



NATIONAL CENTER FOR AEROSPACE & TRANSPORTATION TECHNOLOGIES

PO Box 136818 • Fort Worth, TX • 76136 • 817-515-7264 • www.ncatt.org

NCATT “PROGRAM” ACCREDITATION PROCESSES MANUAL

Accreditation

Accreditation is a process that utilizes a set of established evaluation steps and activities that are carried out by a recognized accrediting body in partnership with an education or training entity seeking accreditation.

Accreditation is an extremely important tool that helps insure that consistent high quality standards are met within education and training programs. Accreditation also demonstrates that an education or training entity is dedicated to professionalism, and is committed to excellence in education.

National Accrediting and Certifying Body

The *National Center for Aerospace & Transportation Technologies* (NCATT) is a non-governmental, internationally recognized, aviation industry-endorsed accrediting and certifying body. One of the ways that NCATT directly serves and supports the aerospace, transportation and technology industries is through the activities of *Accreditation of education and training programs*, and industry recognized *Certifications and Endorsements* of individuals.

NCATT Partners

NCATT *Industry and Educational Partners* represent the broadest possible cross section of today’s aerospace, transportation and technology industry. *Partners* include; (1) air carriers; (2) repair stations; (3) fixed base operators; (4) manufacturers; (5) professional aviation organizations and associations; (6) the Federal Aviation Administration; (7) NASA (Aeronautics); (8) the U.S. military; and (9) national and internationally known education and training entities.

Meeting a National Standard

NCATT, through direct input and guidance from its aerospace, transportation and technology industry partners, develops industry-identified, endorsed and validated standards for specific industry needs. The subjects that make up a standard, and the minimum teaching levels associated with each subject - within the standard, are established and validated using industry subject matter experts and nationally accepted educational development practices and processes.



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Accreditation of Programs

Even though an NCATT Accreditation is awarded in the name of a *Sponsoring Educational Entity* the accreditation that is received from NCATT is specifically for an aerospace, transportation or technology education and training *Program* provided by the sponsoring organization. These sponsoring entities may include public or private, two and four year post-secondary educational institutions (i.e., community and senior colleges), public or private aviation-education entities (i.e., aircraft maintenance technician schools), aviation-industry *in-house* training programs (i.e., air carrier, repair-stations, aviation industry associations), and the U.S. military.

Curriculum Requirements

The curriculum that is, or will be used in the accredited program **must** deliver training and education that meets or exceeds the minimum subject content, and teaching level requirements, for each subject taught within the standard.

Facilities / Equipment and Materials

To meet NCATT Facilities Requirements:

- There **must** be enclosed classroom(s), as needed, which are properly heated, lighted and ventilated. The classroom(s) must be appropriate for the delivery of aviation education and training classes.
- Laboratory education and training areas that utilize equipment and training aids that are not housed within the lecture classroom(s), **must** be of an appropriate size, properly heated, lighted and ventilated. A laboratory area's environmental requirements are to be no greater than is typical for a general aviation hangar facility that is typically utilized by FAA Approved repair-stations or aviation maintenance fixed base operations.
- Aviation-education facilities **must** conform to all applicable safety standards with emergency plans posted in classroom(s) and laboratory areas.

Equipment and Materials Requirements

To meet NCATT Equipment and Materials Requirements:

- The tools, training and test equipment, and consumable materials that are used in the *Program* **must** be typical of those used in an aviation industry setting appropriate to the specific aviation-industry-need being addressed by the accredited program. The educational entity *should* (as practicable) acquire, maintain and utilize the most current tools, training and test equipment. In all cases the tools, training and test equipment that are used, **must** enhance and support the instructional process, thereby insuring that the *Program* will successfully meet the industry-identified requirements for content and teaching levels.

Faculty Requirements



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To meet NCATT Faculty Requirements:

- The sponsoring educational entity **must** identify, employ and maintain an appropriate number of qualified faculty members to deliver education and training that meets the aviation industry-identified requirements for content and teaching levels.
- The sponsoring educational entity **must** maintain a current file documenting, for each faculty member information indicating the faculty member's:
 1. Education
 2. Certifications
 3. Experience
 4. Other qualifications deemed relevant by the educational entity.
- Instructor / student ratio *should not* exceed one instructor per 25 students in laboratory classes.
- For Initial Accreditation (first 2 years) at least one faculty member, Program Administrator, or the Program Director **must** be NCATT Certified in the specific aviation-industry-field being addressed by the NCATT Accredited Program.
- For re-accreditation (each 5 years) at least 50% of the faculty members teaching in the accredited program must be NCATT Certified in the specific aviation-industry-field being addressed by the NCATT Accredited Program.
- All Program-faculty are encouraged to become NCATT Certified in the specific aviation-industry-field being addressed by the NCATT Accredited Program.

