



Construction Workforce Development Professional Application for NCCER Certification

The NCCER Construction Workforce Development Professional certification provides a credential to professionals whose primary role is to assist organizations and communities in developing and maintaining a skilled workforce. The certification provides a level of distinction in the construction workforce development field that has not been available until now. Candidates must successfully complete the application process and obtain a passing score on the NCCER Construction Workforce Development Professional assessment. A certification will not be awarded by NCCER until all requirements outlined in this application are complete.

PART 1: Candidate Information

Name: _____

Title: _____

SSN/NCCER Card #*: _____

*In order to assign the assessment, it is required to provide either a Social Security number or NCCER card number.

Contact Phone Number: _____

Email: _____

Address: _____

If you are currently employed, please provide information about your current employer below:

Employer: _____

Employer Address: _____

Person to Contact: _____

Employer Phone: _____

PART 2: Experience and Education

Candidates are required to possess one of the following combinations of experience and education:

Experience	Education
2 years	Bachelor's degree or higher in related field
3 years	Associate degree in related field
5 years	High school diploma or GED

List applicable degree(s)/course work completed:

Degree/Course:	Name of School:	Year Completed:

Work Experience:

Company:	Job title:	Years worked:

Attachment: Please attach your resume (include length of service).

PART III: Competencies

Candidates must possess knowledge and skills in areas that have been deemed critical by construction workforce development subject matter experts. To provide validation of these competencies, the candidate must indicate below those areas where successful experience has been gained. The candidate must meet (during the course of the candidate's career) the minimum hours of experience required. Check at least five of the eight options below to be eligible for this assessment. This experience must also be verifiable on your resume.

Check	Competency Area	Hours Required
	1. Develops current and future construction workers by ensuring they have the skills and credentials to meet industry needs	2,000
	2. Develops, administers and evaluates business plans for the operation of a construction workforce development program	1,000
	3. Conducts analyses to determine construction workforce development needs	2,000
	4. Develops and administers the construction workforce development program and ensures compliance with policies and procedures	4,500
	5. Oversees construction workforce development operations to include: facilities, utilities, materials, equipment, curriculum, assessment options, and staffing	4,500
	6. Develops and maintains budgets	4,500
	7. Markets and promotes the construction workforce development program	2,000
	8. Effectively communicates and builds relationships to further the goals of the construction workforce development program	4,000

Part IV: References

Attachment: Candidates are required to provide two references (include a name and phone number). References must be from a supervisor or someone who can attest to the specific workforce development job responsibilities, skills, and knowledge of the candidate.

PART V: NCCER Construction Workforce Development Assessment

The candidate must obtain a passing score on the NCCER Construction Workforce Development Professional Assessment.

For assessment center information, visit: nccer.org/center-search.aspx or call Customer Service at **888.622.3720**. It is required that you speak with somebody at the Accredited Assessment Center where you plan to take the assessment and receive confirmation that you can take the assessment at the specified location.

Name of Accredited Assessment Center: _____

Location of Assessment Center (City, State): _____

Date or Intended Date of Assessment: _____

I hereby confirm that all information provided on this application is true and accurate.

Confidentiality of Information: Information supplied by an individual or employer is for the confidential use of NCCER and will not be disclosed without the written permission of the individual or employer concerned.

I further agree to the following conditions: a) to comply with the relevant provisions of the certification scheme, b) to make claims regarding certification only with respect to the scope for which certification has been granted, c) not to use the certification in such a manner as to bring the certification body into disrepute and not to make any statement regarding the certification which the certification body may consider misleading or unauthorized, d) to discontinue the use of all claims to certification that contains any reference to the certification body or certification upon suspension or withdrawal of certification and to return any certificates issued by the certification body, and e) not to use the certificate in a misleading manner. In addition, I agree to abide by the conditions of certification and agree to inform the certifier of any changes affecting the status of the certification.

Candidate Signature: _____

Part VI. Maintaining Your Certification/Recertification

Your career development as a construction workforce development professional does not end when you receive this certification. This program also helps you stay relevant in an evolving industry. Maintaining your certification will ensure that you have continued your professional improvement as a construction workforce development professional.

NCCER requires 30 hours of professional development every **three years** for maintenance of this certification. **You can use one or both of the following methods to reach 30 hours:**

- Teach modules from the Construction Workforce Development Professional curriculum
- Continuing education/professional development through attendance in classes or workshops or perform self-directed study or in-service training. (This continuing education/development must be related to one of the eight competency areas listed in Part III of this document.)

Or you can also recertify by:

- Retaking and passing the Construction Workforce Development Professional assessment

When applying for recertification, please submit this sheet to NCCER prior to expiration with the following table filled out and your signature at the bottom.

Date	Hours	Continuing Education/Professional Development (If it is a class, please include training provider)	Competency Area Number from Part III

Failure to remit this application within three years of the date of your certification will cause your certification to be suspended. NCCER will grant a three-month grace period from the time of expiration for your submission of recertification. After three months, you can reactivate your certification by reapplying and retaking the Construction Workforce Development Professional assessment. There is a \$25 recertification fee due upon remittance of this document, unless you retake the assessment (in which case you only have to pay for the assessment).

I agree to the following conditions: a) to comply with the relevant provisions of the certification scheme, b) to make claims regarding certification only with respect to the scope for which certification has been granted, c) not to use the certification in such a manner as to bring the certification body into disrepute, and not to make any statement regarding the certification which the certification body may consider misleading or unauthorized, d) to discontinue the use of all claims to certification that contains any reference to the certification body or certification upon suspension or withdrawal of certification, and to return any certificates issued by the certification body, and e) not to use the certificate in a misleading manner. In addition, I agree to abide by the conditions of certification and agree to inform the certifier of any changes affecting the status of the certification.

Candidate Signature: _____

NCCER

NCCER is a not-for-profit 501(c)(3) education foundation created in 1996 as The National Center for Construction Education and Research. NCCER develops standardized construction and maintenance curriculum and assessments with portable credentials. These credentials are tracked through NCCER's registry, which allows organizations and companies to track the qualifications of their craft professionals and/or check the qualifications of possible new hires. NCCER's registry also assists craft professionals by maintaining their records in a secure database.

NCCER's workforce development process of accreditation, instructor certification, standardized curriculum, registry, assessment and certification is a key component in the construction industry's workforce development efforts. NCCER also drives multiple initiatives to enhance career development and recruitment efforts for the industry, primarily through its Build Your Future initiative.

For more information, visit www.nccer.org or call 888.622.3720.