



2005-2006 Curriculum Certification

PROGRAM DESCRIPTION

American Design Drafting Association
105 East Main Street
Newbern, Tennessee 38059



CURRICULUM CERTIFICATION PROGRAM

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ADD A CURRICULUM CERTIFICATION PROGRAM

SECTION - I. GENERAL

A. PURPOSE OF CURRICULUM CERTIFICATION

The purpose of Curriculum Certification is to give recognition (Certification) to schools whose curriculum in design/drafting meets the standards established and approved by the American Design Drafting Association (ADDA).

The program also provides a means of encouraging schools to develop and upgrade design/drafting curriculum in order to better prepare students to meet job requirements.

The ADDA's Curriculum Certification process is open to individual schools and was developed as a minimum baseline, which was established across the various institutions and disciplines, covering information that industry requires drafting and design personnel to comprehend to enter the drafting and design profession

The ADDA has customized and advanced level curriculum certification available. The ADDA will work with individual state departments of education personnel and private school systems to obtain advanced levels of certification or standardized curriculum.

B. REQUEST FOR CURRICULUM CERTIFICATION

A request for certification is implemented by a school official requesting, by application, the curriculum be evaluated by the ADDA Curriculum Certification Committee.

This evaluation is accomplished by examination of the school's curriculum; interviewing faculty and graduates; by extensive interviews of references, advisory committee members, and local industries; by examination of data from catalogs, texts, courses submitted and other school publications; submission of classroom and lab layout drawing, institutional photographs and by physical plant inspection, if required.

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - I. GENERAL

C. ELIGIBILITY FOR CERTIFICATION

The reliability of the following criteria depends upon establishing and adhering to an equitable procedure of evaluation.

1. General Requirements

A school which offers an organized curriculum of two or more years directed toward the preparation for employment of the designer and drafter may make application for Certification. Certification may be requested when the curriculum has been in operation a minimum of two years.

2. Types of Schools Eligible

The types of schools eligible for Certification are those offering courses leading to a diploma, certificate, or degree in design/drafting. These are:

- (a) Colleges and universities, including branches or divisions
- (b) Technical institutes, including private, public, or endowed;
- (c) Junior or Community colleges
- (d) Trade schools, including private, public, or endowed
- (e) Post-secondary schools or vocational-technical schools.
- (f) High schools and vocational high schools;
- (g) Vocational and training schools which supplement academic programs.

3. Ethical and Financial Status

The school must have a reputation for being fair and factual in all its dealings with students and the public, and maintain a high standard of ethics in all operations. The school shall give evidence of having adequate financial support for normal operation.

4. Physical Plant

Note: The ADDA requires that there be one student space (minimum) that meets the requirements of the Americans with Disabilities Act or have available a space that can be quickly converted to allow accessibility. Keeping in-mind the classroom must be arranged for physically challenged individuals to access printers, plotters, and other classroom equipment.

Floor Space: Space should be adequate space to accommodate the processes described in the curriculum certification package submitted. ADDA requires a drawing of the classroom and lab indicating the location of all furniture and equipment be submitted with this certification package..

Classroom: approximately 22 sq. ft. per student;

Manual board drawing room: approximately 75 sq. ft. per student

To accommodate all students, avoid the use of labs and drawing rooms by more than one class at the same time.

ADDA requires upon submission of materials, drawings and photographs indicating the physical size, shape, and dimensions of the lab and classroom areas.

ADDA CURRICULUM CERTIFICATION PROGRAM

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Equipment: Equipment in drawing labs should be equivalent to the minimum acceptable equipment used in industry, and should be supplied in sufficient quantity to permit usage by all students without “doubling up.” All equipment should be in good condition and provisions should be made for adequate storage. Laboratory and shop equipment should be adequate for student use and for demonstration.

ADDA requires upon submission of materials, photographs indicating the equipment & placement within the classroom and lab areas.

Lighting: All classrooms and laboratories should be lit with a minimum of 100-foot candles. This may be accomplished by the use of overhead lighting or task lighting used at individual workstations.

Housekeeping: Work areas should be neat and clean. Premises should be cleaned daily. The students should be instructed and supervised in the proper care and usage of equipment and premises

5. Types of Curriculum Certified

The curriculum may be certified for different levels and offered in any one of the various design/drafting fields, supported by specified related or background studies. The drafting courses shall be technological in nature, with emphasis placed on the graphical rather than analytical solutions of problems. (See Section II.B for ADDA Levels of Curriculum.)

This package covers specific information concerning the General or Basic Drafter Certification

Programs may be certified in several discipline fields.

Each discipline field certified requires an additional fee, and the submission of a certification package related to the discipline being certified.

