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 by October 1 each year)
Payment: http://woodworkcareer.org/shop/
Benefits: http://woodworkcareer.org/education-membership/

2. Instructor(s) Enroll in WCA, get Lifetime Passport - $55 one time, each instructor
http://woodworkcareer.org/shop/

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
   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)

4. Instructor signs up by October 31st EACH YEAR for Essential Benefits Package
            $Free each year school is subscribed
http://woodworkcareer.org/edu-benefits/

5. Instructor(s) completes Accredited Skill Evaluator (ASE) Training- 1 free seat/year ($250 value)
http://woodworkcareer.org/credential_landing/evaluator-application-process/

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 email info@woodworkcareer.org)

3. Compare Sawblade Certificate requirements to your current curriculum and supplement any missing items.
http://woodworkcareer.org/sawblade-certificate-2/

4. Enroll Selected Students in WCA using Bulk Passport Order Form - $55 one time, each student
http://woodworkcareer.org/shop/passportsssubscriptions/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
      c. Email the completed spreadsheet to: info@woodworkcareer.org -- You will get instructions on where/how to upload the pictures in return.

5. Use WCA Assessment Forms to test and record student achievements.
File the completed assessment sheets in student folders for use later.
   IMPORTANT :: ALL students must pass all the requirements for

- Tape Measure,
- Combination Square, and
- Calipers BEFORE they can earn Tool Points on machines
   Use the prepared Drawings in the WIDGETS folder for evaluation.

6. Use WCA Sawblade Quiz data to teach key industry knowledge to prepare students for their written test.

WCA Credential
Authorization to display
Woodwork Career Alliance Certificate of Achievement

By my signature, I certify

Cody Ratkowski

earned 10 Points
and is awarded the

Sawblade Certificate

for mastery of operations from the
Woodwork Manufacturing Skill Standards

Greg Heuer, Secretary WCA
this 7th day of January 2016

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
   - Use the SEARCH area to locate a student's name/record
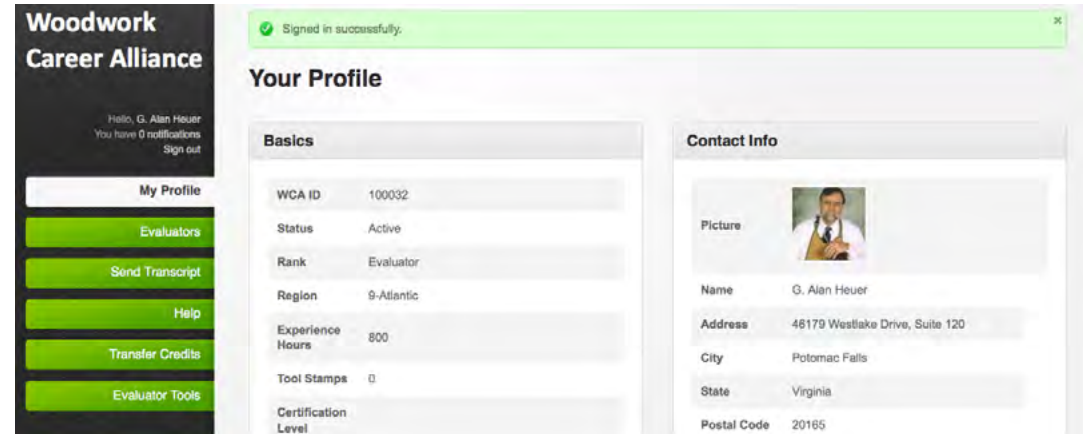   Search Video Link ---> https://vimeo.com/157477482
   - Press the "Add Results" button in the student record
   Add Results Video Link --> https://vimeo.com/157484774

2. Facilitate SAWBLADE QUIZ - students need access to a *computer with internet* to complete the test.
http://woodworkcareer.org/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

2. Add your picture to your record.
   Add Picture Video Link --> 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

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