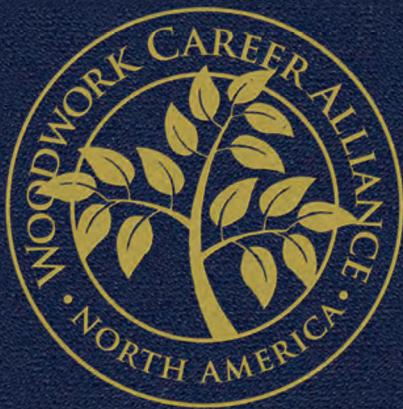


PASSPORT

CREDENTIALING PROGRAM





Setting the Standard for Professional Woodworkers

WCA Mission Statement

To support workforce development for the woodworking industry, which includes certification and training of new and existing woodworking professionals as well as students at both the high school and post secondary levels.

www.woodworkcareer.org

Skill Standards

The WCA Woodwork Manufacturing Skill Standards are a comprehensive, **industry recognized set of observable, measurable skills**. In partnership with other national and regional associations, educators, and others, the WCA developed and released the skill standards in 2011. The Standards encompass over 80 tools and 300 machine operations. The skill standards were, and continue to be, written by active woodwork professionals and educators inside the industry from all across North America.

Assessments

The WCA features an assessment process based on the skill standards which allows woodworkers to demonstrate their competency with woodworking operations with the results documented in a national database.

Credentials are earned as candidates are assessed by Evaluators against the skill standards. Candidates earn skill points for each successful assessment. Skill points plus experience hours in school or the workplace qualify a candidate for the various credential levels. Candidates must purchase an **Individual Membership** and Assessment Credits to participate in the assessment process.



Skill Standards Table of Contents

	Section 1:	Layout
	Section 2:	Sawing
	Section 3:	Milling
	Section 4:	Shaping
	Section 5:	CNC (Computer Numerical Control)
	Section 6:	Boring
	Section 7:	Sanding
	Section 8:	Clamping & Laminating
	Section 9:	Turning
	Section 10:	Joinery & Assembly
	Section 11:	Grinding and Sharpening
	Section 12:	Finishing

- ✓ **Points lead to Certificates and Credentials.**
WCA maintains a record of each Woodworker's points and provides verification to educators or employers as requested by the Woodworker. Students in a WCA accredited **EDUcation™ Member** school can earn the Sawblade Certificate before the Green Credential.
- ✓ Every Passport holder/candidate must pass the **BASIC Layout and Measurement Skill** evaluations before earning any additional Points.
- ✓ An experienced Woodworker with the requisite experience hours can **test DIRECTLY to any Credential without progressing through the series** (Green, Blue, Red, Gold, Diamond). Contact the WCA office to create a custom career path. Your achievements are recorded in the WCA Registry.

Credentials



Sawblade Certificate

- ✓ Designed for students while enrolled in a WCA accredited EDUcation™ Division school woodworking program.
- ✓ Requires 10 Skill Points on specified machines and operations.
- ✓ Minimum score of 80% on a 40-question knowledge quiz.
- ✓ Nominated by school administrator or faculty.



Green Credential

- ✓ 30 Skill Points or 20 Skill Points plus the Sawblade Certificate.
- ✓ At least 800 work experience hours (or in a WCA accredited school curriculum).



Blue Credential

- ✓ 60 Points or 30 Points and Green Credential.
- ✓ At least 1600 lifetime work experience hours (or in a WCA accredited school curriculum).



Red Credential

- ✓ 120 Skill Points or 60 Skill Points and Blue Credential.
- ✓ At least 3200 lifetime work experience hours.
- ✓ Employed in the woodwork manufacturing industry.
- ✓ Red project evaluated by Chief Accredited Skill Evaluator.



Gold Credential

- ✓ 180 Skill Points or 60 Skill Points and Red Credential.
- ✓ At least 4800 lifetime work experience hours.
- ✓ Employed in the woodwork manufacturing industry.
- ✓ Gold project evaluated by Chief Accredited Skill Evaluator.



Diamond Credential

- ✓ 240 Points or 60 Points and Gold Credential.
- ✓ At least 6400 lifetime hours.
- ✓ Employed in the woodwork manufacturing industry.
- ✓ Master project evaluated by 3 Chief Accredited Skill Evaluators.

LEVEL Definitions

Not all tools and machines have operations or evaluations at both levels. That's OK, and to be expected. Simpler tools may not have a Level 2; complex tools may not have a Level 1.

Level 1 – Output Oriented

Entry level skills. Woodworkers at this level will have skills sufficient to do woodworking tasks as assigned, work safely, and be open to learn additional skills. Level 1 woodworkers will require a high level of supervision; have limited ability to make independent decisions.