Discounts may apply for schools certifying two or more programs or disciplines. Contact the Corporate office for additional details and requirements.

6. Length of Curriculum

The curriculum shall be at least two academic years of full time residence work or equivalent in part-time or extension work. (See Section II-B for ADDA Levels of Curriculum.) for credit/clock hour requirements.

7. Faculty Qualification

A desire to teach is an essential characteristic, but both the educational level of the faculty and their industrial or related experiences are additionally important. They should be experienced and competent, and should have proven ability in the subjects they teach.

Participation of faculty members in professional societies related to their field is a desirable practice. The ratio of instructors to students, as well as faculty teaching loads, should be such that quality instruction is enhanced.

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - I. GENERAL

8. Industry Advisory Committee

ADDA requires that schools have or establish an Advisory Committee composed of three or more representatives from local industries. The committee shall assist the school in the promulgation of their design or drafting curriculum, and act as a continuing liaison between the educational institution and industry

The Advisory Committees may be of multi-discipline but, must support the program certified. Schools which obtain curriculum certification in two or more disciplines must have no less than three advisors per program serving on the advisory committee.

<i>Example:</i>	Architectural Program (any level)	3 each
	Mechanical Program (any level)	3 each
	Civil Program (any level)	<u>3 each</u>
	Total Members on Advisory Committee	9

It shall be the responsibility of the school to report to ADDA the names of all members of the advisory committee, with their addresses, business connections, titles, and contact information.

The committee should meet periodically (ADDA recommends twice yearly) at the school for observation, discussion, and advice. A written report from the Advisory Committee (meeting minutes) are to be attached to the submission of the school's Annual Certification Renewal Form.

The renewal information is found in "Section III – Item G", which contains the general condition of renewing the design/drafting curriculum, school facilities, faculty performance, and recommendations.

This yearly reports are required and has paramount importance in maintaining Curriculum Certification. ***Any school that has been previously certified with the American Design Drafting Curriculum Certification Program and did not renew within the prescribed timeframe, will incur a reinstatement and administrative fee for a period of three (3) years from the date of cancellation.***

END OF SECTION I

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

A. BASIS FOR EVALUATION

It is intended that the basis for evaluating curriculum be sufficiently broad and liberal in scope to permit evaluators to work within reasonable limits in determining value of curriculum and eligibility for Certification.

Since there is considerable diversity in design/drafting courses and variations of the many types of schools that offer them, it is necessary to set certain minimum requirements.

Some schools may offer more academic and advanced training programs. Some schools may teach at a higher level and offer additional courses that would increase the ability of the study. ADDA will classify these in multi-levels within the Certification Classification. *i.e., Classification I, Classification IA, Classification II, Classification IIA, Classification III, Classification IIIA, etc.*

1. Statement of Purpose

For each curriculum, the school shall prepare a definitive statement mentioning the types and levels of employment open to graduates of that curriculum. The extent to which the curriculum enables the student to handle the type and level of employment claimed shall serve as one basis for Certification.

2. Attainment of Employment

One indication of the quality and content of any curriculum may be found by examining the following factors:

- (a) The percentage of graduates placed in jobs for which they have received training;
- (b) The job level attained by graduates after a five-year period of employment.
- (c) The length of continuous employment;
- (d) Passing of the ADDA Drafter Certification Exam.

Each application for Certification shall include an employment report indicating the type and level of employment obtained by graduates and the names and addresses of firms employing the graduates

The examining committee is instructed to recognize that complete records of graduates five years after graduation may be very difficult to obtain; however, the school should make this record as complete as possible. A record of continuing education will be accepted in lieu of employment record.

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

3. Curriculum Analysis

a. Drafter - Community College or Vocational –Technical School

In view of the diversity of methods for evaluating credit, the following method shall be utilized as a basis for equitable evaluation and comparison.

Assuming that two hours of preparation or outside problem work by the student is required for each hour of lecture or recitation, the total work load may be gauged by the following formula

$$3T + L = C,$$

where “T” is theory or recitation contact hours, “L” is lab contact hours (includes work on board and/or CAD in drafting room), and “C” is curriculum work load.

The application of the above formula cannot alone serve as a basis for conclusion, but it does produce a figure below which special consideration should be given with respect to quantity of content and academic level of courses included in the curriculum.

b. Apprentice Drafter - Post-Secondary School or Vocational-Technical School

The evaluation for this program will be based on the training institute's ability to insure the student is provided with instruction that covers subjects listed in the “ADDA Test Objectives.”

