

Pennsylvania Builders Association



Construction Trades Endorsement Program

Site Review Information Checklist

School

Program

Instructor

Date

Please have the following information and documentation available for each program to be evaluated.

General Program Information Checklist

Instruction and classroom organization

- Utilizes the RCA curriculum as the basis for instruction or,
- Utilizes another curriculum that has been correlated to national skill standards for residential construction.
HAVE CORRELATION DOCUMENTATION FOR SITE TEAM'S REVIEW
- Delivers a minimum of (2) hours of instruction per day.
- The instructor has a minimum of 2 years practical trade-related experience.
- Has a working relationship with local HBA.
- Has an active NAHB Student Chapter.

ENDORSEMENT INFORMATION CHECKLIST

1. State and National Standards

- 1.1 Identify specific Pennsylvania academic standards or anchor assessments (i.e., math, English, science) that are integrated into the program curriculum.
- 1.2 Provide the series of planned academic and vocational-technical education courses that are articulated with one another in this CIP (e.g., scope and sequence).
- 1.3 Provide evidence that the Curriculum has been aligned to the National Skill Standards.

2. Curriculum

- 2.1 Identify the rationale used to develop program competencies (e.g., occupational analysis, national standards).
- 2.2 Provide 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.

3. Theory Lab / Classroom and Computer Lab / Equipment

- 3.1 Provide evidence that the classroom, practical/theory area and computer lab area are available and adequately equipped to accommodate the class enrollment.
- Does the classroom and lab provide an environment conducive for training and education?
- 3.2 Provide program's plan for updates of computer equipment and courseware to meet comparable industry standards.
- Does the program utilize multimedia training materials to enhance program's curriculum and education?

4. Instructional Shop / Lab

- 4.1 Provide evidence to show that shop/laboratory areas are adequate to provide an optimal training environment.
- 4.2 Provide evidence to show that the number of students assigned is not greater than the number of workstations available.
- 4.3 Provide evidence to ensure that the hands-on lab area is adequate for the class enrollment.

5. Tools and Equipment

- 5.1 Provide a preventative maintenance plan for equipment upkeep.
- 5.2 Provide a plan for updating and replacement of equipment.
- 5.3 Provide a long range plan for the updating of major equipment or hand tools for this program.
- 5.4 Provide evidence of appropriate equipment storage within the facility, an inventory system, and inspection system to prevent tool loss.
- 5.5 Provide evidence that an annual budget for consumables and equipment that ensures the facilitation of instruction is provided for.
- 5.6 Provide evidence of any industry support for practical, hands-on, equipment, supplies and classroom instruction.
- 5.7 Describe any system that might encourage or assist students with the purchase of hand tools.
- 5.8 Provide an inventory of tools and major equipment utilized in the instructional lab.
- 5.9 Provide evidence to show that equipment is comparable to industry standards. See tool and equipment recommended list.

6. Resource Material

- 6.1 List the version of software and textbooks with copyrights that are used in this program and the date purchased.
- 6.2 Provide assurance that adequate resource material is available to support the instructional program plan.

7. Vocational Education Safety

- 7.1 Identify the goals of safety instruction and describe how safety instruction is presented.
- 7.2 Indicate how safety practices have been integrated into the program.
- 7.3 Provide assurance that lab safety equipment and machine guards meet OSHA standards.

8. Teacher Certification

- 8.1 Provide a copy of the valid teaching certificate and license for each teacher assigned to this approved CIP.
- 8.2 Provide copies of any additional certificates that the instructor has received related to the instructional program.

9. Accountability Standards

- 9.1 Indicate 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 Provide evidence that employment counseling and placement follow-up exists to support the residential construction industry.
- 9.3 Provide placement data for program completers.
- 9.4 Describe assistance with the conduct of follow-up studies to determine program effectiveness.

10. Articulation Between Secondary and Postsecondary Institutions

- 10.1 Describe articulation opportunities for students in this program and provide the number of students who are enrolled in articulated postsecondary programs.
- 10.2 Provide copies of all current articulation agreements.

11. Students Career Objective

- 11.1 Provide copies of Career Objectives for students enrolled in the program seeking endorsement. Ensure the document is updated annually.

12. Involvement in Career and Technical Student Organizations

- 12.1 Provide evidence of an active NAHB student chapter.

13. Industry Certifications

- 13.1 Provide a copy or list of certifications issued by industry organizations related to this program.
- 13.2 Indicate the number of students who earned industry certifications.

14. Work Based Learning

- 14.1 List work-based learning opportunities in which students in this program participate.

15. Program Sponsorship and Involvement with PBA or Local HBA

- 15.1 Identify partnerships with community businesses or organizations and indicate how they benefit this program.

16. Occupational Advisory Committee

- 16.1 Provide documentation of annual meeting of Occupational Advisory Committee (OAC) (roster, minutes, recommendations). Provide evidence that ensures the majority of the membership is comprised of local trade representatives.