

NABCEP[®]

NABCEP Accredited Training Company (NATC) Handbook

2022



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INTRODUCTION

The NABCEP Accredited Training Company (NATC) Program offers an opportunity to manufacturers, installation companies and other organizations (collectively, training companies) who invest in quality training to participate in preparing candidates to take a NABCEP Associate Exam. (For a full description of the Associate Program, see the Associate Handbook at www.nabcep.org.) Becoming NATC approved, is the first step for non-accredited trainers to get registered as a NABCEP Associate Training Provider (ARTP). Once an application is approved, NATCs are able to apply to the ARTP Program. Online applications are accessed from the Education & Training dropdown menu at www.nabcep.org.

All NABCEP credentials, require education credits earned from accredited training companies. An accrediting body is a professional program that oversees the administrative practices and quality of education of a university, college or other educational training company. Government oversight including apprenticeships and vocational schools are acceptable accrediting bodies. Training companies who are accredited as an educational training company may apply to register courses for any NABCEP Exam or Recertification/Renewal credit.

NABCEP recognizes the following third party accrediting bodies:

1. Training companies accredited by an agency recognized by a state or federal Department of Education, including vocational technical programs;
2. Government approved Apprenticeship Programs, including U.S. Dept. of Labor programs and U.S. Veteran Affairs WEAMS Training companies;
3. Interstate Renewable Energy Council (IREC) Accredited Training Program or IREC Accredited Certificate Program for relevant technology (i.e., Photovoltaics, Solar Heating, or Small Wind);
4. National Center for Construction Education and Research (NCCR) Accredited Training Sponsor for relevant technology (i.e., Solar Photovoltaics for PV Associate or Wind Turbine Maintenance Technician for Small Wind Associate).
5. American National Standards Institute (ANSI)/IREC 14732 Accredited Certificate Programs;
6. NABCEP Company Accreditation (via computer-based testing only);
7. NABCEP Accredited Training Company Program (via computer-based testing only; Associate Program only).

I. PURPOSE

This NABCEP Accredited Training Company (NATC) Program offers an alternative pathway to accreditation for NABCEP education purposes. It establishes a standard of quality education and reliable business practices in support of safe, fair and accurate training for the renewable energy workforce. Training companies who qualify for accreditation will be eligible to register courses that qualify candidates to sit for NABCEP Associate credential exams.

NABCEP invites educational providers who satisfy specific criteria and standards related to the operations, fiscal management and educational methodology to apply. Upon approval, NABCEP Accredited Training Companies will be eligible to register with NABCEP as an Associate training provider with the same rights and responsibilities as all other NABCEP Associate Registered Training Providers.

II. SCOPE

The criteria and requirements contained in this Policy serve as the means for evaluating a training company's ability to provide quality education services that furthers the professional development of renewable energy installers, designers, business owners, and sales people as established by NABCEP's Subject Matter Experts. Approved training companies must agree to abide by the terms and conditions in this NATC Handbook, and comply with the requirements of all NABCEP Registered Training Provider Policies.

The Accreditation Term is approved in three year cycles. Renewal applications will require a review of student evaluations, the number of trainees completing the program, and the handling of complaints and appeals processed. Renewal applications will be available online through the myNABCEP Platform.

III. ACCREDITATION REQUIREMENTS

In order to be eligible for NATC status, an Applicant training company must satisfy the following requirements.

1. Training

Applicants must demonstrate continuous, on-going, and successful operation of the training company in the delivery of education and/or training programs for at least two consecutive years immediately prior to application. A minimum of one cohort must have completed their training.

The term “continuous operation” means a training company’s principal educational and training activities, for which accreditation or reaccreditation is sought, has proceeded as scheduled without interruption. Exceptions may be recognized after the fact when the interruption is caused by forces of nature, civil disorder, or abrupt and unforeseeable change in law or regulation affecting the training company.

- Course content must cover one or more of the objectives categorized in the Job Task Analysis (JTA) for the relevant technology.
- Courses must have an interactive teacher-learner structure requiring a connection between a learner and a learning source. This format may include classroom, field or lab time led by an instructor. It can also include a home study program as long as the learner receives feedback and their progress is monitored. Examples include computer-assisted instruction, interactive video/CD/DVD and live stream webinars and conference workshops.
- NABCEP reserves the right to audit registered courses at any time during the registration term.

