

# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## Standard 1—Purpose

The welding technology training program shall have clearly stated program goals related to the needs of the students and employers served.

### 1.1 Program Goals

- A. The welding technology program has clearly stated goals. Yes No

#### Reference Materials in support of subclause 1.1:

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### 1.2 Level of Training and Employment Potential

- A. The institution surveys employers annually to determine the skills and knowledge required by prospective employees. Yes No
- B. The institution conducts an annual survey to determine the percentage of students who complete the welding program, who obtain employment in the welding industry, or who continue their welding technology education. Yes No

#### Reference Materials in support of subclause 1.2:

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### 1.3 Program Description/Goals

- A. Course catalogs, brochures and other program materials include:
1. Admission requirements for the welding program. Yes No
  2. Employment potential in welding and related fields. Yes No
  3. Areas of welding training offered. Yes No
  4. Cost of tuition and fees. Yes No

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5. Technical qualifications of the instructional staff. Yes No

6. Overall goals of the program. Yes No

B. Course catalogs, brochures and other program materials are available to individuals prior to enrollment (print, online, etc.). Yes No

## Reference Materials in support of subclause 1.3:

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## Standard 2—Administration

Program administration shall ensure that instructional activities support and promote the goals of the program.

### 2.1 Student Knowledge and Skills

A. The certification, certificate or diploma that a student receives upon program completion clearly specifies the area(s) of demonstrated achievement. Yes No

## Reference Materials in support of subclause 2.1:

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### 2.2 Quality Assurance (QA) Manual

A. The welding program has an up-to-date QA manual that identifies program personnel and their roles, as well as procedures for purchasing, material control, performance qualification testing, documentation and reporting. Yes No

## Reference Materials in support of subclause 2.2:

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## 2.3 Chain of Command

- A. The institution has an up-to-date organizational chart. Yes No
- B. The organizational chart clearly designates responsibilities for administration, instruction, and support services. Yes No

### Reference Materials in support of subclause 2.3:

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## 2.4 Administrative Support

- A. Provisions have been made for instructors to return to industry for planned in-service and update training on a regular basis. Yes No
- B. The program is supplied with adequate tools, equipment, and consumables to meet program goals and objectives. Yes No
- C. There is demonstrated administrative support for ongoing curriculum review and revision. Yes No
- D. Institution administration involves program faculty in preparation of the annual budget. Yes No
- E. The facilities are appropriate and adequate for the training offered. Yes No

### Reference Materials in support of subclause 2.4:

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## 2.5 Written Policies

- A. Written policies regarding student and institutional responsibilities have been approved by the administrative and/or policy board. Yes No
- B. Written policies regarding safety, liability, and lab/shop operation are prominently displayed in the lab/shop area. Yes No
- C. Written policies are provided to each student and instructor. Yes No

### Reference Materials in support of subclause 2.5:

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## 2.6 Advisory Committee

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. The welding program has an Advisory Committee consisting of at least five (5) members.   | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The Advisory Committee convenes a minimum of two (2) working meetings per year, with at least five (5) members in attendance, excluding school personal. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. As evidenced in committee meeting minutes, the Advisory Committee provides input on program improvements.  | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| D. The mix of committee members is representative of the range of industries in the community that involve welding.   | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 2.6:**

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## 2.7 Public/Community Relations

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. There is a public relations plan to provide the community with information regarding the welding training program, its graduates, its plans, and any services provided to the community. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 2.7:**

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## 2.8 Customer Projects

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. The institution accepts customer projects for instructional purposes.  | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The institution has a system for collecting, documenting, and disbursing customer project receipts.  | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Support personnel are responsible for collecting payment for customer projects, so that instructors do not become involved in the accounts receivable process. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 2.8:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## Standard 3—Learning Resources

Support material consistent with program goals and performance objectives shall be available to staff and students.

### 3.1 Multimedia

- A. The multimedia technology used in the training process is appropriate and up-to-date (software, DVDs, videos, etc.). Yes  No
- B. Multimedia materials for instructional purposes are readily available and used in the training process. Yes  No

#### Reference Materials in support of subclause 3.1:

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### 3.2 Instructional Development Services

- A. Equipment and supplies are available for instructor use to develop and duplicate materials and produce electronic slides (e.g. PowerPoint slides). Yes  No

#### Reference Materials in support of subclause 3.2:

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### 3.3 Periodicals

- A. General and technical welding periodicals are current and available for use by students and instructors. Yes  No

#### Reference Materials in support of subclause 3.3:

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## 3.4 Student Materials

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. Instructional texts, workbooks and pertinent materials based on program objectives are available for each student. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Texts and workbooks have copyright dates no more that five (5) years old.  | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Copyright permissions for copied materials have been obtained where appropriate.                                   | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Copies are of high quality.  | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 3.4:**

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**Standard 4—Finances**

Adequate funding shall be provided to meet program goals and performance objectives.

