

Step-By-Step Checklist for Teachers, Instructors, Faculty, and School Administration

The following three screens are a Quick Link to the things YOU use to implement the WCA program as part of your Curriculum.

If you are already enrolled as a School in the EDUcation™ Program AND as an individual with a Passport, skim the “A” section and go on.

A. Enrollment & Benefits

1. School subscribes to EDUcation™ Division - \$250 annually (Renewals must be paid between July 1 and October 1)

Payment: <http://woodworkcareer.org/product-category/feessubscriptions/>

Benefits: <http://woodworkcareer.org/wca-education-membership/edu-benefits/>

2. Instructor(s) Enroll in WCA, get Passport - \$55 one time, each instructor

<http://woodworkcareer.org/shop/feessubscriptions/enrollvariation-1-individual-passport/>

3. Instructor logs on to WCA Registry using info. sent in enrollment return email

<http://cms.woodworkcareer.org>

[Sign in Video Link ---> https://vimeo.com/88570720](https://vimeo.com/88570720)

a. Agrees to Conditions of Use

b. Checks/modifies Personal Profile Information

c. Changes Password, and files for future use (the palest ink is better than the best memory)

d. Verifies 50 Assessment Credits are shown on Account (as a result of EDUcation™ subscription)

4. Instructor signs up by October 31st for Essential Benefits Package - \$Free each year school is subscribed

http://woodworkcareer.org/credential_landing/passport/pdb_-sign-up-ind-or-edu/

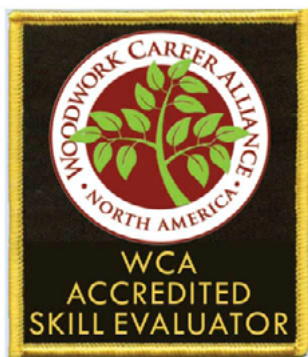
5. Instructor(s) completes Accredited Skill Evaluator (ASE) Training- 1 free seat/ year(\$250 value)

http://woodworkcareer.org/credential_landing/skill-evaluator/

WCA-EDU Training Affiliate



[Benefit Sign Up](#)



B. Accessing Resources

1. Log in to [Box.com](#) with your personal account, or set one up FREE if you need to.
2. Download Sawblade Quiz data and Appropriate Assessment Forms - Don't pass up the WIDGETS and DRAWINGS
<https://woodworkcareer.box.com/assessmentforms>
(If you don't remember this year's Password for this secure area [CLICK HERE to contact the WCA Secretary](#))
3. Compare Sawblade Certificate requirements to your current curriculum and supplement any missing items.
<http://woodworkcareer.org/wca-education-membership/student/sawblade-certificate-2/>
4. Enroll Selected Students in WCA using Bulk Passport Order Form - \$55 one time, each student
<http://woodworkcareer.org/shop/feesubscriptions/bulk-passport-order/>
 - a. Digital headshot to be a .jpg, .psd, .tif, or .gif about 400 px wide by 600 px high, at least 150 dpi up to about 300.
 - b. Complete contact information, including a functioning email address for each student

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01 Layout 1.1 Tape Measure

1.1.1 Measure Lengths (U.S. Customary)

Candidate Name: _____ Date/Time: _____
 Evaluator Name: _____ Location: _____
 Completed test successfully: Yes No (If no, reason) _____

Pre-Operation Checklist

Level 1	Level 2
PERFORMANCE STANDARDS: * Verify tools in working properly and free of defects. * Verify tools have proper tapers and operating geometry. * Verify calibration to a known standard. * Verify tape measure will zero to required tolerance.	PERFORMANCE STANDARDS: * Demonstrate ability to convert / calculate an unit of standard tape. * Verify level 1 performance standard.

Considerations:

The Operation Checklist is a component of WCA operations.
 * Applies to standard measuring tape.
 * Candidate should use their own tools.
 * Candidate should use their own tape.
 * Tools are all used approximately in the same way.
 * Tools are all subject to tolerance, accuracy or being properly certified for accuracy.
 * The accuracy or of operations are to be measured using the available tools.

Please use back side for additional notes.

