

**Exhibit C-2**

**Accredited Training Sponsor Audit Checklist**



ATS Name: \_\_\_\_\_

Auditor will complete the following and submit to NCCER for review. The Audit Program Manager will contact the Sponsor Representative to resolve any non-conformances.

<b>Written Policy</b>	<b>Yes</b>	<b>No</b>
Does the ATS have a written policy regarding NCCER training?		
<b>If Yes, does the written policy include a policy for:</b>		
Evaluating all training sites and facilities (TU/ATU/AETF)		
Evaluating Instructors		
Evaluating Performance Evaluators		
Retesting		
Security of all test and trainee records		
Prohibiting the use, possession, concealment, or sale of drugs, controlled substances, alcohol, and firearms		

<b>Where does the organization display NCCER's logo?</b>	<b>Yes</b>	<b>No</b>
Company's Website		
Advertisements (Please include a sample if Yes)		
Brochures (Please include a sample if Yes)		
Other _____		

<b>How are module tests and trainee records kept? (Check any that apply)</b>	<b>Yes</b>	<b>No</b>
Electronically, using a secure server		
Locked file cabinet		
NCCER Testing System (module exams only)		

<b>Training Facilities &amp; Equipment</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is there adequate space and layout to carry out instruction and training with the required training equipment for realistic methods and procedures? (Provide photos if initial audit)			
Is there adequate supply of materials, tools and equipment to carry out performance profiles?			

<b>Curriculum</b>	<b>Yes</b>	<b>No</b>
Books available for inspection (if applicable)		
Using NCCERConnect or Vital Source		