2. Company Ownership and Policies

Applicants must verify the training company has been under the same ownership and/or control for at least two (2) years immediately prior to application. This requirement may be waived by NABCEP upon provision of acceptable documentation showing the applicant training company is owned or controlled by an organization with a reputable history of stable operations and by an individual(s) with credentials that demonstrate competent administration of the organization.

- Verify general liability insurance that covers any location where in-person trainings are held.
- Agree to honor special testing accommodations and comply with the provisions of the Americans with Disabilities Act and with Title VII of the U.S. Civil Rights Act and other applicable laws.
- No prior accreditation withdrawn from a nationally recognized accrediting agency, nor has it been voluntarily withdrawn under a show-cause action, within one year prior to application to NABCEP.
- Open and accessible classes must be available to the public.
- Agree to conduct student surveys of 100% of participants who receive credit in the manner prescribed by NABCEP.

NATCs must maintain policies and procedures ensuring trainees will be treated fairly and in safe, appropriate training facilities. Training companies are required to verify they have an established policy for handling complaints and appeals. NABCEP may request copies of records of such processes at any time during the 3 year approval cycle and upon request for NATC Renewal.

IV. PROGRAM BENEFITS

There are many benefits to becoming a NATC, including:

- Attract renewable energy professionals to your trainings
- Be eligible to confer credits for all NABCEP Associate Credentials

- Access the prestigious NABCEP Associate Provider Logo
- Listing and link to your website in NABCEP's online Course Catalog at <https://coursecatalog.nabcep.org/>
- Free event listings on the NABCEP Events Calendar
- Option to host trainings on NABCEP's Learning Management (LMS) Platform

V. RENEWAL OF ACCREDITATION

A NABCEP Accredited Training Company may request renewal of its accreditation by submitting a timely Renewal Application to NABCEP. The Renewal Application must demonstrate that the Company continues to satisfy all of the requirements and conditions set forth in this Policy, and any other requirements identified by NABCEP.

The renewal process takes place within 6 months prior to the end of the 3 year accreditation cycle. Email notices will be sent to the Point of Contact listed in the NATC's Account on myNABCEP. NABCEP will confirm and review the performance of the NATC over the prior accredited period, including but not limited to:

- Company Profile data
- Curriculum content of NABCEP Associate Registered Training Course(s)
- Student evaluations
- Program evaluations

NABCEP will only review renewal applications after all documentation has been submitted and application fees paid. NATCs who fail to complete the re-accreditation process and pay all fees by their expiration date, will be immediately suspended from the NATC Program; if no other accreditation is in place, the NATC will no longer qualify as an Associate Registered Training Provider either.

Suspended NATCs

Once suspended, the NATC must cease to advertise or make any other claims of being a NABCEP Accredited Training Company. Their ARTP Account will be locked from accepting candidate rosters for Associate exam registration and use of all NABCEP logos and trademarks will be prohibited. Upon a showing of good cause and at NABCEP's discretion, an extension of up to 3 months may be granted to complete the renewal process before termination from the NATC Program.

VI. TERMINATION OF ACCREDITATION

NABCEP reserves the right to suspend or terminate a Training Company' NATC Accreditation at any time for non-compliance of NABCEP policies and procedures. A notice will be sent to the training company with an explanation for the suspension or termination. The NATC may dispute the decision by submitting an appeal, in accordance with the NABCEP Appeals Policy.

Voluntary Accreditation Termination. A NATC may voluntarily terminate its accreditation by providing written notice to the NABCEP President/CEO. The notice must state the effective date of the termination.

VII. FEES AND RENEWALS

Upon submission of a NABCEP Accredited Training Company Application, Applicant agrees to pay the following fees:

- \$200.00 Non-refundable Application Fee
- \$750.00 Accreditation Fee (Accreditation Term: 3 years from approval date)
- \$750.00 Accreditation Fee Upon renewal (Renewal Term: 3 years from renewal date)

All NABCEP Accredited Training Company Program fees and charges paid are non-refundable and non-transferable. This includes voluntary or involuntary termination of NABCEP Accreditation.

