

APPLICATION FOR

TRAINING PROVIDER ACCREDITATION

BASED ON IREC STANDARD 01023:2019



IREC Accredited Training Provider FULL APPLICATION

IREC Standard 01023: 2019

PLEASE RESPOND TO ALL QUESTIONS. IN THE RARE CASES WHERE A QUESTION MAY NOT BE APPLICABLE, PLEASE TELL US SO.

ATTENTION ALL CANDIDATES! Please respond to all questions. You will be asked to upload files to your File Manager in IREC Direct to support some responses. This form will provide instructions on what to name your files before uploading. YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID DATA LOSS. We highly recommend completing this form and saving all responses BEFORE uploading files to your File Manager.

- a) Legal name of the Training Provider *(if different from the Company Name in your IREC Direct record)*.
- b) Name and title of the top official for the Training Provider.
- c) Legal name of parent organization, if any.
- d) Legal names of affiliated organizations, **only if included in the scope of this application** *(see [Candidate Handbook](#) for eligibility requirements for affiliated organizations)*.
- e) If applicable, please list any other names under which your organization does business.
- f) Training Provider website and webpage specific to training, if different from homepage.
- g) Date when the Training Provider was established, incorporated or open for business.
- h) Number of years the Training Provider has been offering clean energy training programs.
- i) List all locations at which the courses or program(s) for which you are seeking accreditation are offered.
- k) List any other certifications, accreditations, or recognitions earned by the Training Provider or, if applicable, its parent organization, along with expiration dates and a brief description.
- l) Describe any interim actions or status changes that have occurred in the last 24 months regarding any certifications, accreditations or recognitions.
- m) Summary of types of training offered by the Training Provider and, if applicable, its parent organization.
- n) Describe why your organization is seeking IREC Training Provider Accreditation.
- o) Describe any threatened, pending, settled, or otherwise resolved litigation, legal complaints, government agency matters, consumer complaints, and other claims or proceedings involving

the training provider and any third party(ies) (claims), during the last five years, including, without limitation, claims involving government agencies, private businesses and organizations, public agencies and other entities, and individuals, including arbitration and mediation matters. For each identified claim, please provide: a description of the nature of the claim, and the remedy sought; the name of the court, agency, or other forum in which the claim is pending or was resolved; the date the claim was initiated; and, the parties involved in the matter.

FINANCIAL RESOURCES

4.2. Financial Resources

Describe and provide documentation showing evidence of the financial viability of the Training Provider and the program(s) being submitted for accreditation. If finances for the Training Provider are housed within another entity, identify specific sources of revenue and other funding for the clean energy training program(s) being submitted for accreditation.

THIS QUESTION RELATES TO YOUR PROGRAM'S CONTINUING ABILITY TO OPERATE AND FULFILL COMMITMENTS TO YOUR LEARNERS. A DEPARTMENTAL BUDGET, INSTITUTIONAL BUDGET WITH YOUR PROGRAM'S FUNDING SOURCE CLEARLY INDICATED OR EVIDENCE OF GRANT SUPPORT ARE TWO WAYS (THERE ARE OTHERS!) TO PROVIDE DOCUMENTATION THAT WOULD FULFILL THIS REQUIREMENT.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **4.2 Financial Resources File 1; 4.2 Financial Resources File 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

ADMINISTRATION AND MANAGEMENT

6.1. Organizational Goals

Submit the written goals for the training program. Provide evidence that these goals guide the training program. If goals are set at an institutional level, please provide evidence that your program operates in accordance with your hosting institution's goals.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **6.1 Goals 1; 6.1 Goals 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

6.2. Linkages with Industry

For each Job Task Analysis included in this application, describe how the Training Provider develops and maintains active and substantive linkages with employers and others concerned with workforce outcomes to ensure job and performance requirements are updated and information about new technologies are accurately reflected in the curriculum.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **6.2 Linkages 1; 6.2 Linkages 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

6.3. Training Feedback

Provide examples of how the Training Provider has utilized feedback from learners and other stakeholders, including employers, for organizational and instructor performance evaluation, as well as for the delivery, maintenance, and improvement of the curriculum.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **6.3 Training Feedback 1; 6.3 Training Feedback 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

6.4. Informational Materials

Provide a copy of the informational materials provided to prospective learners. If this is included in a larger document, indicate the page number or section in which the following can be found:

- a. An accurate, current, detailed description of the training
- b. A description of training content, including clearly stated skills or job for which the training will prepare learners
- c. Reference to the relevant job task analysis
- d. A description of the training process (including fees)
- e. A list of training prerequisites (if any)
- f. The criteria by which learner outcomes will be assessed

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **6.4 Informational Materials 1; 6.4 Informational Materials 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

6.5 Job Placement Data

If training unemployed learners or those transitioning careers, please describe the process you utilize to track job placement data.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **6.5 Job Placement 1; 6.5 Job Placement 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