A recommended guide for instruction is to use the customary one-hour of lecture for each two hours of lab time.

c. Vocational Technical /Training Schools which Supplement Academic Programs

The evaluation for this program will be based on the training institute’s ability to provide the technical instruction recommended at the Drafter and Apprentice Drafter levels.

Specifically, at the Drafter level for programs working with Community Colleges or Vo-Tech Schools, a minimum of 900 clock hours of instruction in Technical Drawing should be provided.

At the Apprentice Drafter level for programs working with Post-Secondary or Vo-Tech Schools, a minimum of 800 clock hours of instruction in Technical Drawing should be provided.

At the Apprentice Drafter level for programs working with High Schools or Vocational High Schools, a minimum of 600 hours (50% theory, 50% lab) of instruction in the Disciplines of Drafting and Design and Drafting Production Techniques should be provided.

These recommendations are outlined in the ADDA Levels of Curriculum section.

d. Academic Level

The academic level of approved curriculum shall include 2, 3, and 4-year curriculum.

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

B. ADDA CLASSIFICATIONS OF CURRICULUM

It is recognized that instruction and training in the field of drafting and/or design can be given in various degrees and levels of accomplishment. The following outline indicates the specifications applying to the levels of curriculum, ranging from secondary schooling to a university degree. It is not intended herein that the terms limit or establish industry classifications or identifications having similar designations.

ENGINEERING DESIGNER – ARCHITECTURAL DESIGNER LEVEL

CLASSIFICATION IX - X Engineering Designer ENGINEERING DESIGNER - Baccalaureate Degree University

The four-year Degree must meet all the requirements defined below, in addition to those shown in the Technical College or Institute outline for Design Drafter.

<u>Credits</u>	<u>Subjects</u>
6 - 12	ADVANCED DESIGN COURSES (Advanced Machine Design, Dynamics, Fluid Mechanics, Kinematics, Special Departmental Design Project Courses)
3 - 12	MANAGEMENT DEVELOPMENT COURSES (Principles of Supervision, Industrial Organization, Management, Office Administration)
3 - 12	DESIGN GRAPHICS COURSES (Computer Graphics, Pipe Drafting, Structural Drafting, Highway Drafting, Civil Drafting)

CLASSIFICATION IX -X Architectural Designer ARCHITECTURAL DESIGNER - Baccalaureate Degree University

The four-year Degree must meet all the requirements defined below, in addition to those shown in the Technical College or Institute outline for Design Drafter.

<u>Credits</u>	<u>Subjects</u>
6 - 12	ADVANCED DESIGN COURSES (Advanced Architectural Design, Strength of Materials, Architectural History)
3 - 12	MANAGEMENT DEVELOPMENT COURSES (Principles of Supervision, Industrial Organization, Management, Office Administration)
3 - 12	DESIGN GRAPHICS COURSES (Computer Graphics, Pipe Drafting, Structural Drafting, Highway Drafting, Civil Drafting)

Other courses and electives to complete 120-140 Semester Credits are recommended (120 credits minimum).

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

CLASSIFICATION IX -X Civil Designer

CIVIL ENGINEERING DESIGNER - Baccalaureate Degree University

The four-year Degree must meet all the requirements defined below, in addition to those shown in the Technical College or Institute outline for Design Drafter.

<u>Credits</u>	<u>Subjects</u>
6 - 12	ADVANCED DESIGN COURSES (Advanced Civil Design, Hydrology, Concrete Design, Strength of Materials, Structural Design, Survey Principles, etc)
3 - 12	MANAGEMENT DEVELOPMENT COURSES (Principles of Supervision, Industrial Organization, Management, Office Administration)
3 - 12	DESIGN GRAPHICS COURSES (Computer Graphics, Pipe Drafting, Structural Drafting, Highway Drafting, GIS Data Collection)

Other courses and electives to complete 120-140 Semester Credits are recommended (120 credits minimum).

CLASSIFICATION IX -X OTHER

DESIGNER - Baccalaureate Degree University

The American Design Drafting Association has available additional discipline fields that can be receive curriculum certification through this organization. These disciplines are, but are not limited to:, architectural, civil, mechanical, electrical, piping, survey, electronic, etc.

Contact the Corporate Offices for additional information and details. Please refer to Section I-C for additional information and eligibility

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

DESIGN DRAFTER LEVEL

CLASSIFICATION VII - VIII

DESIGN DRAFTER – Technical College or Institute

This certification classification shall be listed as the classification number followed by the discipline of the training, i.e., CLASS VII – Civil Design Drafter, CLASS VII – Mechanical Design Drafter, CLASS VIII – Architectural Design Drafter.

