

## **Draft Process to Add, Remove and Monitor Related Training Providers**

### Adding Related Training Providers

1. After January 1, 2018, in order to be added to the approved list of related training providers for the XXX program, an application must be filed with Idaho Career & Technical Education. *(once we develop an application we can link to it from the document, we will want to include a "certification" statement that binds them to adhere to the program standards and use the end of course assessments)*
2. Idaho Career & Technical Education will verify that your organization is registered with the Idaho State Board of Education as an approved public or private higher education provider.
3. The application will be reviewed by ICTE and DBS and presented to the next meeting of the XXX Board with a recommendation to approve/not approve.
4. The XXX Board is the final authority for decisions to include/not include related training providers.
5. Upon approval, your organization will be listed on the ICTE and DBS websites.

### Monitoring Related Training Providers

1. Beginning in 2018, a common end of course assessment will be administered to all students in approved related training programs. Access to these assessments will be facilitated by ICTE and the related training provider shall be responsible for paying all costs associated with administering the assessment.
2. Beginning in 2019, and each summer thereafter, ICTE will provide a performance report to the XXX Board showing how each related training providers students performed on the end of course assessments for years 1-3 of the apprenticeship program. A report shall be provided to the XXX Board in 2018, which shall serve as a baseline.
3. The XXX Board may request that a related training provider attend the meeting to discuss their assessment results.

### Removal as a Related Training Provider

1. Using performance data and/or information submitted to the XXX Board by relevant business owners and/or apprentices, the XXX Board may request that a related training provider attend a Board meeting to discuss their status as a related training provider.
2. If the XXX Board finds that the related training provider is not adhering to the program standard, end of course assessments, shows poor student performance on the end of course assessments and/or has significant complaints from relevant business owners and/or apprentices, the XXX Board may revoke the providers status and they shall be removed from the list of approved providers.
3. The XXX Board is the final authority for decisions to remove related training providers.