



SCHOOL POLICIES



First Hand Aid International Inc doing business as (DBA) Community Development and Training Institute policies are as follow:

Safety policy for trainees doing performance testing:

The safety policy for trainees doing performance testing include:

Our organization is committed to providing a safe and productive lab environment for our trainees. We will require our trainees to adhere to the set of Lab Safety policy highlighted below. Safe working habits are important and instructed to trainees since all lab activities contain some form of danger.

Before the first performance testing in the lab, all trainees will be given a safety orientation by their instructor in the craft in which they are enrolled, which covers the locations and operations of safety and emergency equipment such as fire extinguishers, first aid kits, power disconnects, telephones and emergency exits.

Any First Hand Aid location where NCCER Curriculum training is being conducted will comply with all applicable safety, health and environmental laws and regulations. First Hand Aid will ensure safety for classrooms, labs, and any field trip activities. All NCCER Instructors who teach NCCER Curriculum have completed the ICTP course and ensure that safety practices, as described in the NCCER Accreditation Guidelines & Program Compliance and First Hand Aid's safety policy, are being adhered to.

Our goal is to provide an injury-free work environment where facilities and projects are free of recognized hazards; and people, equipment and the environment are not placed at unreasonable risk of injury or damage.

Lab Safety Policy and PPE practices:

- Trainees are expected to perform their responsibility of keeping the lab area clean and organized to prevent slip, trip and fall hazards. Bulky or oversized clothes should be avoided.
- Trainees must wear Leather work boots (must cover ankles).
- Trainees with long hair must tie it back or put it up and cover it with a cap.
- All watches, jewelry and cell phones must be safely put away.
- Trainees must always wear eye protection (safety glasses).
- Trainees must always lift with their legs when moving heavy lab objects and get others to help.

- Persons who are unauthorized person(s) are not allowed in performing testing labs.
- In case of any lab emergency, call 911.

Policy for retesting on both written tests and performance tests for NCCER Curriculum.

Written Tests (Online Testing System):

NCCER has set a mandatory two-day retest period between each attempt on a module test if they do not acquire a 70 % or higher.

Performance Tests:

The certified Instructor or Performance Evaluator will determine when the trainee can take retest of the performance test after failing.

The Instructor/Curriculum Performance Evaluator must ensure:

- Testing facility/area is appropriate to complete all required performance tasks.
- Performance profiles may be administered on the jobsite.
- All required equipment is available and in good working order.
- Performance profile packets are downloaded from the Instructor Resource Center (IRC) or NCCER's website craft pages.
- Trainee identification by verifying approved photo ID (i.e. government or company issued ID such as driver's license, passport, etc.).
- Performance profiles are administered in-person.
- NCCER strongly recommends delivering performance profiles in a one-on-one setting.
- Accredited organizations remain responsible for ensuring that their delivery methods comply with all laws and governmental regulations applicable to their training or qualification activities.
- All tasks are completed as outlined on the performance profile sheet.
- All performance profile tasks are evaluated on a pass/fail basis

Policy for maintaining security of NCCER Curriculum tests (written/web/online).

All individuals teaching the program will be certified through NCCER's standardized practices (ICTP, Curriculum Proctor and Performance Evaluator). This will help to maintain the integrity of the program and ensure that cheating will not take place due to the training provided by our organization.

Also, trainee who is observed and confirmed to have been cheating in any manner, in answering questions on any homework, tests or final examinations may be cancelled from the Program.

Policy for trainees to maintain enrollment. (Grades, attendance, job performance, absenteeism, etc.)

The policy for trainees to maintain enrollment entails for trainees to maintain minimum attendance hours and minimum passing score which are detailed on the website under course description. Trainees who do not comply with the minimum attendance and/or minimum points are expelled if these requirements are not met.

Policy for test administration

In order to ensure integrity and a positive testing experience, the following test session set-up and administration guidelines should be followed:

First Hand Aid International Training will ensure the security of all testing mechanisms (written, web, online) and will keep them in a secured, locked location. Only Master Trainers and Certified Instructors will have access to the module tests. When a module test is to be administered, the original will be used to make copies as needed. The original is then placed back in a secured, locked location. All unused copies of a module test will be destroyed immediately. Tests are graded by a certified Instructor and results are submitted to the NCCER Registry. Scored module tests will be kept in a secure physical or electronic location for three (3) years.

The Instructor/Curriculum Proctor shall:

Verify trainee identification by viewing an approved photo ID (i.e. government or company issued ID such driver's license, passport, etc.). Provide scratch paper and pencil (if applicable) All scratch paper must be collected when the testing session is complete. Provide approved reference materials (if applicable). If trainees bring their own reference materials, the Instructor/Curriculum Proctor must examine them before testing can begin. Ensure trainees do not have any prohibited items. See Prohibited Items poster (found at support nccer.org. Provide trainee with score report and training prescription.

Module tests shall be administered:

- Using NCCER's Testing System.
- Closed book (no notes, no handouts, etc.).

Some module tests allow an approved reference material to be used during testing. A list of modules that allow reference materials can be found on the curriculum pages of the NCCER website.

- In-person by a certified Master Trainer, Instructor, or Curriculum Proctor.

- Trainees/test takers cannot be left unattended during a testing session.
- No more than 30 test takers to 1 Instructor/Curriculum Proctor is allowed.

If a trainee/test-taker wishes to provide feedback on a test question, they may submit a Question/Comment form. No matter the result of the question review, the original test score will not be changed.

Policies to evaluate trainees for existing knowledge/skills for proper placement into training:

Trainees are evaluated for existing knowledge/skills for proper placement into training by utilizing literacy and numeracy test for training like Core. Other form of tests for placement in professional and development training such as summative assessments and formative assessment are employed. If a remedial program is required, a meeting will be scheduled with the trainee and respective certified instructor or Master trainer. The purpose of the meeting will be to identify and discuss the deficiencies of the trainee. The remedial program will be discussed along with the period of completion.

Appeals policy and procedure for trainees:

Our organization shall provide written notification to the trainee, either in person or by certified mail of the corrective action such as suspension, termination, dismissal, etc. The notice shall include a specific statement of the reason(s) for the corrective action and shall refer to the trainee's right of appeal.

To appeal a corrective action, the trainee must submit, within seven (7) calendar days after receiving such notice, a written request either in person or by certified mail, return receipt requested to our organization for a hearing before an Appeals Committee. Requests will not be accepted via electronic requests.

No later than three (7) after the receipt of the trainee's request for appeal, our organization will notify the trainee by certified mail, return receipt requested, of the date, time, and place of the hearing. The hearing shall be between 10 to 15 business days receipt of the trainee's request.

The Trainee is required to be present at the hearing, have another Trainee present but cannot be represented by an attorney.

The trainee and the claimant may present opening statements. The claimant presents the case to support the corrective action, but the trainee presents the case to oppose the corrective action.

The trainee and the claimant can present witnesses, documents etc., but the Rules of Evidence as in the court of law do not apply.

A written decision shall be sent to the claimant and the trainee within five (5) after the hearing by certified mail, return, receipt requested. The majority vote of the Committee shall determine the decision based on written and oral evidence of the claimant and the trainee.

The decision of the Committee shall be binding upon claimant and the trainee and shall be final. The trainee shall resume training if it is writing by the Committee.