Memorandum of Understanding
between
Idaho Career & Technical Education (ICTE) the
Idaho Division of Building Safety (DBS) and the Idaho Electrical Board

Purpose

This document establishes the expectations and responsibilities of each partner for the addition, removal and monitoring of providers of related organized sequences of instruction for technical subjects in the state of Idaho.

Roles and Responsibilities

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

Costs

- DBS will secure funding from the Idaho Electrical Board and will reimburse ICTE for all costs related to standards development/updates and assessment development/revisions. Budgets shall be approved and spending authority obtained prior to commencement of any work.
- ICTE will require providers of related organized sequences of instruction to pay for the 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 to the other parties, 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 Electrical 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 Electrical Board with a recommendation to approve or deny.
4. The Idaho Electrical 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 2018, 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 2019, and each summer thereafter, ICTE will provide performance reports to the Idaho Electrical 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 Electrical Board in 2018, and shall serve as a baseline.
3. Idaho Electrical 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 Electrical 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 Electrical 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 Electrical board is the final authority for all decisions related to removal of related training providers.