



Accredited Training Sponsor Audit Checklist

ATS Name: _____

Auditor will complete the following and submit to NCCER for review. The Audit Program Manager will contact Sponsor Representative to resolve any non-conformances.

Does the ATS policy cover the following topics as per the Accreditation Guidelines?	Yes	No	N/A
If Yes, respond to the questions below. If No, write a nonconformance.			
AUDITOR - DISCUSS THIS ENTIRE POLICY AND EACH TOPIC WITH THE SPONSOR REPRESENTATIVE DURING THE AUDIT.			
Evaluations of Certified Instructors, Curriculum Performance Evaluators, and Curriculum Proctors			
Audits of registered training locations (TU/ATEF)			
Module test and performance profile retesting			
Safety policy for performance profile testing (if applicable)			
Security of trainee information and testing documentation			
Cheating			
Trainee participation/absenteeism			
Grievances and appeals			
Method for ensuring certified personnel maintain certifications			
Method for implementing and communicating NCCER policy/procedure revisions			
Method for communicating the organization's training program contact information to appropriate personnel and candidates (i.e. Sponsor Representative, Instructor, etc.)			
Transition plan for removal/replacement of Sponsor Representative			
Procedure for returning training records to Sponsor Representative or training location Representative following: 1) departure of Instructor 2) closure of training program/location 3) transfer of training location to a new ATS			

How are module tests, performance profiles and trainee records kept? (Check any that apply)	
Electronically, using a secure server	<input type="checkbox"/>
Locked or secure file cabinet	<input type="checkbox"/>
NCCER Testing System (module exams only)	<input type="checkbox"/>

Curriculum Review	Yes	No	N/A
Books available for review			
Using NCCERConnect or Vital Source			

Auditor must conduct and document the following:
Audit of the training location using the TU/ATEF Audit checklist



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Auditor to conduct interviews with certified personnel as follows:	N/A
<p>Sponsor Representative</p> <ul style="list-style-type: none"> - Discuss how they validate what a craft instructor is certified to teach - Discuss how they validate what a curriculum performance evaluator is certified to evaluate - Discuss how they communicate NCCER policy changes/announcements to certified personnel, TUs, ATEFs, etc.. - Discuss registration process of TUs/ATEFs - Discuss how they associate people to their TUs/ATEFs in Registry - Discuss how they keep their "people" tab up to date in Registry - Discuss how they keep their "associated organizations" tab up to date in Registry 	
<p>Comments:</p>	
<p>Master Trainer that is actively engaged in training & certifying craft instructors, curriculum performance evaluators, and/or curriculum proctors</p> <ul style="list-style-type: none"> - Discuss how training for certified personnel is conducted - Discuss how their certification remains active - Discuss where training materials for personnel certification are ordered - Discuss the Testing System - Discuss how they conduct evaluations of instructors, curriculum performance evaluators and/or curriculum proctors - Discuss how they conduct audit of training locations (TU/ATEF) if applicable 	
<p>Comments:</p>	
<p>Craft Instructor that is actively engaged in teaching and administering module tests & performance profiles</p> <ul style="list-style-type: none"> - Discuss recordkeeping policy for registration & release (R&R) forms and performance profiles - Discuss retest policy for module tests & performance profiles - Discuss how their certification remains active - Discuss how performance profiles are administered (if applicable) - Discuss confidentiality of module tests (they are not practice tests) - Discuss how special needs/accommodations are handled 	
<p>Comments:</p>	



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Auditor to conduct interviews with certified personnel as follows:	N/A
Curriculum Performance Evaluator that is actively administering performance profile <ul style="list-style-type: none">- Discuss the performance profile delivery process- Discuss how remediation is recommended for tasks not passed- Discuss recordkeeping policy for registration & release (R&R) forms and performance profiles- Discuss how their certification remains active- Discuss retest policy for performance profiles	
Comments:	
Curriculum Proctor that is actively proctoring module exams <ul style="list-style-type: none">- Discuss record keeping policy for registration & release (R&R) forms- Discuss how special needs/accommodations are handled- Discuss the proctoring of module tests	
Comments:	