6.6 Complaints, Disputes and Appeals

Provide policies and procedures for complaints, disputes and appeals, which include, at a minimum, provisions for timely resolution and the appeal of adverse decisions.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **6.6 Complaints and Appeals 1; 6.6 Complaints and Appeals 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

SAFETY

7.1. Commitment to Safety and Safe Practices

Submit a copy of the safety plan that ensures safety and safe practices in the training environment and encourages safe practices in the workforce AND

1) Provide the **document, page number and paragraph** where the following may be found:

- a. Policies regarding responsibilities of training-related personnel for maintaining a safe workplace and training environment
- b. Policies for, and documentation of, safety training and certifications for training-related personnel, in accordance with the job responsibilities
- c. Required safety practices for the provision and maintenance of training equipment
- d. Policies and procedures for enforcing safety rules, investigating incidents, and for responding to emergencies
- e. Policies and procedures providing for regular review and revision of the written safety plan
- f. Provide the commitment to safety signed by s, which includes safety information and location of safety equipment relevant to the course(s)

2) Explain how the plan is communicated to all training-related personnel.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: 7.1 Safety 1; 7.1 Safety 2, etc. YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

TRAINING CONTENT

NOTE: A course is defined as one or more discrete instructional sessions with a defined syllabus and stated expected outcomes. A series of courses taken together to cover an IREC-accepted job task analysis is typically what we refer to as the training program.

For each job task analysis included in this application:

- 1) List the title of the JTA-aligned training program for which you are seeking accreditation;
- 2) List all the courses that comprise the training program in its entirety;
- 3) Upload documentation of the syllabi and instructional materials, after completing and saving this application form, to your File Manager in IREC Direct.

JTA-Specific Course Information

For each course offered within the program, please provide the following:

- (1) course name;
- (2) course length (in hours);
- (3) date when course was first offered;
- (4) number of times course has been offered;
- (5) number of learners who have taken the course; and
- (6) is the course offered online, via distance learning or as a self-paced training?

8.1.1. Defined Curricula and Syllabi

1) For each course in this application, provide documentation which shows the following things. These may be in the course syllabus or other curriculum materials, but it must be clear where they all appear (specify file names and page numbers).

- a. Clearly described overall expectations for the course
- b. Clearly stated and measurable learning objectives for guiding learner learning
- c. Assessment criteria

2) Provide samples of instructional materials that show how stated course learning objectives are covered.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: 8.1.1 Defined Curricula 1; 8.1.1 Defined Curricula 2, etc. YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

8.1.2. Curriculum Development and Maintenance

Provide written policies and procedures that guide the development and maintenance of the curriculum, including a review of prerequisites that learner must meet and provisions for annual review of curriculum.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: 8.1.2 Curriculum Policies 1; 8.1.2 Curriculum Policies 2, etc. YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

8.2. Required Assessment

Provide evidence that student learning outcomes are evaluated using measurable, objective, criterion-referenced and authentic assessments. At a minimum, submit sample assessment(s) for each job task analysis submitted in this application.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: 8.2 Assessment 1; 8.2 Assessment 2, etc. YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

8.2.1. Assessment Framework

Provide policies and procedures for assessment development, delivery, administration, scoring, scoring analysis and review that ensure learners are meeting stated learning outcomes.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: 8.2.1 Assessment Policies 1; 8.2.1 Assessment Policies 2, etc. YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

8.2.2 Assessment Data

Describe how you use assessment data to inform program improvements and to help learners identify learning objectives they did not attain.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **8.2.2 Assessment Data 1; 8.2.2 Assessment Data 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

TRAINING DELIVERY

9.1.1. Classroom Facilities:

Provide evidence that classroom facilities accommodate training in a manner that is safe, secure and supports the learning process.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.1.1 Class Facilities 1; 9.1.1 Class Facilities 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.1.2 Off-site Classroom Facilities

Provide policies and procedures that ensure off-site classroom facilities meet the requirements of the Standard.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.1.2 Off Site Class Facilities 1; 9.1.2 Off Site Class Facilities 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.1.3. Hands-on Classroom/Lab Facilities

Document that learners have the tools, equipment and hardware they need for a complete and safe learning experience. At a minimum, documentation must address the following:

- a. Personal protective equipment
- b. Safety materials and equipment
- c. Training hardware and tools that represent current technologies in the relevant industry
- d. Tools, equipment, and hardware correlating to the number of learners in the training program and the type of activities in the curriculum

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.1.3 Lab Facilities 1; 9.1.3 Lab Facilities 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.1.4. Field Training Facilities

Provide the procedures used for reviewing and warranting that field sites include the characteristics needed to instruct learners effectively and meet the requirements of the Standard.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.1.4 Field Facilities 1; 9.1.4 Field Facilities 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.2. Continuity of Training Delivery