VIII. ACCREDITATION DEFICIENCY AND APPEALS POLICY

The NABCEP Appeals Policy (Appeals Policy) establishes the process by which NABCEP will review and resolve disputes that are not able to be resolved through direct discussions between NABCEP Staff and the NATC. Such issues may arise from the following circumstances:

- a) a possible failure of the NATC to satisfy a requirement of a NABCEP Policy;
- b) a complaint received by NABCEP relating to the NATC's training program;
- c) mis-use of NABCEP's intellectual property including logos, seals and wordmarks;
- d) and any other dispute related to the NATC Program.

NABCEP will review and resolve all complaints concerning potential violations in accordance with this Policy, the NABCEP Grievance Policy, and its Trademark and Mark Use Policy.

Policies, procedures and forms are available upon request, or on the NABCEP website at www.nabcep.org/about-us/.

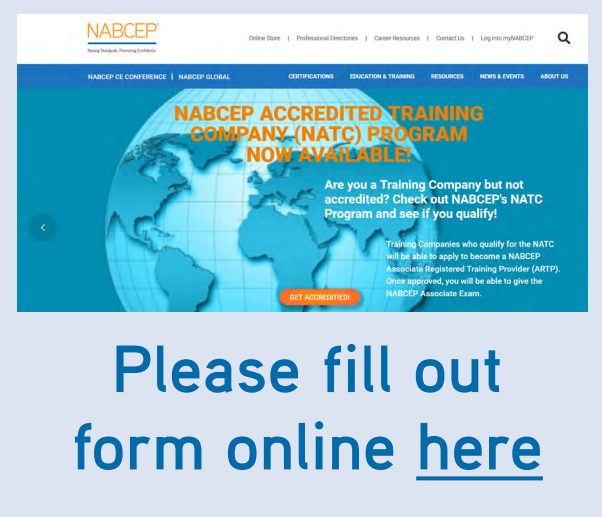
NABCEP ACCREDITED TRAINING COMPANY APPLICATION (NATC)

Manufacturers, Installation Companies and other organizations who invest in quality training and education that align to NABCEP's Credentials, may apply to become a NABCEP-Accredited Training Company. Becoming NATC approved, is the first step for non-accredited trainers to register as a NABCEP Associate Training Provider (ARTP).

APPLICATIONS MUST BE COMPLETED ONLINE (www.nabcep.org/certifications/associate-program/natc-program/)

Section I. COMPANY PROFILE

1. Company Name
2. Mailing Address
3. Physical Address, if different.
Include all locations where training may occur.
4. Company email address
5. Company web/URL
6. Point of Contact for this application
Phone
Email
7. Billing contact, if different
8. What is the company's primary mission?
9. Demonstrate continuous, on-going, and successful operation of the institution in the delivery of education and/or training programs for at least two consecutive years immediately prior to application. At a minimum, one graduating class must have completed their training.
 - How long has the Institution been in business?
 - How long has the Institution offered training?
 - Are trainings open to the public, or are they for internal purposes only?
10. Has Accreditation ever been revoked? If so, explain circumstances.
11. Provide verification that the company has had at least 2 consecutive years of responsible financial management and that it has sufficient resources to maintain quality training and educational services.
12. If training takes place in person, provide verification of General Liability Insurance and address where classes are held.
13. Submit policies and procedures verifying the following:
 - Handling of complaints and appeals
 - Record-keeping, storage and destructionInclude procedures for documenting complaints and appeals; program or course evaluation reports; student records; certificates issued.



Please fill out form online here

Section II: CURRICULUM

1. Describe the format and methodologies used in teaching.
 - a. Classroom
 - b. Online (what website/technology is used?)
2. Describe the curriculum content. You may include PowerPoints and/or links to course content. Please include a syllabus.
3. How long is each class session? How long is the full course?
4. How do you evaluate students? (Pass/Fail, attendance-only, etc.)
5. How do you measure the success of a course? (Student surveys? P/F rates? Other?)
6. Are you interested in offering your training through NABCEP's Learning Management System? (Click the link to learn more.)
7. Do you agree to offer training credits in which 1 hour of learning corresponds with 1 credit unit?

