



## PROGRAM INFORMATION

Please complete this form for EACH PROGRAM seeking endorsement.

This application is designed as a fillable PDF that can be saved and printed. Once complete, please email the form to [ddipasquale@pabuilders.org](mailto:ddipasquale@pabuilders.org). If you have any questions, please contact David DiPasquale at 717-730-4380 or [ddipasquale@pabuilders.org](mailto:ddipasquale@pabuilders.org).

*Please attach any supporting documents as needed.*

**IMPORTANT – Please save your file with the following name:  
“[School Name] [Program Name] Program Information 20-21”  
This should also be the subject line text in your email.**

### GENERAL INFORMATION

Name of person completing form	
Title	
Email	

### PROGRAM

School Name	
CIP Code	
Local Program Title	

<b>CURRICULUM INFORMATION</b>				
<b>PDE Program Approval Date (Secondary)</b>				
<b>Date of Last 339 Review (Secondary)</b>				
<b>Next Scheduled 339 Review Date (Secondary)</b>				
<b>Please list any corrections cited for this program during the last PDE 339 Review (Secondary):</b>				
<b>Total number of students enrolled in this program?</b>				
<b>How many students are secondary?</b>				
<b>How many students are post-secondary?</b>				
<b>How many students from this program are currently enrolled as members of the NAHB Student Chapter?</b>				
<b>How many FULL-TIME instructors teach a portion of this program?</b>				
<b>How many PART-TIME instructors teach a portion of this program?</b>				
<b>How many instructional aides provide student services in this program (excluding wrap-around aides)?</b>				
<b>How many hours of instruction are delivered:</b>	<b>DAILY?</b>		<b>ANNUALLY?</b>	
<b>What percentage of the curriculum is dedicated to:</b>	<b>THEORY?</b>		<b>SHOP?</b>	
<b>Which curriculum does the program utilize?</b>	<b>RCA CURRICULUM</b>		<b>OTHER</b>	
<b>If "RCA Curriculum", what percentage of the total curriculum is RCA?</b>				
<b>If "OTHER Curriculum", has it been aligned to the National Skills Standards for Residential Construction as approved by the NAHB?</b>	<b>YES</b>		<b>NO</b>	
<b>Name of "OTHER Curriculum":</b>				
<b>Is it a self-developed curriculum?</b>	<b>YES</b>		<b>NO</b>	
<b>Is it a program of studies?</b>	<b>YES</b>		<b>NO</b>	

Please describe if there is a plan in place for updating the curriculum:

**ACTIVITY WITH LOCAL HOME BUILDER ASSOCIATION**

List any activities that this program has collaborated with the local HBA during the last two (2) school years:

**STUDENT DATA, PLACEMENT, AND FOLLOW-UP**

How many students have completed the program in the last three (3) years?

List the number of Basic, Competent, and Advanced NOCTI test scores for the past 3 school years for both written and performance (Secondary). Example – 2018-2019 Written: 2 Basic, 3 Competent, 4 Advanced; Performance: 1 Basic, 2 Competent, 6 Advanced:

List any industry recognized certification(s) provided to students, such as OSHA 10 or ICC/HSTTP:

<b>If a secondary program, are there any articulation agreements with any post-secondary institutions awarding advance credit/placement?</b>	<b>YES</b>		<b>NO</b>	
<b>If YES, please identify institutions:</b>				
<b>Provide the company names, addresses, contacts, and phone numbers of at least 5 employers that have hired student graduates from this program during the past 3 school years.</b>				

**Provide the company names, addresses, contacts, and phone numbers of at least 5 employers that have participated in the school's Co-op program during the past 3 school years.**

**List any work-based opportunities that are available to students:**

Does employment counseling and placement follow-up exist to support students in this program?	YES		NO	
Does the program track placement of graduating students?	YES		NO	
If "YES" how does the school track placement?				

TOOLS, EQUIPMENT, AND FACILITIES				
Does the program have a dedicated (theory) classroom?	YES		NO	
If "YES" what is the size of the classroom?				
What is the size of the shop area?				
Do students have access to a computer lab?	YES		NO	
If "YES" how many computers are in the lab?				
Is there computer-based instruction?	YES		NO	
What is the percentage of computer-based instruction?				
Describe any exterior area used for practical hands-on instruction:				

<b>Does equipment meet OSHA standards for safety?</b>	<b>YES</b>		<b>NO</b>	
<b>Is there a written plan to update/replace equipment?</b>	<b>YES</b>		<b>NO</b>	
<b>Is there an equipment storage, inventory, and inspection system in place?</b>	<b>YES</b>		<b>NO</b>	
<b>Do students receive instruction on the proper care and maintenance of equipment?</b>	<b>YES</b>		<b>NO</b>	
<b>Is there a written preventative maintenance plan to maintain equipment?</b>	<b>YES</b>		<b>NO</b>	
<b>Please provide the annual program budget for supplies, tools, and equipment for the past 3 school years:</b>				
<b>Does the program receive industry contributions for practical hands-on materials, equipment, supplies, and classroom instructions?</b>	<b>YES</b>		<b>NO</b>	
<b>Does the program require students to purchase hand tools as part of the enrollment?</b>	<b>YES</b>		<b>NO</b>	
<b>If "YES" are students provided a list of recommended hand tools prior to enrollment?</b>	<b>YES</b>		<b>NO</b>	

## **TOOLS, EQUIPMENT, AND FACILITIES**

**Please provide an inventory of major equipment in the shop:**

**Please provide an inventory of basic hand tools in the shop:**

**PBA's suggested tools and equipment (click for links to documents):**

[Carpentry](#)

[HVAC](#)

[Plumbing](#)

[Electrical](#)

[Masonry](#)

**Note: These lists are intended to serve as a guidance document, indicating optimal program capabilities for student training, job readiness, and work-related activities. Schools are NOT REQUIRED to possess all listed equipment in the recommended inventory at the time of application and endorsement; however, a severe lack of equipment that would prevent the teaching of basic skill standards would result in non-endorsement with a required action plan for improvement.**