Provide the policies and procedures that assure continuity of both in-person and online training delivery in the case of interruptions and changes in personnel.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.2 Continuity 1; 9.2 Continuity 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.3. Instructor-Learner Interaction

Describe how the Training Provider ensures that instruction allows learners to pose questions, make comments, receive feedback and practice the knowledge and skills competencies outlined in the course learning objectives.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.3 Instructor Learner Interaction 1; 9.3 Instructor Learner Interaction 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.4 Innovative Teaching with Technology

Describe how a variety of educational technologies are used during in-person courses to address the diverse learning styles of learners and to enhance effective instruction and communication. Include information about how these technologies are sufficiently interactive to engage learners and enrich their learning experience.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.4 Teaching with Tech 1; 9.4 Teaching with Tech 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.5. Content-related Resources

Describe how learners are advised of, and are provided access to, relevant content-related resources in support of the curricula. This may include: digital or physical libraries; trade publications; manufacturer manuals; textbooks, etc.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.5 Learning Resources 1; 9.5 Learning Resources 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.6 Authentic Learning Activities

Provide examples of authentic learning activities relevant to the job task analysis which allow the learner to practice critical job tasks and skills.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.6 Authentic Activities 1; 9.6 Authentic Activities 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

ONLINE AND BLENDED COURSES

PLEASE PLAN TO PROVIDE YOUR ASSESSOR WITH ACCESS TO ANY ONLINE CONTENT FOR THE COURSES SUBMITTED FOR ACCREDITATION.

9.7.1. Online Learning Support

Provide evidence that online or blended courses have resources for learners which at a minimum address:

- a. A description of the hardware, software, and bandwidth required for the learner to participate.
- b. Explicit instructions and direct support related to navigation of the online content.
- c. Access to technical support related to online content.
- d. Clearly stated time frame for response from technical support.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.7.1 Online Support 1; 9.7.1 Online Support 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.7.2 Online Learning Organization and Design

Submit course materials or other documentation for online courses or courses utilizing electronic media for delivery to demonstrate the following:

- a. Content is presented in a clear and direct manner that supports learning.
- b. Content is presented with consistent appearance and functionality.
- c. Content is delivered through a learning management system that allows the training provider to evaluate learner participation and performance.
- d. Accommodations are made for learners who require access to assistive technologies.
- e. The learning environment is free from distractions, including the advertising or promotion of products and services.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.7.2 Online Learning 1; 9.7.2 Online Learning 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.7.3 Learner-Instructor Interaction

Describe how you provide opportunities for learner-instructor interaction to support learning during facilitated online instruction.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.7.3 Online Interaction_LI 1; 9.7.3 Online Interaction_LI 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

9.7.4 Learner-Learner Interaction

Describe how you provide opportunities for learners to interact with each other during synchronous online courses.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **9.7.4 Online Interaction_LL 1; 9.7.4 Online Interaction_LL 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

TRAINING-RELATED PERSONNEL

10.1. Written Job Descriptions

- 1) Provide job descriptions for all training-related personnel that include the duties, responsibilities and reporting relationships for each position.
- 2) Describe how job descriptions are reviewed and updated annually.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **10.1 Job Descriptions 1; 10.1 Job Descriptions 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

10.2. Competency Requirements and Performance Evaluation

10.2.1 Instructional Staff Competency Requirements

Provide documented competency requirements for all training-related personnel.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **10.2.1 Instructor Competency 1; 10.2.1 Instructor Competency 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

10.2.2 Regular Review of Competency Requirements

Describe how competency requirements are reviewed to assure the requirements remain relevant. Describe examples of changes made to competency requirements based on the review process.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **10.2.2 Competency Requirements 1; 10.2.2 Competency Requirements 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

10.2.3 Staff Evaluation

Provide evidence that training-related staff are evaluated at least annually to ensure they meet defined competency and performance requirements.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **10.2.3 Staff Evaluation 1; 10.2.3 Staff Evaluation 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

10.2.4 Contractor Evaluation

Provide the written process that ensures that contractors are meeting defined competency and performance requirements.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **10.2.4 Contractor Evaluation 1; 10.2.4 Contractor Evaluation 2, etc.** YOU MUST SAVE YOUR FORM BEFORE NAVIGATING TO FILE MANAGER TO AVOID LOSING DATA.

10.3 Professional Development

Describe how professional development opportunities are provided to all training-related staff.

NOTE TO APPLICANT: Using the File Manager tab, please name any supporting file(s) for this question as follows: **10.3 Professional Development 1; 10.3 Professional Development 2, etc.**
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ATTESTATIONS

The candidate themselves or an authorized representative of the candidate organization is required to review and sign the Code of Ethics, Ethics Representations and Agreement and Release Authorization.