

Typical School Year

EARLY FALL

The Endorsed Trade Program (ETP) Director will contact school partners on the docket to be reviewed for the school year in question.

The director will also contact the Executive Officer (EO) in charge of that region.

After the initial contact, the director will establish a date for the review that is agreeable to both the school and EO.

REVIEW PROCESS

When the date for the review is established, the director will send the application for ETP renewal.

This is a three-part application:

- 1 – School Information
- 2 – Instructor Information
- 3 – Program Information

Upon receipt of the three-part application, it is reviewed by the director. The director will contact the school if changes are needed or if there is missing information.

2 – 3 WEEKS PRIOR TO REVIEW

A final instruction email is sent to the school. Also, final instructions for PBA review team members will be included. The EO collaborating on the review will be copied.

1 WEEK PRIOR TO REVIEW DATE

If the application is deemed complete, the ETP administrator will send the Program Self Evaluation document to the scheduled ETP partner. This should be completed by both the school administrator and individual program instructor. Included in this correspondence are instructions for completing the document and next steps. – the timeline for submission is dependent on the scheduled review date.

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DAY OF REVIEW

8 AM - The review team will meet at the school.

The director will spend time early in the review process to provide specific instruction on conducting the review.

*Typically, a short tour of the program areas and greeting the instructional staff takes place.

At this time the review team will commence the review process. The review process typically is 2 to 3 hours.

Normally, the school provides lunch for the review team. This is a working lunch where the team will speak directly to the administration and instructors concerning what they observed. The meeting will be adjourned no later than 1:00 PM unless there is a school delay of any kind.

REVIEW EVALUATION

The director will produce an executive report based on the review team's findings. This report will be approved by the Workforce Education and Training Committee during the subsequent state board meeting week.

2 – 3 WEEKS PRIOR TO REVIEW

Upon approval of the document, the report is sent to the school. The school will also receive a certificate stating that the program is approved for the next 3-year period. – **Spring of school year.**

Students scoring either competent or advanced on the end of program exam (NOCTI) will receive an industry recognized certification from the Pennsylvania Builders Association. - **Spring of school year.**