Operation Checklist	
Level 1: Demonstrate skill at: * Conversion of 5 inch to centimeter and vice versa. * Conversion of 1/2" to 12.7 mm. * Conversion of 1/4" to 6.35 mm. * Conversion of 3/8" to 9.52 mm. * Conversion of 1/2" to 12.7 mm. * Conversion of 3/4" to 19.05 mm. * Conversion of 1" to 25.4 mm. * Conversion of 1 1/2" to 38.1 mm. * Conversion of 2" to 50.8 mm. * Conversion of 2 1/2" to 63.5 mm. * Conversion of 3" to 76.2 mm. * Conversion of 3 1/2" to 88.9 mm. * Conversion of 4" to 101.6 mm. * Conversion of 4 1/2" to 114.3 mm. * Conversion of 5" to 127 mm. * Conversion of 5 1/2" to 140 mm. * Conversion of 6" to 152.4 mm. * Conversion of 6 1/2" to 165.1 mm. * Conversion of 7" to 177.8 mm. * Conversion of 7 1/2" to 190.5 mm. * Conversion of 8" to 203.2 mm. * Conversion of 8 1/2" to 215.9 mm. * Conversion of 9" to 228.6 mm. * Conversion of 9 1/2" to 241.3 mm. * Conversion of 10" to 254 mm. * Conversion of 10 1/2" to 266.7 mm. * Conversion of 11" to 279.4 mm. * Conversion of 11 1/2" to 292.1 mm. * Conversion of 12" to 304.8 mm. * Conversion of 12 1/2" to 317.5 mm. * Conversion of 13" to 330.2 mm. * Conversion of 13 1/2" to 342.9 mm. * Conversion of 14" to 355.6 mm. * Conversion of 14 1/2" to 368.3 mm. * Conversion of 15" to 381 mm. * Conversion of 15 1/2" to 393.7 mm. * Conversion of 16" to 406.4 mm. * Conversion of 16 1/2" to 419.1 mm. * Conversion of 17" to 431.8 mm. * Conversion of 17 1/2" to 444.5 mm. * Conversion of 18" to 457.2 mm. * Conversion of 18 1/2" to 469.9 mm. * Conversion of 19" to 482.6 mm. * Conversion of 19 1/2" to 495.3 mm. * Conversion of 20" to 508 mm. * Conversion of 20 1/2" to 520.7 mm. * Conversion of 21" to 533.4 mm. * Conversion of 21 1/2" to 546.1 mm. * Conversion of 22" to 558.8 mm. * Conversion of 22 1/2" to 571.5 mm. * Conversion of 23" to 584.2 mm. * Conversion of 23 1/2" to 596.9 mm. * Conversion of 24" to 609.6 mm. * Conversion of 24 1/2" to 622.3 mm. * Conversion of 25" to 635 mm. * Conversion of 25 1/2" to 647.7 mm. * Conversion of 26" to 660.4 mm. * Conversion of 26 1/2" to 673.1 mm. * Conversion of 27" to 685.8 mm. * Conversion of 27 1/2" to 698.5 mm. * Conversion of 28" to 711.2 mm. * Conversion of 28 1/2" to 723.9 mm. * Conversion of 29" to 736.6 mm. * Conversion of 29 1/2" to 749.3 mm. * Conversion of 30" to 762 mm. * Conversion of 30 1/2" to 774.7 mm. * Conversion of 31" to 787.4 mm. * Conversion of 31 1/2" to 800.1 mm. * Conversion of 32" to 812.8 mm. * Conversion of 32 1/2" to 825.5 mm. * Conversion of 33" to 838.2 mm. * Conversion of 33 1/2" to 850.9 mm. * Conversion of 34" to 863.6 mm. * Conversion of 34 1/2" to 876.3 mm. * Conversion of 35" to 889 mm. * Conversion of 35 1/2" to 901.7 mm. * Conversion of 36" to 914.4 mm. * Conversion of 36 1/2" to 927.1 mm. * Conversion of 37" to 940.8 mm. * Conversion of 37 1/2" to 953.5 mm. * Conversion of 38" to 966.2 mm. * Conversion of 38 1/2" to 978.9 mm. * Conversion of 39" to 991.6 mm. * Conversion of 39 1/2" to 1004.3 mm. * Conversion of 40" to 1016 mm. * Conversion of 40 1/2" to 1028.7 mm. * Conversion of 41" to 1041.4 mm. * Conversion of 41 1/2" to 1054.1 mm. * Conversion of 42" to 1066.8 mm. * Conversion of 42 1/2" to 1077.5 mm. * Conversion of 43" to 1093.2 mm. * Conversion of 43 1/2" to 1105.9 mm. * Conversion of 44" to 1118.4 mm. * Conversion of 44 1/2" to 1129.1 mm. * Conversion of 45" to 1143 mm. * Conversion of 45 1/2" to 1155.7 mm. * Conversion of 46" to 1170.4 mm. * Conversion of 46 1/2" to 1183.1 mm. * Conversion of 47" to 1196 mm. * Conversion of 47 1/2" to 1208.7 mm. * Conversion of 48" to 1224 mm. * Conversion of 48 1/2" to 1236.7 mm. * Conversion of 49" to 1250.4 mm. * Conversion of 49 1/2" to 1263.1 mm. * Conversion of 50" to 1278 mm. * Conversion of 50 1/2" to 1290.7 mm. * Conversion of 51" to 1306.4 mm. * Conversion of 51 1/2" to 1319.1 mm. * Conversion of 52" to 1332 mm. * Conversion of 52 1/2" to 1344.7 mm. * Conversion of 53" to 1358.4 mm. * Conversion of 53 1/2" to 1371.1 mm. * Conversion of 54" to 1386.8 mm. * Conversion of 54 1/2" to 1399.5 mm. * Conversion of 55" to 1414 mm. * Conversion of 55 1/2" to 1426.7 mm. * Conversion of 56" to 1440.4 mm. * Conversion of 56 1/2" to 1453.1 mm. * Conversion of 57" to 1468 mm. * Conversion of 57 1/2" to 1480.7 mm. * Conversion of 58" to 1496 mm. * Conversion of 58 1/2" to 1508.7 mm. * Conversion of 59" to 1516 mm. * Conversion of 59 1/2" to 1526.7 mm. * Conversion of 60" to 1548 mm. * Conversion of 60 1/2" to 1558.7 mm. * Conversion of 61" to 1572 mm. * Conversion of 61 1/2" to 1582.7 mm. * Conversion of 62" to 1600 mm. * Conversion of 62 1/2" to 1612.7 mm. * Conversion of 63" to 1632 mm. * Conversion of 63 1/2" to 1642.7 mm. * Conversion of 64" to 1664 mm. * Conversion of 64 1/2" to 1674.7 mm. * Conversion of 65" to 1700 mm. * Conversion of 65 1/2" to 1712.7 mm. * Conversion of 66" to 1740 mm. * Conversion of 66 1/2" to 1752.7 mm. * Conversion of 67" to 1780 mm. * Conversion of 67 1/2" to 1792.7 mm. * Conversion of 68" to 1820 mm. * Conversion of 68 1/2" to 1832.7 mm. * Conversion of 69" to 1860 mm. * Conversion of 69 1/2" to 1872.7 mm. * Conversion of 70" to 1900 mm. * Conversion of 70 1/2" to 1912.7 mm. * Conversion of 71" to 1940 mm. * Conversion of 71 1/2" to 1952.7 mm. * Conversion of 72" to 1980 mm. * Conversion of 72 1/2" to 1992.7 mm. * Conversion of 73" to 2020 mm. * Conversion of 73 1/2" to 2032.7 mm. * Conversion of 74" to 2060 mm. * Conversion of 74 1/2" to 2072.7 mm. * Conversion of 75" to 2100 mm. * Conversion of 75 1/2" to 2112.7 mm. * Conversion of 76" to 2140 mm. * Conversion of 76 1/2" to 2152.7 mm. * Conversion of 77" to 2180 mm. * Conversion of 77 1/2" to 2192.7 mm. * Conversion of 78" to 2220 mm. * Conversion of 78 1/2" to 2232.7 mm. * Conversion of 79" to 2260 mm. * Conversion of 79 1/2" to 2272.7 mm. * Conversion of 80" to 2300 mm. * Conversion of 80 1/2" to 2312.7 mm. * Conversion of 81" to 2340 mm. * Conversion of 81 1/2" to 2352.7 mm. * Conversion of 82" to 2380 mm. * Conversion of 82 1/2" to 2392.7 mm. * Conversion of 83" 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Conversion of 250" to 9100 mm. * Conversion of 250	

