



Instructor Certification Program

The intent of the Carpenters International Training Fund (CITF) Instructor Certification Program is to develop a framework of certification standards to ensure that UBC Apprenticeship Instructors will have the necessary competencies to meet the training demands of the industry now and in the future. To accomplish this task, the CITF working with Penn State University, has established the following "CITF Instructor Certification Program." The academic classes from Penn State will assist an instructor if they want to continue working towards an associate's or bachelor's degree. An instructor with a Vocational Education Bachelor's degree from an accredited college has met this program's academic requirements, WFED 105, 106, and 207. The instructor must still meet the technical and safety requirements. Three levels of certification and a Certificate of Business Leadership are offered. The conditions of certification are:

LEVEL I CERTIFICATION

- Complete at least 10,000 hours or five years of work experience.
- Must be a journey-level member.
- Complete one or more CITF Train-The-Trainer Technical Workshops.
- Hold a valid First Aid/CPR card.
- Complete CITF/Penn State Academic Workshop WFED 105 (or equivalent).
 - **WFED 105** (Integrated Curriculum Implementation) (3 credits) Occupation analysis for instructional planning: emphasis on instructional methods to deliver a competency-based program in an integrated learning environment.
- Complete CITF/Penn State Academic Workshop WFED 106 (or equivalent).
 - **WFED 106** (Program and Facilities Management) (3 credits) Organization and management of a learning laboratory to facilitate the delivery of a competency-based program in a safe environment.

LEVEL II CERTIFICATION

- Hold a Level I Certification for at least one year.
- Complete two or more CITF Train-The-Trainer Technical Workshops.
- Complete one or more CITF Train-The-Trainer Safety Workshops.
- Maintain a valid First Aid/CPR card.
- Complete UBC/Penn State Academic Workshop WFED 207 (or equivalent).
 - **WFED 207** (Assessment Techniques) (3 credits) Assessments, recording, and reporting of learning in an integrated competency-based vocational education system.
- Complete either WFED 197 or WFED 472 (or equivalent).
 - **WFED 197** (Rhetoric and Composition) (3 credits) Instruction and practice in writing expository prose that shows sensitivity to audience and purpose.
 - **WFED 472** (Effective Speech) (3 credits) Focuses on the theory and practice of delivering well-crafted and effective training presentations.

- Level II certified instructors are also eligible for Workforce Education Business Leadership courses 310, 410, and 428. See the Certificate of Business Leadership section below for more details.

LEVEL III CERTIFICATION

- Hold a Level II Certification for at least one year.
- Complete three or more CITF Train-The-Trainer Technical Workshops.
- Complete two or more CITF Train-The-Trainer Safety Workshops.
- Maintain a valid First Aid/CPR card.
- Complete UBC/Penn State Academic Workshop WFED 270 (or equivalent).
 - **WFED 270** (Introduction to Industrial Training) (3 credits) Overview of training profession. Introduction to economic and psychological foundations. Examination of the relationship of industrial training to education.
- Complete UBC/Penn State Academic Workshop WFED 471 (or equivalent).
 - **WFED 471** (Training in Business and Industry) (3 credits) Appraisal of training functions and development of competencies in work analysis, design, development, delivery, and evaluation of training.
- Complete both WFED 197 and WFED 472 (or equivalent).
- Level III certified instructors are also eligible for Workforce Education Business Leadership courses 310, 410, and 428. See the Certificate of Business Leadership section below for more details.

ACADEMIC COURSES:

Professional development classes WFED 105, 106, 197, 207, 270, 310, 410, 413, 428, 445, 471, and 472 are three credit workshop/distance learning correspondence courses. Participants start the course by attending a three-day workshop at the UBC International Training Center (see schedule at <https://registration.carpenters.org>). The course must be completed through distance learning correspondence with Penn State within four months. You will fail the course if you do not complete the course in this time frame. At the end of the course, you will receive a transcript from Penn State showing the grade you received in the class.

SUBSTITUTING AN "EQUIVALENT" COURSE:

Continuing Education (CEU) courses do not meet the requirements of the Instructor Certification Program. All academic courses must be taken through an accredited college or university.

If you are substituting an equivalent course, you must provide the following:

- Copy of transcript (for academic courses) or completion card/certificate (for TTT workshops).
- Course Description (from catalog)
- Course Outline (identifying the course content)

Send copies of transcripts (for academic courses) to the CITF at brian.connearney@carpenters.org for credit in the Instructor Certification Program.

The CITF will forward this information to Penn State University for evaluation (comparing the course content of the substituted course with the Instructor Certification Program course).

ENROLLMENT AND CONTACT INFORMATION:

Upon registering for a Penn State WFED course at the UBC International Training Center, you are automatically enrolled in the Instructor Certification Program at <https://registration.carpenters.org>.

For questions about the CITF Instructor Certification Program, please contact the CITF at brian.connearney@carpenters.org.



CERTIFICATE OF BUSINESS **LEADERSHIP**

This certificate program will equip you with the contemporary supervisory business leadership competencies to function effectively. The Workforce Education, Business Leadership certificate is available for Training Directors, Coordinators, and Instructors who have completed CITF Instructor Certification Level 2 certificates. This certificate can be earned by completing the courses below:

- **WFED 310** (Leadership Competencies for Supervisors) (3 credits) Understanding the contemporary supervisory leadership competencies needed to function effectively in today's workplace.
- **WFED 410** (Leadership Competencies for Professionals) (3 credits) Understanding the contemporary professional leadership competencies needed to function effectively in today's industry and business environments.
- **WFED 428** (Fiscal Accounting and Management) (3 credits) Introduce the discipline of accounting through an introduction to two of accounting's sub-disciplines: financial and managerial accounting.
- **WFED 197** (Rhetoric and Composition) (3 credits) Instruction and practice in rhetorical analysis, writing in a logical, understandable style, and use of proper grammar, punctuation, sentence structure, and vocabulary.

Upon completing these courses, participants earn a Certificate of Business Leadership for Workforce Professionals and college credit toward an Associate and Baccalaureate Degree in Workforce Education and Development at Pennsylvania State University.



**CARPENTERS
INTERNATIONAL
TRAINING
FUND**

Workplace Learning and Performance Certificate Program

The certificate program is designed to provide solid professional preparation and recognized credentials. Each certificate program is aligned with U.S. Department of Labor-sponsored competency models and focuses on skill sets and competencies essential to a globally competitive workforce.

Instructor Development Certificate (9 credits)

This certificate program is ideal for a first-line supervisor, training specialist, or technical/occupational specialist responsible for training, supervision, and employee development. This certificate can also benefit human resource specialists, corporate trainers, and organization development practitioners. This certificate can be earned by completing the following courses:

1. WFED 105
2. WFED 106
3. WFED 207

Advanced Instructor Development Certificate (9 credits)

This certificate program is a continuation of the Instructor Development Certificate. This certificate can be earned by completing the courses below:

1. WFED 270
2. WFED 413
3. WFED 471