



Application for Training Program Sponsorship

The ATS applicant should: 1) Read and understand the NCCER *Accreditation Guidelines & Program Compliance*; 2) Complete application form; 3) Fax/email application form and copy of proof of business to NCCER accreditation department (NCCER will contact the applicant and review); and 4) Submit original application to NCCER along with application fee: \$2,195.00 (check made payable to NCCER). Complete online registration for MTICTP class. Initial Audit process will begin within six months (this does not mean the audit will necessarily take place within the six months, but one must be scheduled). Training program must be actively operating for audit to be scheduled.

How did you hear about NCCER? NCCER Website Advertisement Conference/Trade Show Current NCCER Provider
 Other _____

All Information MUST Be Completed • Please Type

Proof of Business: (copy of one) Certificate of Incorporation Certificate of LLC Business License Company By-Laws

ATS Applicant: _____ Date: _____
(Name as it appears on Proof of Business)

Type of Organization:

Contractor (Type: General Commercial Industrial Mechanical Etc. _____)
 Trade Association Corrections Organized Labor Owner Proprietary School * Government Agency
 Temporary Employment Agency * Consultant * (attach explanation) Other * _____

* Applications will be reviewed for appropriate industry linkage and program resources. *Type of Organization (attach explanation)*

D&B DUNS # (if available): _____

Employer ID # or Tax ID #: _____ Website: _____

Sponsor Representative: _____
Name Title Social Security Number

Phone: _____ Fax: _____ Cell: _____

Mailing Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Physical Address: Same as above _____ Physical Zip: _____

2nd Contact: _____
Name Title Social Security Number

Phone: _____ Fax: _____ Cell: _____

Mailing Address: _____ E-mail: _____

City: _____ State: _____ Zip: _____

Physical Address: Same as above _____ Physical Zip: _____

How long has your organization been in business? _____

How many people are employed by your organization? _____

Please check the appropriate boxes:

Do you want to be listed as a provider on the NCCER website? Yes No

Will training be provided to the public or to your employees/members only? Public Employees/Members

Will you be using the NCCER Curriculum (books)? Yes No NCCER Curriculum online? Yes No

Form 100 continued

Type of Training: (Core, Carpentry, Electrical, Safety, Pipeline, etc.)	Estimated # of Trainees per Year	Estimated # of Instructors

CHECKLIST OF ASSURANCES

Requirements for Accreditation

Upon execution of this application, the ATS applicant attests that the following NCCER requirements are met in the operation of their training program. The ATS, in accordance with NCCER *Accreditation Guidelines & Program Compliance* and standards, will:

- Use the **NCCER Curriculum** for instruction
- Submit proper documentation to NCCER's National Registry
- Sponsor Representative must be a Master Trainer on staff with current credentials (or scheduled for class)
- Sponsor Representative must attend ANR (Automated National Registry) online training
- Ensure all instructors are trained by an NCCER Certified Master Trainer and are certified by NCCER prior to beginning training
- Master trainer or ATS designee will formally evaluate the training programs (including ATEFs, ATUs, and TUs) on a yearly basis and retain documentation
- Regularly monitor and evaluate instructors
- Maintain a process for trainee evaluation of Instructors
- Recognize previous NCCER training
- Conduct written and performance tests (including testing-out)
- Conduct record keeping in compliance with NCCER standards
- Provide appropriate classroom and performance testing facilities
- Must have construction/maintenance/pipeline industry linkage
- Agree to NCCER program audits and procedures
- Comply with the maximum for rescheduling an audit date, which is twice
- Agree to pay lodging, fees, and expenses for all re-audits due to non-conformance(s)
- Agree to pay lodging, fees, and expenses for all "for cause" audits
- Agree to pay annual maintenance fee
- Comply with NCCER Logo Usage Guidelines
- Ensure proper representation of affiliation with NCCER, i.e.: Website, brochures, and advertising communication
- Comply with all applicable local, state, and federal regulations
- Remain in good financial standing with NCCER
- Ensure that all registering of individuals, training program administration, testing, credentialing and release/reporting of information be conducted without regard to race, color, religion, national origin, gender, age, veteran status, physical or mental disability, sexual orientation, or any other reason prohibited by local, state, or federal regulations.
- Submit annual report

Will you conduct training through locations other than the ATS facility? Yes No

If yes, how many ATUs, TUs, or ATEFs will you use? _____

Use the Form 100TU/A TRAINING UNIT INFORMATION SHEET (available at www.nccer.org) to provide information regarding training units.