## 4.1 Program Training Cost

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. The per-student training fee for the program is adequate, based on the number of students enrolled in the program, and the annual program budget. (Consider expenses such as consumable supplies, instructor development, curriculum development, environmental and other program contract services, amortized capital equipment, etc.) | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 4.1:**

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## 4.2 Budget

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. The annual budget is adequate for effective program operations. | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 4.2:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## Standard 5—Student Services

Systematic skills assessment, interviews, counseling services, individual differences, placement, and follow-up procedures shall be used.

### 5.1 Basic Skills Assessment

- A. The program offers adequate pre-assessment to determine if students possess adequate mechanical and physical aptitude, as well as basic skills in reading, math, science, and communication arts. Yes  No
- B. An explanation of testing procedures, and how test results will be used, is included in the program explanatory materials, and is available to all interested parties. Yes  No
- C. There is written justification available for all basic skill requirements. Yes  No
- D. Support services are available for immediate use by instructors to provide for individual student needs. Yes  No

#### Reference Materials in support of subclause 5.1:

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### 5.2 Pre-Admission Counseling

- A. Prior to program admission, prospective students are counseled on careers in welding, as well as physical job requirements. Yes  No

#### Reference Materials in support of subclause 5.2:

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### 5.3 Student Records

- A. Student records are maintained in accordance with state and federal requirements. Yes  No

#### Reference Materials in support of subclause 5.3:

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

- A. The placement system used to assist students in obtaining employment in the welding industry upon graduation is adequate. Yes  No

## 5.4 Placement

**Reference Materials in support of subclause 5.4:**

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## 5.5 Annual Follow-Up

- A. A formal annual follow-up system is used to collect student employment data. Yes  No
- B. The annual follow-up system is used to obtain student assessment of the efficiency and effectiveness of their training, and to obtain feedback regarding additions and deletions to the program, curriculum, tools, and equipment. Yes  No
- C. The annual follow-up system used to obtain information from program graduates employed outside the welding industry indicates reasons for non-welding employment. Yes  No
- D. Information from annual follow-up procedures is used to modify the training program. Yes  No
- E. Student feedback and employment data are available to the program instructor(s) and to the Advisory Committee to determine the need to make additions and deletions to the curriculum, tools, and equipment for the welding program. Yes  No

**Reference Materials in support of subclause 5.5:**

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## 5.6 Legal Requirements

- A. The welding training program complies with applicable local, state, and federal requirements. Yes  No

**Reference Materials in support of subclause 5.6:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## Standard 6—Instruction

Instruction must be systematic and reflect program goals. A task list (key indicator list), and specific performance objectives with criterion-reference measures must be used.

### 6.1 Program Plan

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. There is a training plan for the welding program. | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The training is logically sequenced.              | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| C. The training plan is available to each student.   | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

#### Reference Materials in support of subclause 6.1:

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### 6.2 Student Training Plan

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. There is a training plan for each student with individual differences.   | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Each individual training plan indicates the student's training goals and the special steps needed to meet those goals. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Each student with individual differences is given a copy of their training plan.                                       | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

#### Reference Materials in support of subclause 6.2:

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### 6.3 Preparation Time

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. The instructor's schedule provides adequate time for planning. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

#### Reference Materials in support of subclause 6.3:

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## 6.4 Instructor/Student Ratio

- A. The instructor/student ratio and class contact hours allow time for interaction on a one-to-one basis. Yes No

**Reference Materials in support of subclause 6.4:**

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## 6.5 Curriculum

- A. Lesson plans include relevant theory as well as hands-on activities. Yes No
- B. Lesson plans contain objectives based on Key Indicators (tasks) from the SENSE curriculum guidelines for the level(s) being taught (Level I—Entry Welder, Level II—Advanced Welder, Level III—Expert Welder). Yes No

**Reference Materials in support of subclause 6.5:**

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## 6.6 Student Progress

- A. A progress chart or other record keeping tool is used to indicate performance of tasks required for successful unit/program completion. Yes No
- B. The progress chart shows the degree to which students have mastered required tasks. Yes No

**Reference Materials in support of subclause 6.6:**

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## 6.7 Performance Standards

- A. A required performance level is stated for each task. Yes No
- B. Performance standards are given to each student, and made available to potential employers upon request. Yes No

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- C. Students are required to demonstrate knowledge and skills by passing performance tests based on required performance levels. Yes  No

**Reference Materials in support of subclause 6.7:**

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### 6.8 Safety Standards

- A. Safety instruction is given prior to working in the lab/shop. Yes  No
- B. Students are required to pass a safety test prior to working in the lab/shop. Yes  No
- C. Safety training and tests are based on ANSI Z49.1, *Safety in Welding Cutting and Allied Processes*, as well as applicable federal and state regulations. Yes  No
- D. Compliance with safety procedures is stressed in the lab/shop. Yes  No

