you provide evidence of any industry support for practical, hands-on, equipment, supplies and classroom instruction?		
5.7	Do you have system in place that might encourage or assist students with the purchase of hand tools?		
5.8	Is there evidence to show that equipment is comparable to industry standards?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

### 6. Resource Material

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
6.1	Is the list of software (with version number) and textbooks (with copyrights) used in this program updated annually?		
6.2	Is there assurance that adequate resource material is available to support the instructional program plan?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

### 7. Vocational Education Safety

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
7.1	Can the instructor identify the goals of safety instruction and describe how safety instruction is presented?		
7.2	Is there evidence that the instructor can identify how safety practices have been integrated into the program?		
7.3	Can the school provide assurance that lab safety equipment and machine guards meet OSHA standards?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

### 8. Teacher Certification

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
8.1	Can the school provide a copy of the valid teaching certificate and license for each teacher assigned to this approved CIP?		
8.2	Does this instructor keep on file copies of any additional certificates that they have earned related to the instructional program?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

**9. Accountability Standards**

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
9.1	Is there a record of the number of students who qualified as program completers, the number of students who took the appropriate NOCTI test, and the number of students who earned a competent or advanced Pennsylvania Skills certificate?		
9.2	Can the school provide evidence that employment counseling and placement follow-up exists to support the residential construction industry?		
9.3	Is there placement data for program completers?		
9.4	Can the school provide evidence of conducting follow-up studies to determine program effectiveness?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

**10. Articulation between Secondary and Postsecondary Institutions**

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
10.1	Are there articulation opportunities for students in this program and does the school provide the number of students who are enrolled in articulated postsecondary programs?		
10.2	Are there copies of all current articulation agreements on file?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

### 11. Students Career Objective

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
11.1	Are there copies of Career Objectives forms for students enrolled in the program that are properly signed by all entities required and are updated annually?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

### 12. Involvement in Career and Technical Student Organizations

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
12.1	Can the school provide evidence of an active NAHB student chapter with updated student chapter roster? (Requirement of the Endorsed Trade Program)		
12.2	Can the school provide evidence of an active SkillsUSA student chapter with updated student chapter roster?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

### 13. Industry Certifications

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
13.1	Is there a copy or list of certifications issued by industry-recognized organizations related to this program (e.g., Endorsed Trade Program Skills Certificate or OSHA 10)?		
13.2	Indicate the number of students who earned each industry certification.		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

### 14. Work Based Learning

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
	Is there a list on record with work-based learning opportunities in which students in this program participate?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			



**15. Program Sponsorship and Involvement with PBA or Local HBA**

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
15.1	Are there documented partnerships with community businesses or organizations and is it indicated how they benefit this program?		
15.2	Can the program instructor provide evidence that their active NAHB student chapter is regularly collaborating with the PBA local association? (MUST INCLUDE DETAILS IN BEST PRACTICES)		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

**16. Occupational Advisory Committee**

		Is the School and Program Meeting the ETP Standard?	
Standard Number	ETP Standard Description	YES	NO
16.1	Can the program instructor provide documentation of (2) annual meetings of the Occupational Advisory Committee (OAC) (roster, minutes, and recommendations with substantial discussion)?		
16.2	Can the program instructor provide documentation that the majority of the membership is comprised of local trade representatives and have both parent and student involvement?		
<i>Best Practices and Additional Comments justifying your program's compliance:</i>			
<i>Corrective action plan for the school's intention to correct the challenge in meeting the standard:</i>			

**SCHOOL VERIFICATION SECTION**

	<p>By checking this box the school entity has verified that:</p> <ol style="list-style-type: none"><li>1. The appropriate school leader has printed the School Verification Signature Form on school letterhead.</li><li>2. Procured the appropriate signatures on the form</li><li>3. Mailed the signed form or scanned and sent to:</li></ol> <p>Livvy Harmon Pennsylvania Builders Association 205 Grandview Avenue, Suite 207 Camp Hill, PA 17011 lharmon@pabuilders.org</p>
<b>DATE</b>	

**PLEASE SEND THIS DOCUMENT TO LIVVY HARMON at [lharmon@pabuilders.org](mailto:lharmon@pabuilders.org)**

**Please save your file with the following name:  
“[School Name OR Abbreviation],[Program Name],PSET9.1.2020”  
This should also be the subject line text in your email.**