Please list all master trainers (or those scheduled to attend training) in your organization below.

NAME	SOCIAL SECURITY NUMBER	DATE OF MT SESSION

Form 100 continued

NCCER Standardized Curriculum Integrity and Security

As an ATS, you are responsible for maintaining the integrity of the NCCER *Curriculum* tests within your program. This responsibility includes ensuring the security of all tests in your control and guarding the confidentiality of the results generated. Breaches of security and/or confidentiality are serious infractions that may include disciplinary actions up to and including termination of accreditation and financial restitution required to develop and validate new tests. To guard the integrity and security of tests and the confidentiality of results, NCCER requires the following to be provided by all ATS applicants at the time of application:

- I. Three signed letters of recommendation from clients and/or users, including complete signatory contact information, attesting to the performance and reputation of your organization.
- II. Organization chart listing names and titles, including the Sponsor Representative
- III. Completed credit application
- IV. Agreement Regarding Intellectual Property, Confidentiality

Your application for and service as an ATS or AAC is contingent upon you agreeing to and complying with certain obligations regarding Intellectual Property, and Confidentiality. These obligations are a material term of the ATS/AAC Accreditation. By completing this Application and seeking to serve as an ATS/AAC, you agree to the following during the time you serve as an ATS/AAC and for an additional period of three years (the "Term") thereafter:

1. All testing and/or assessment materials, curricula and other materials provided to or purchased by you from NCCER and its publisher (the "Training and/or Assessment Materials") is the copyrighted intellectual property of NCCER. NCCER exclusively owns all use and intellectual property rights of the Training and/or Assessment Materials.
2. Except for disclosure to trainees or participants, or individuals to whom disclosure has been authorized in writing by the trainee or participant, you will keep confidential and not disclose to any person or entity the Training and/or Assessment Materials, or any list, process, information or document it obtains, uses or comes into contact with as a result of providing services of NCCER or the NCCER *Curriculum* and/or NCACP.
3. You are responsible for and liable to NCCER for any breach of your obligations herein. NCCER may seek and recover monetary damages or injunctive relief from you. The remedies include, but are not limited to, those provided pursuant to the Florida Uniform Trade Secrets Act and common law.
4. The restrictions contained in this Agreement shall apply to all locations where NCCER provides the NCCER *Curriculum* and/or NCACP during the Term.
5. In the event of a breach of the provisions of this paragraph, NCCER may seek monetary damages or injunctive relief, depending on the circumstances and nature of the breach involved. The remedies include, but are not limited to, those provided pursuant to the Florida Uniform Trade Secrets Act and common law.
6. Florida law shall govern the terms of this Agreement.
7. The venue for any action to enforce this Agreement shall be in a court of competent jurisdiction in and for Alachua County, Florida.
8. In any action to enforce the terms of this Agreement the prevailing shall be entitled to recover its attorneys fees and costs.
9. Nothing in this Agreement shall affect the rights between the parties that exist in any other agreement(s) between them.

Applicant organization has 12 months from submission of the Application for Training Program Sponsorship to complete the application process. After 12 months, the paperwork and associated fees must be resubmitted.

I attest that this information is true, and agree to abide by the conditions set forth in the NCCER *Accreditation Guidelines & Program Compliance*. I hereby authorize NCCER to validate any and all information contained in this application and supporting attachments and documents and to conduct such other due diligence as NCCER deems appropriate or necessary in connection with this application.

Sponsor Representative Signature	Name/Title (type or print)	Date
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Sponsor Officer Signature	Name/Title (type or print)	Date
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Return to: NCCER - Accreditation Department
13614 Progress Boulevard • Alachua, FL 32615
P 888.622.3720 • F 386.518.6303 • Email: accredit@nccer.org