C. Recognizing Achievement

1. ADD RESULTS - Instructor logs student achievements in the WCA Registry

<http://cms.woodworkcareer.org>

[Sign in Video Link ---> https://vimeo.com/88570720](https://vimeo.com/88570720)

- Use the SEARCH area to locate a student's name/record

[Search Video Link ---> https://vimeo.com/157477482](https://vimeo.com/157477482)

- Press the "Add Results" button in the student record

[Add Results Video Link --> https://vimeo.com/157484774](https://vimeo.com/157484774)

2. Facilitate SAWBLADE QUIZ - students need access to a *computer with internet* to complete the test.

<http://woodworkcareer.org/wca-education-membership/student/sawblade-certificate/>

3. Notify WCA Secretary to make and send Certificates

D. Update and Personalize your page

1. Update your contact information, or teach a student how to do it.

[Update Video Link --> https://vimeo.com/88572057](https://vimeo.com/88572057)

2. Add your picture to your record.

[Add Picture Video Link --> https://vimeo.com/88573099](https://vimeo.com/88573099)

Annual Deadlines:

July –October: Renewals Due

October 31st each year: Sign up deadline for benefits

Scholarship requests for students and teachers are reviewed quarterly. First come, first served.

E. HELP anytime

Greg Heuer

Corporate Secretary, Woodwork Career Alliance

<http://woodworkcareer.org>

434-298-4650, direct



You're Done:

CLICK on the page image to the right to return. ----->

<http://woodworkcareer.org/wca-education-membership/teachers/evaluate-students/>