**Reference Materials in support of subclause 6.8:**

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### 6.9 Personal Characteristics

- A. The importance of maintaining good relations with fellow students and employees is emphasized during training. Yes  No
- B. Respect for fellow students' tools and other property is emphasized during training. Yes  No
- C. The importance of developing good customer relations is stressed during training. Yes  No
- D. Students are given guidelines for appropriate clothing similar to that found in industry. Yes  No

**Reference Materials in support of subclause 6.9:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## 6.10 Work Habits/Ethics

- A. The training program is designed to encourage appropriate work habits required on the job. Yes No
- B. Emphasis is placed upon ethical practices. Yes No

**Reference Materials in support of subclause 6.10:**

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## 6.11 Provisions for Individual Differences

- A. The structure of the training program accommodates students with different levels of cognitive and psychomotor ability. Yes No

**Reference Materials in support of sub-section 6.11:**

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## 6.12 Related Instruction

- A. Instruction in related mathematics, science, communication arts, and interpersonal relations is integrated into the training program. Yes No
- B. Qualified instructors are used for related instruction in math, science, communication arts and interpersonal relations. Yes No

**Reference Materials in support of subclause 6.12:**

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## 6.13 Testing

- A. Written tests are used to evaluate cognitive task performance. Yes No
- B. Performance tests are used to evaluate manipulative task performance. Yes No

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- |   |                                 |                                |
|---|---------------------------------|--------------------------------|
| C. Cognitive and manipulative tests are based on the appropriate levels of knowledge and performance as recommended in the corresponding SENSE standards and curriculum guidelines. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| D. Students are encouraged to take qualification tests that are specified in the corresponding level(s) of SENSE.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

**Reference Materials in support of subclause 6.13:**

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### 6.14 Evaluation of Instruction

- |   |                                 |                                |
|---|---------------------------------|--------------------------------|
| A. A systematic program evaluation is used to make decisions about program efficiency, effectiveness and content. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| B. Instructor input is used in the evaluation process.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| C. Regular instructor evaluation is part of the evaluation process.   | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| D. Input from current and past students is used in the evaluation process.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| E. Advisory Committee input is used in the evaluation process.  | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

**Reference Materials in support of subclause 6.14:**

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### 6.15 Articulation

- |  |                                 |                                |
|--|---------------------------------|--------------------------------|
| A. The institution has one or more written articulation agreements to facilitate continued study, and to avoid unnecessary duplication of instruction. | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
|--|---------------------------------|--------------------------------|

**Reference Materials in support of subclause 6.15:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## Standard 7—Equipment and Tools

Equipment and tools must be of the type and quality found in industry and must support the program goals and performance objectives.

### 7.1 Safety

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. Equipment and tools meet local, state and federal safety guidelines.               | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. All shields, guards, and other safety devices are in place, operational and used.  | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| C. All students, instructors, and visitors wear safety glasses in the lab/shop areas. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

#### Reference Materials in support of subclause 7.1:

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### 7.2 Quantity and Quality of Equipment and Tools

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. The quantity of tools and equipment is adequate for efficient and effective instruction. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The tools and equipment used in the program meet industry quality standards.             | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

#### Reference Materials in support of sub-section 7.2:

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### 7.3 Consumable Supplies

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. Sufficient consumable supplies are available to ensure continuous instruction. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Consumable supplies meet industry quality standards.                           | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

#### Reference Materials in support of subclause 7.3:

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## 7.4 Maintenance

- A. A preventive maintenance schedule is used to minimize equipment downtime. Yes  No

**Reference Materials in support of subclause 7.4:**

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## 7.5 Replacement

- A. An annual inspection and review process, including the use of student follow-up information and Advisory Committee input, is used to maintain up-to-date tools and equipment at industry and safety standards. Yes  No

**Reference Materials in support of subclause 7.5:**

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## 7.6 Inventory

- A. An inventory system is used to account for tools, equipment, supplies and consumables. Yes  No

**Reference Materials in support of subclause 7.6:**

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## 7.7 Purchasing

- A. A systematic purchasing system, with numbered purchase orders, is used to order materials for the welding technology program. Yes  No

**Reference Materials in support of subclause 7.7:**

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- A. Hand tools for student use during lab/shop instruction are comparable to the tools required for employment. Yes No
- B. During the period of instruction, students are encouraged to purchase a hand tool kit appropriate to the area(s) in which they are being trained. Yes No

## Reference Materials in support of subclause 7.8:

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## Standard 8—Facilities

The physical facilities shall be adequate to permit achievement of the program goals and performance objectives.