Level 2 – Set-up Oriented

Woodworkers at this level will have skills sufficient to do their own set-ups of machines and tooling. They will exhibit knowledge and understanding of woodworking tools and materials. Level 2 woodworkers **will require less supervision and oversight** and have a moderate responsibility to make decisions independently.

Legal Age

The Woodwork Career Alliance is governed by the laws of the United States of America and the State and Local jurisdictions therein. The minimum age requirements for working with woodworking machinery and tools vary throughout North America. It is the responsibility of the bearer to determine the requirements for the locality in which work, evaluation, and assessment are being done. The Woodwork Career Alliance does not set these requirements and does not have access to them.

Minimum Requirements

Candidates shall specify which machine/tool(s) and level(s) they seek evaluation. Generally, participants who are able to operate tool(s) of choice within OSHA guidelines qualify. WCA and their representatives reserve the right to refuse any assessment at their discretion.

Disclaimer

The information contained herein represents data conveyed to the WCA by the undersigned individual. Reasonable attempts have been made to collect and convey the information accurately. Notwithstanding attempts at fraud, over which WCA has no control, credentials listed verify that an official evaluator credentialed by the WCA has observed the individual completing the task(s) satisfactorily to the standard. No further guarantee of skill or safety is represented. Visit <http://woodworkcareer.org> for the latest revisions. This, and all WCA documents are subject to revision. The Skill Standards, Evaluations, and Credentials are living, evolving entities. WCA standards writing and credential assessment is a collaborative effort comprised of many recognized experts in the woodwork industry, including industry professionals, technical education professionals and machinery manufacturing professionals. Evaluators are jointly reviewed and selected by a panel of these experts. Contact any officer of the WCA to learn how you can participate in this development and in the continuous improvement of the Skill Standards and Woodwork Career Alliance Credentials.

Safety

Woodworking is **inherently dangerous**. Using hand or power tools improperly or ignoring standard safety practices can lead to permanent injury or even death. Don't perform operations you see listed in this Passport or elsewhere until you're certain they are safe for you. If something about an operation doesn't feel right **STOP the work and re-evaluate** the machine, tool, process, fixture, jig, or other element.

The majority of woodworking tools and machines come with owner/ user manuals. It is the operator's responsibility to **comply with the safety and operational stipulations** of those manuals in the execution of any and all the operations under the Woodwork Career Alliance Skill Standards.

In the unlikely event that, in your opinion, compliance is impractical, impossible, or unsafe, **STOP the operation**.

Ask the evaluator to make notes on your observations. Evaluators are instructed to report the observations to the Woodwork Career Alliance, and to communicate the findings to you in a timely manner and without prejudice.

Memberships

Individual Membership

Your Passport to a Career in the Woodworking Industry...

The Individual Membership is for company employees, students, or teachers who want to participate in the WCA certification program as either a candidate or evaluator. Individual memberships come with 10 free assessment credits. **Cost: \$55 (one time)**

EDUcation™ Membership

Designed for secondary and post-secondary woodworking training programs. Benefits include:

- Access to training materials, videos, and SkillsUSA state contest plans.
- 1 free evaluator training per year.
- “Essentials” donation package containing free or discounted shop supplies, training opportunities, software, and magazine subscriptions.

Cost: \$250/year

MANufacturing™ Membership

Designed for manufacturing companies striving to create and maintain a training program and a career pathway using the WCA Credentialing Program for their employees. Benefits include:

- Access to training materials and videos.
- 1 free evaluator training.
- Optional program customization to fit your company's needs, including development of new skill standards to match your equipment.

Cost: \$250/year

A Concise History of the WCA

Between 2004 and 2009, the U.S. Forest Service, through the Wood Education and Resource Center, provided a series of grants to the **Architectural Woodwork Institute** (AWI) to determine the need for a unified set of Skill Standards for the Wood Industry. Early meetings confirmed that need, and AWI was chosen to oversee the development of standards. That led to the creation of the Woodwork Career Alliance (WCA) in 2007. The 501(c)(3) non-profit corporation is governed by a volunteer Board of Directors.

In partnership with other national and regional associations, educators, and others, the WCA developed and released the **Woodwork Manufacturing Skill Standards** (observable and measurable performance standards for over 50 tools and machines) in 2011.

The WCA **created an assessment process** which allows woodworkers to demonstrate their competency with woodworking skills and document them in the WCA Passport. The Passport is a **portable, personal, permanent record of skill achievements** as a woodworking professional. Employers can select the tools and tool operations relevant to their jobs or training needs. The WCA maintains a **national database of passport holders** and their evaluations to verify passports through their lifetime.

The Skill Standards are and continue to be written by active woodwork professionals and educators inside the industry from all across North America. You have the **opportunity to improve and add to the Standards**. Consider leaving your legacy by helping to improve our processes by “giving back” to your industry in a meaningful way. Contact WCA via <http://woodworkcareer.org>.



woodworkcareer.org