Section III. PAYMENT

Applicant agrees to pay the following fees:

- Upon submission of NABCEP Accredited Training Company Application
 - o \$200.00 Non-refundable Application Fee
- Upon approval of the Application
 - o \$750.00 Accreditation Fee (Accreditation Term: 3 years from approval date)
- Upon renewal (3 years from approval date)
 - o \$750.00 Accreditation Fee (Renewal Term: 3 years from renewal date)

Section IV. TERMS AND CONDITIONS

By signing this Agreement, the Applicant represents the following:

1. The Applicant has read and accepts all of the terms and conditions of the NABCEP Accredited Training Company Policy as set forth in the NATC Handbook (NATC Policy). The Applicant understands that NABCEP Training Company Accreditation is conditioned upon the company's fulfillment of all applicable requirements, including compliance with the NATC Policy.
2. The Applicant agrees and confirms that all required company policies identified in the NATC Policy exist and are available for review by NABCEP upon request.
3. The Applicant understands that it is obligated to report to NABCEP, in writing, modifications to its Training Company Accreditation Application responses in a timely, accurate, and complete manner, and no later than sixty (60) days of knowledge of such modification. The Applicant agrees to provide NABCEP with written notice of any business address, telephone, or e-mail change within sixty (60) days of such change.
4. The Applicant agrees that NABCEP has the right to contact any person or organization concerning the information provided in this Application or compliance with the NATC Policy. The Applicant further agrees to authorize the release of any such information requested by NABCEP, consistent with applicable law.
5. The Applicant agrees that Training Company Accreditation granted by NABCEP does not represent licensure, registration, or any authorization to conduct business activities or to provide services other than those delineated in the NATC Handbook.
6. The Applicant agrees that NABCEP Training Company Accreditation is granted specifically to the Applicant only, and may not be transferred or assigned to any other person, organization, business, or entity.
7. Applicant agrees to and includes with this application, NABCEP's Contractors Conflict of Interest and Confidentiality Policy.

8. With respect to the Applicant's use or display of NABCEP Training Company Accreditation Marks in connection with business services or activities, the Applicant agrees to comply with all applicable NABCEP policies.
9. The Applicant agrees that the NATC Program is separate and distinct from all other NABCEP programs and services, and that accreditation does not create certification, including the right to use NABCEP trademarks or certification marks. Training Company Accreditation does avail approved institutions to apply for NABCEP Registered Training Provider status, as an accredited institution.
10. The Applicant agrees that all material submitted to the NATC Program becomes the property of NABCEP upon receipt, and that such materials will not be returned to the Applicant. Applicant understands that all confidential and proprietary information provided to NABCEP will be maintained in confidence and in a secure manner.
11. In the event that NABCEP Training Company Accreditation is conditioned, suspended, or revoked, the Applicant agrees to: comply with all decisions and directives of NABCEP, including the return of all NABCEP Training Company Accreditation documents, in a timely manner and at the Applicant's own expense; and, immediately stop all use of the NABCEP Training Company Accredited Marks, logos, or other designations indicating an affiliation with NABCEP.
12. The Applicant agrees to indemnify and hold NABCEP and its agents, employees, representatives, and successors, harmless against, and release them from, any and all third party claims, suits, complaints, losses, or liability (claims) (including attorney fees) arising out of, or related to: any misrepresentations or omissions by Applicant in any information, materials, or documents submitted to NABCEP; any breach of any agreements with NABCEP by Applicant; the Applicant's use and/or display of NABCEP Marks contrary to NABCEP policies or directives; any activity of the Applicant related to the use of NABCEP Training Company Accreditation that is not specifically permitted or authorized by NABCEP; or, Applicant's business services and activities, including, but not limited to, assertions or claims of detrimental reliance by a third party on Applicant's NABCEP Training Company Accreditation, resulting in alleged harm or damages caused by Applicant's business services, activities, or omissions.

By signing below, the undersigned representative of the Applicant Training Company represents that they are authorized to accept this Agreement on behalf of the Applicant, and to seek NABCEP Training Company Accreditation. The Applicant represents that the information provided in this Application is accurate and complete to the best of the Applicant's knowledge, and that the Applicant understands and agrees to all of the terms and conditions of this Agreement. The Applicant has read, and agrees to comply with the NATC Policy as set for in the NATC Handbook.

PLEASE PRINT & SIGN THE LAST PAGE OF THIS DOCUMENT

Signature of Authorized Company Representative

Date

Title

Printed Name of Authorized Representative



NABCEP's mission is to establish and operate high-quality credentialing programs for renewable energy professionals. NABCEP credentials promote worker safety, provide value to practitioners and consumers, and set the standard for measurable cognitive skill levels.