Appeal of decision to refuse “Program Accreditation”

In the event of a refusal to grant accreditation to an educational entity based on any documentation materials submitted with the application (or the site-visit, for those educational entity that are required to have a site-visit), the educational entity has the right of appeal against the decision. A written appeal may be made to the NCATT Board President who will present the appeal to the NCATT Executive Advisory Board for consideration at its next scheduled meeting. Upon consideration of the recommendations from the NCATT Executive Advisory Board, the NCATT Board President will make a final decision in the award, or refusal of award of *NCATT Program Accreditation*.

An educational entity that fails to become accredited due to correctable discrepancies or deficiencies may resubmit an application for accreditation upon correction of all discrepancies or deficiencies. The educational entity may seek, and receive, guidance from NCATT and the NCATT Director of Accreditation in the resolution of the discrepancies or deficiencies. Upon the correction of the identified discrepancies or deficiencies, coupled with verification of the corrections by the NCATT Director of Accreditation an *Initial Program Accreditation* will be awarded.



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CHANGES TO THE ACCREDITED PROGRAM

Changes to the *Accredited Program* during periods of accreditation:

-Changes requiring NCATT notification-

- It is the obligation of the educational entity's administrative officer who is responsible for the *NCATT Accredited Program* to notify the NCATT Director of Accreditation of any changes which might affect the accreditation eligibility requirements for *Program Accreditation*, including significant changes in:
 1. Program Title
 2. Faculty
 3. Curriculum Objectives
 4. Curriculum Content
 5. Program Administration
 6. Instructional Facilities
 7. Equipment and Materials
 8. Institutional or Organization Commitment to the Program

-Changes that will, or may cause termination of NCATT Program Accreditation-

- If an *NCATT Accredited Program* is terminated by its sponsoring educational entity, *NCATT's Accreditation* is automatically terminated at the same time.
- If after *NCATT Accreditation* has been granted a *Program* deviates from the details in its *Application for Accreditation*, or modifies any element upon which accreditation is based, without NCATT approval, the NCATT Director of Accreditation has the right to withdraw accreditation and make public his or her decision. The sponsoring educational entity has the right of appeal. The appeal process is the same as for an appeal of the refusal to grant accreditation.



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AIRCRAFT ELECTRONICS TECHNICIAN (AET) PROGRAM ACCREDITATION

“NCATT AET Accredited Programs” are also referred to, and identified herein as an “Accredited Program”; “Program”; and “NCATT Accredited Training Provider”. “Sponsoring Educational Entities” also identified herein as educational institutions, entities and entity.

The following information provides specific NCATT accreditation processes that **must** be used to receive NCATT accreditation for *Aircraft Electronics / Avionics Programs* that are designed to provide entry-level Aircraft Electronics Technician (AET) training and education.

Methods of Accreditation:

- 1) **Method 1:** provides the steps that **must** be followed by educational institutions that *are* currently accredited, or approved, by a recognized accrediting, or approving, agency. Based upon the national standing or national recognition of the accrediting or approving body these accredited, or approved, educational institutions *may* conditionally require a scheduled site-visit by NCATT representatives prior to “Initial” accreditation. Site-visit requirements for these *Programs* will be determined by the NCATT Director of Accreditation.
- 2) **Method 2:** provides the steps that **must** be used by educational institutions that *are not* currently accredited, or approved, by a nationally recognized accrediting, or approving, agency. For these educational institutions a scheduled site-visit from NCATT *will be* required prior to “Initial” program accreditation.

Note: Educational institution accreditation, or approval by a national, regional or other accrediting or approving body, is not required for NCATT Program Accreditation.

Program Self-Evaluation

The *Program Self-Evaluation*, which is part of the *Application for Program Accreditation*, provides the educational institution a tool through which it can evaluate its curriculum against the requirements for subject content and teaching levels of the Standard. The educational institution **must** perform this *Program Self-Evaluation*. The educational institution **must** find that its curriculum addresses and meets, or exceeds the *requirements* identified by the *Program Self-Evaluation*.



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METHOD 1

Method 1 provides instruction and guidance for *Sponsoring Educational Entities* that **are accredited** by a regional, national, professional or specialized accrediting agency, which is recognized by the U.S. Secretary of Education, the Council for Higher Education (CHEA), or by the Council on Postsecondary Accreditation (COPA)/Commission on Recognition of Postsecondary Accreditation (COPA).

Programs that are being submitted by these *Sponsoring Educational Entities* **may not** be required to participate in a scheduled site-visit. Site-visit requirements for these *Programs* will be determined by the NCATT Director of Accreditation.

U.S. military *Programs* will be accredited **through** appropriate military organizations, i.e. Community College of the Air Force (CCAF) or the Center for Naval Aviation Technical Training (CNATT).