### 8.1 Welding Booths/Training Stations

- A. Adequate booth space is available for the performance of tasks outlined in the program goals and performance objectives. Yes No
- B. Adequate lab/shop space is available for the performance of tasks outlined in the program goals and performance objectives. Yes No

## Reference Materials in support of subclause 8.1:

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### 8.2 Safety

- A. Hazardous areas are identified with proper signage. Yes No
- B. Fire extinguishers have current inspection tags attached, and meet fire codes for different types of fires. Yes No
- C. An electrical disconnect systems is readily available, or there is a posted procedure for shutting down all outlets in case of an emergency. Yes No
- D. Lighting is adequate for the safe performance of tasks. Yes No
- E. The facility has an emergency plan in place and posted in a prominent area. Yes No

## Reference Materials in support of subclause 8.2:

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## 8.3 Maintenance

- A. A written facilities maintenance program is used to ensure that facilities are suitable for instruction. Yes No

**Reference Materials in support of subclause 8.3:**

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## 8.4 Housekeeping

- A. The classroom and lab/shop are kept clean and orderly. Yes No
- B. Storage areas are kept clean and orderly. Yes No

**Reference Materials in support of subclause 8.4:**

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## 8.5 Office Space

- A. An area separate from the classroom and lab/shop is available to instructor(s) for use as an office. Yes No

**Reference Materials in support of sub-section 8.5:**

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## 8.6 Instruction Area

- A. An area convenient to, but separate from, the lab/shop area is available for theory instruction and other non-lab/shop activities. Yes No

**Reference Materials in support of subclause 8.6:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## 8.7 Storage

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. The storage area for tools is adequate to support the activities outlined in the program goals and performance objectives.                    | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The storage area for consumables and supplies is adequate to support the activities outlined in the program goals and performance objectives. | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| C. The storage area for materials is adequate to support the activities outlined in the program goals and performance objectives.                | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Security for storage areas is sufficient to prevent pilferage and vandalism.  | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 8.7:**

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## 8.8 Support Facilities

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. The area provided for clean-up after lab/shop activities is conveniently located. | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The restrooms for both male and female students are conveniently located.         | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 8.8:**

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## 8.9 Ventilation

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. An exhaust fume removal system is in place, meets industry requirements, removes fumes from the source, and is operable. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The heating and cooling system provides sufficient comfort for learning.   | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 8.9:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## 8.10 First Aid

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. A written policy on administering first aid, including first aid procedures, is approved by institution administration and available. | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| B. The eyewash station is conveniently located and clearly identified.   | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |
| C. The first aid kit is equipped with basic, up-to-date first aid supplies, and clearly identified.                                      | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 8.10:**

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## 8.11 Facility Evaluation

- |  |                          |                          |
|--|--------------------------|--------------------------|
| A. The Advisory Committee conducts an annual evaluation of the facilities to ensure they are adequate to meet program needs. | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 8.11:**

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**Standard 9—Instructional Staff**

The instructional staff shall have technical ability and meet state and local requirements for certification.

## 9.1 Technical Ability

- |   |                          |                          |
|---|--------------------------|--------------------------|
| A. At least one (1) welding instructor holds a current AWS Certified Welding Educator (CWE) certification, or shows proof of working toward an AWS CWE. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

**Reference Materials in support of subclause 9.1:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## 9.2 Instructional Ability

- A. All program instructors meet applicable state certifying requirements. Yes No

**Reference Materials in support of subclause 9.2:**

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## 9.3 Technical Updating

- A. Welding technology trade publications, industry update information, and other materials needed to maintain technical knowledge and skills are available for instructional staff. Yes No
- B. Instructors attain a minimum of twenty (20) hours per year of related technical and/or professional development training. Yes No

**Reference Materials in support of subclause 9.3:**

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## 9.4 Substitute Teaching

- A. A systematic method for obtaining "substitute" or "supply" instructors is used. Yes No
- B. An orientation session for substitutes is held on a regular basis. Yes No
- C. Substitutes competent in welding technology are used to fill in for regular instructional staff. Yes No

**Reference Materials in support of subclause 9.4:**

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# WELDING TECHNOLOGY PROGRAM SELF-AUDIT FORM

## Standard 10—Cooperative/Internship Agreements

Written policies and procedures shall be used for cooperative/internship and apprenticeship training programs, where applicable. (This applies only to programs that offer cooperative/internship and/or apprenticeship training.)

### 10.1 Performance Requirements

- A. A student training plan and performance requirements have been agreed to by the welding technology instructor, educational institution administrator, and the co-op/intern sponsor. Yes  No

#### Reference Materials in support of subclause 10.1:

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### 10.2 Agreements

- A. All agreements between the institution and the work location are in writing. Yes  No

#### Reference Materials in support of subclause 10.2:

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### 10.3 Supervision

- A. The welding technology instructor (or supervising coordinator) is given adequate time and resources to coordinate and monitor the welding technology program. Yes  No

#### Reference Materials in support of subclause 10.3:

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