



**National Craft Assessment and Certification Program
S P E C I F I C A T I O N S**

**CONSTRUCTION WORKFORCE DEVELOPMENT PROFESSIONAL
AEN92CWFDPO1**

September 2016

Focus Statement

A CWFD Professional develops current and future construction workers by ensuring they have the skills and credentials to meet industry needs; develops, administers, and evaluates business plans for the operation of a CWFD program; conducts analyses to determine CWFD needs; develops and administers the CWFD program and ensures compliance with policies and procedures; oversees CWFD operations to include: facilities, utilities, materials, equipment, curriculum, assessment options, and staffing; develops and maintains budgets, markets and promotes the CWFD program; and, effectively communicates and builds relationships to further the goals of the CWFD program.

Overview

- Two-hour closed-book examination
- May use a basic function, non-printing calculator
- No extra papers, books, notes or study materials are allowed
- The minimum passing score is 75

Study Materials

All NCCER written assessments are referenced to NCCER’s curriculum listed in the content. Additional reference material and sample questions are listed in this packet.

Assessment Development

All questions are developed and approved by subject matter experts under the direction of NCCER and Prov™, NCCER’s testing partner.

Credentials

NCCER will send appropriate credentials to the assessment center for successful completions.

Training Prescription Reports

Each candidate will have access to individual results of the written assessment from Prov’s website at www.provexam.com.

Registry

Assessment results will be maintained in NCCER’s Registry and become a portable record of the candidate’s training and assessment achievements.

Written Assessment Contents:

Content Domain	Number of Questions
Orientation to Construction Workforce Development [92101-16]	8
Communicating Effectively [92102-16]	9
Policies, Procedures, and Program Integrity [92103-16]	6
Skilled Professional Training [92104-16]	16
Registered Apprenticeship Programs [92105-16]	10
Managing Training [92106-16]	11
Training Program Development and Administration [92107-16]	16
Financial Management and Budgeting [92108-16]	12
Workforce Recruitment [92109-16]	10
Workforce Development Business Planning [92110-16]	10
Marketing, Public Relations, and Community Outreach [92111-16]	8
Workforce Development Program Evaluation [92112-16]	10
Total Number of Questions	126

NCCER

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Learning Objectives related to Assessment:

	Orientation to Construction Workforce Development
Registry ID Number:	Module Title and Objectives:
92101-16	Orientation to Construction Workforce Development
	Identify the various sectors of the construction industry and how the industry is affected by a skilled workforce shortage.
	Communicating Effectively
Registry ID Number:	Module Title and Objectives:
92102-16	Communicating Effectively
	Define effective communication, listening, and speaking skills and their relationship to job performance.
	Describe the role of reading and writing skills in relation to job performance.
	Describe the responsibilities and skills required of a CWFD professional in conducting meetings.
	Policies, Procedures, and Program Integrity
Registry ID Number:	Module Title and Objectives:
92103-16	Policies, Procedures, and Program Integrity
	Explain the importance of managing a CWFD program in an ethical manner.
	Describe the purpose of policies and procedures in a CWFD program.
	Skilled Professional Training
Registry ID Number:	Module Title and Objectives:
92104-16	Skilled Professional Training
	Define and describe the various aspects of construction industry training.
	Define the roles that different organizations play in construction workforce training and their importance to a CWFD professional.
	Registered Apprenticeship Programs
Registry ID Number:	Module Title and Objectives:
92105-16	Registered Apprenticeship Programs
	Describe Registered Apprenticeship.
	Describe how to set up and administer a registered apprenticeship program.
	Describe the funding sources and the responsibility for management of apprenticeship funds.
	Managing Training
Registry ID Number:	Module Title and Objectives:
92106-16	Managing Training
	Explain how to set up a training facility.
	Describe teaching strategies used in craft training programs..
	Identify and describe strategies for evaluating students.

	Training Program Development and Administration
Registry ID Number:	Module Title and Objectives:
92107-16	Training Program Development and Administration
	Describe how to determine long-term and project-driven workforce needs.
	Describe how to recruit and retain faculty and staff.
	Financial Management and Budgeting
Registry ID Number:	Module Title and Objectives:
92108-16	Financial Management and Budgeting
	Explain accounting fundamentals.
	Describe basic financial management principles.
	Workforce Recruitment
Registry ID Number:	Module Title and Objectives:
92109-16	Workforce Recruitment
	Create a recruitment plan to attract workers.
	Identify human relations issues relative to recruiting a workforce.
	Workforce Development Business Planning
Registry ID Number:	Module Title and Objectives:
92110-16	Workforce Development Business Planning
	Explain how to build a workforce development business plan.
	Identify sources of funding.
	Marketing, Public Relations, and Community Outreach
Registry ID Number:	Module Title and Objectives:
92111-16	Marketing, Public Relations, and Community Outreach
	Explain how to identify target audiences for marketing, public relations, and community outreach.
	Explain how to develop a marketing plan.
	Determine how to distribute the message to the target audience.
	Identify potential outreach and public relations opportunities and describe how to build support for training and education.
	Workforce Development Program Evaluation
Registry ID Number:	Module Title and Objectives:
92112-16	Workforce Development Program Evaluation
	Determine the effectiveness of the training by evaluating various factors.
	Explain how a CWFD program is evaluated using industry-recognized metrics.
	Determine a company's commitment to training.
	Explain the correlation between construction workforce development and safety, quality, productivity, and retention and how to communicate this information to stakeholders.