If an educational institution should lose its regional, national, professional or specialized accreditation the NCATT Director of Accreditation ***may*** require the institution to participate in a NCATT site-visit for continued *NCATT Program Accreditation*.

The NCATT Director of Accreditation will make at least one scheduled site-visit during each period of *Program Accreditation*.

For a *Candidate Program* to receive *NCATT Program Accreditation* the sponsoring educational entity **must** demonstrate that its current or newly developed *Program* will, at the time of *NCATT Program Accreditation*, provide its graduates with the knowledge and skills required to function as an **entry-level Aircraft Electronics Technician (AET)**. An educational entity can demonstrate that its specific *Program* meets this objective by following the instructions in this *NCATT Program Accreditation Processes Manual*.



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Method 1—Steps in the Accreditation Process

1. A complete on-line application for accreditation **must** be submitted to the NCATT Director of Accreditation.
2. The NCATT Director of Accreditation will evaluate all applications for accreditation.
 - An application **must** include a complete *Program Self-Evaluation* to determine if any discrepancies or deficiencies exist in a *Program's* curriculum, facilities, equipment, faculty or other area upon which accreditation approval may be based.
 - The educational entity performing the *Program Self-Evaluation* **must** use NCATT on-line interactive forms.
 - The complete *Program Self-Evaluation Package* along with the application **must** be submitted electronically. One copy of the relevant sections of the electronics / avionics curriculum, that is to be used, must be included for evaluation. A detailed description of the equipment and facilities that will be used and all relevant faculty information **must** also be submitted with the *Program Self-Evaluation Package*.
3. Upon verification that the educational entity's *Program* meets the eligibility requirements for *NCATT Program Accreditation* the NCATT Director of Accreditation will notify the educational entity of the finding.
4. The *Initial Program Accreditation* will be effective for 2 years.
5. Re-accreditation will be required, with a new *Self-Evaluation* and NCATT review, each 5 years.
6. The NCATT Director of Accreditation will notify the educational entity, of any deficiencies found in the educational entity's application for accreditation. The educational entity has the right of appeal.



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METHOD 2

Method 2 provides instruction and guidance for *Sponsoring Educational Entities* that **are not accredited** or approved by a regional, national, professional or specialized accrediting agency that is recognized by the U.S. Secretary of Education, the Council for Higher Education (CHEA), or by the Council on Postsecondary Accreditation (COPA)/Commission on Recognition of Postsecondary Accreditation (COPA).

Programs that are being submitted by these *Sponsoring Educational Entities* **will be required** (in addition to all other requirements) to participate in a scheduled site-visit.

The site-visit will be conducted by the NCATT Director of Accreditation and any additional site-visit team members as the Director deems necessary to perform a valid site-visit for accreditation. Additionally the NCATT Director of Accreditation, or representative, will make at least one scheduled site-visit during each period of *Program Accreditation*. All applicants seeking an *NCATT Program Accreditation* **must** submit a **complete** NCATT on-line *Program Accreditation Application*.

For a *Candidate Program* to receive *NCATT Program Accreditation* the sponsoring educational entity **must** demonstrate that its current or newly developed *Program* will, at the time of *NCATT Program Accreditation*, provide its graduates with the knowledge and skills required to function as an **entry-level Aircraft Electronics Technician (AET)**. An educational entity can demonstrate that its *specific Program* meets this objective by following the instructions in this *NCATT Program Accreditation Processes Manual*.



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Method 2—Steps in the Accreditation Process

1. A complete on-line application for accreditation **must** be submitted to the NCATT Director of Accreditation.
2. The NCATT Director of Accreditation will evaluate all applications for accreditation.
 - An application **must** include a complete *Program Self-Evaluation* to determine if any discrepancies or deficiencies exist in a *Program's* curriculum, facilities, equipment, faculty or other area upon which accreditation approval may be based.
 - The educational entity performing the *Program Self-Evaluation* **must** use NCATT on-line interactive forms.
 - The complete *Program Self-Evaluation Package* **must** be submitted electronically. One copy of the relevant sections of the electronics / avionics curriculum that is to be used **must** be included for evaluation. A detailed description of the equipment and facilities that will be used and all relevant faculty information **must** also be submitted with the *Program Self-Evaluation Package*.
3. Upon verification that the educational entity's *Program*, meets the *Preliminary Eligibility* requirements for *NCATT AET Program Accreditation*, the Director of Accreditation will notify the educational entity of the finding, and schedule a site-visit. A site-visit will not be scheduled until the preliminary eligibility for accreditation is determined.
4. Upon the completion of a successful site-visit the educational entity will receive an *Initial NCATT Program Accreditation* that will be effective for 2 years.
5. Re-accreditation will be required, with a new institution self-evaluation and NCATT review, each 5 years.
6. The NCATT Director of Accreditation will notify the educational entity, of any deficiencies found in their application for accreditation. The educational entity has the right of appeal.