

**Memorandum of Understanding
between
Idaho Career & Technical Education (ICTE) and
Idaho Division of Building Safety (DBS) HVAC Programs**

Purpose

This document defines the expectations and responsibilities of each partner relative to shared responsibility for training programs relating to HVAC apprenticeship programs in the state of Idaho.

Roles and Responsibilities

- ICTE and DBS will jointly develop and present to the Idaho HVAC Board processes for the addition, removal and monitoring of related training providers. Processes approved by the Idaho HVAC Board shall be represented by addendums to this MOU and updated as necessary. It shall remain the responsibility of the Idaho HVAC Board to make decisions relative to all Idaho apprenticeship programs and to provide notification of said decisions to related training providers.
- ICTE, in partnership with industry representatives and related providers, will oversee the development and/or updating of program standards for the apprenticeship training program. Program standards will be updated at times and under circumstances mutually agreed upon by the Idaho HVAC Board, DBS and ICTE.
- ICTE, in partnership with DBS, will present updated program standards to the Idaho HVAC Board for approval prior to implementation.
- Upon approval by the Idaho HVAC Board, ICTE will develop and/or update end of course assessments for years one through three of the related training. All providers approved to practice in the state of Idaho shall be required to administer end of course assessments as developed.
- ICTE will provide annual reports to the Idaho HVAC board on the performance of each related training provider.

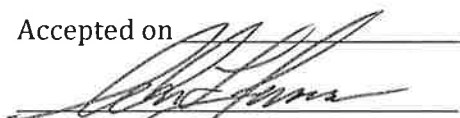
Costs


- DBS will secure funding from the Idaho HVAC Board and will reimburse ICTE for all costs related to program standard development/updates and assessment development/revisions, not to exceed \$41,000 for FY2019. Budgets shall be approved and spending authority obtained prior to commencement of any work
- ICTE will require related training providers to pay for administration of their students' end of course assessments. They may incorporate this cost into the tuition they charge.

Term

- This MOU is in effect from the date of signing until a new MOU is signed, however either party may terminate this agreement by providing written notice at least 30 days in advance of the termination date.

Accepted on _____ by:


Chris Jensen, Administrator
Idaho Division of Building & Safety


Dwight A. Johnson, Administrator
Idaho Career & Technical Education

ADDENDUM I

Process to Add, Remove and Monitor Related Training Providers

Adding Related Training Providers

1. Effective _____, entities seeking to be added to the approved list of related training providers for the HVAC program must file an application with Idaho Career & Technical Education. Registered apprenticeship programs, approved by the US Department of Labor, shall provide proof of their status and will automatically be added to the approved list of related training providers.
2. Idaho Career & Technical Education will verify that entities submitting applications are registered with the Idaho State Board of Education as approved public or private higher education providers.
3. Applications shall be reviewed by ICTE and DBS and presented at the next meeting of the Idaho HVAC Board with a recommendation to approve or deny.
4. The Idaho HVAC Board shall be the final authority for all decisions relating to inclusion or exclusion of related training providers.
5. Entities submitting board-approved applications will be listed on the ICTE and DBS websites.

Monitoring Related Training Providers

1. Beginning in 2019, a common end of course assessment will be administered to all students in approved apprentice training programs. Access to these assessments will be through ICTE and the related training provider shall be responsible for all costs associated with administration of the assessment. Registered apprenticeship programs, approved by the US Department of Labor, will also administer these assessments to their students.
2. Beginning in 2020, and each summer thereafter, ICTE will provide performance reports to the Idaho HVAC Board showing how each related training providers' students performed on the end of course assessments for years one through three of the apprenticeship program. A report shall be provided to the Idaho HVAC Board in 2019, and shall serve as a baseline.
3. The Idaho HVAC Board may require related training providers to attend board meetings to discuss the results of their end of course assessments.

Removal as a Related Training Provider

1. Based on performance data and/or information submitted to the Idaho HVAC Board by trade industry owners and/or apprentices, the board may require a related training provider to appear before the board and discuss their status as a related training provider.
2. In the event the Idaho HVAC Board finds that a related training provider is not adhering to the standards of the apprentice training program, end of course assessments, shows poor student performance on the end of course assessments and/or has received significant complaints from trade industry owners and/or apprentices, the board may revoke the provider's status and cause them to be removed from the list of approved providers. Registered apprenticeship programs, approved by the US Department of Labor, shall only be removed from the list of approved providers if the US Department of Labor revokes their approval.
3. The Idaho HVAC Board is the final authority for all decisions related to removal of related training providers.