Four or more semesters, 60-70 Semester Credits are recommended (60 credits minimum)

Credits	Subjects
10 - 15	TECHNICAL DRAWING (Basic, Machine Architectural, Electrical, Mapping, Piping, Structural, Technical Illustration, Technical/Sketching, Tool Detailing, Jig & Fixture, and Advanced Descriptive Geometry) <i>Certifications are based on each program or discipline. Core, Machine, Mechanical, Architectural and Civil Disciplines, etc. are considered different programs and require individual program certification.</i>
2 - 4	DESCRIPTIVE GEOMETRY
4 - 8	PHYSICAL SCIENCES (Physics*, Chemistry)
6 - 12	MATH - COLLEGE LEVEL (Algebra*, Trigonometry*, Analytic Geometry)
6 - 10	STATICS, STRENGTH OF MATERIALS, PROPERTIES OF MATERIALS
4 - 8	MANUFACTURING PROCESSES (Machine Shop, Welding, Foundry)
3 - 9	COMMUNICATIONS (English Composition*, Report Writing, Speech)
5 - 15	RELATED SPECIALTY COURSES (Electricity*, Survey, Business Machines, Elementary Machines Design, Computer Aided Drafting, Hydraulics, Economics, Accounting, Numerical Control)
0 - 3	INSTITUTIONAL ELECTIVES (subject matter to satisfy special institutional requirement, e.g., History, Government, P.E.)

**Specifically recommended*

CLASSIFICATION VII – VIII OTHER

DESIGN DRAFTER – Technical College or Institute

The American Design Drafting Association has available additional discipline fields that can be receive curriculum certification through this organization. These disciplines are, but are not limited to: architectural, civil, mechanical, electrical, piping, survey, electronic, etc.

Contact the Corporate Offices for additional information and details. Please refer to Section I-C for additional information and eligibility

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

DRAFTER LEVEL

CLASSIFICATION V - VI

**DRAFTER - Community College or Vocational Technical School
(excludes Apprentice Drafter)**

This certification classification shall be listed as the classification number followed by the discipline of the training, i.e., CLASS V – Civil Drafter, CLASS VI – Mechanical Drafter, CLASS VI – Architectural Drafter.

50-60 Semester Credits recommended (50 credits minimum - 1340 clock hours minimum)

Clock Hours	Credits	Subjects
900-1200	15 - 20	TECHNICAL DRAWING (Basic, Machine, Architectural, Electrical, Electro-mechanical, Mapping, Piping, Structural, Technical Illustration, Technical/Sketching, Tool Detailing, Jig & Fixture, Advanced Descriptive Geometry, Geometric Dimensioning & Tolerancing and CAD)

Certifications are based on each program or discipline. Core, Machine, Mechanical, Architectural and Civil Disciplines, etc. are considered different programs and require individual program certification.

40- 80	2 - 4	DESCRIPTIVE GEOMETRY
80-160	4 - 8	BASIC SCIENCES (Applied Physics, Mechanics, Chemistry)
80-160	4 - 8	MATH - COLLEGE LEVEL (Algebra*, Trigonometry*)
40-120	2 - 6	MANUFACTURING PROCESSES (Machine Shop*, Metal Shop, Foundry, Welding)
40-120	2 - 6	PROPERTIES OF MATERIALS
60-120	3 - 6	COMMUNICATIONS (English Composition, Business English, Report Writing)
100-200	5 - 10	RELATED SPECIALTY COURSES (Custom Menus, Plane & Solid Geometry, Computer Programming)

*Specifically recommended

CLASSIFICATION V – VI - OTHER

**DRAFTER - Community College or Vocational Technical School
(excludes Apprentice Drafter)**

The American Design Drafting Association has available additional discipline fields that can be receive curriculum certification through this organization. These disciplines are, but are not limited to:, architectural, civil, mechanical, electrical, piping, survey, electronic, etc.

Contact the Corporate Offices for additional information and details. Please refer to Section I-C for additional information and eligibility

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

APPRENTICE DRAFTER LEVEL

Vocational and Training Schools which Supplement Academic Programs

When a vocational or training school is used in conjunction with an academic program to provide instruction and training in the field of drafting and/or design, it is recognized that the Vocational/Training School will provide the required 900-1200 clock hours of instruction and the student will receive the remainder of their course work at the academic institution.

CLASSIFICATION III - IV

APPRENTICE DRAFTER - Post-Secondary School or Vocational Technical School

This certification classification shall be listed as the classification number followed by the discipline of the training, i.e., CLASS III – Civil Apprentice Drafter, CLASS IV – Mechanical Apprentice Drafter, CLASS III – Architectural Apprentice Drafter.

Clock Hours	Credits	Subjects
800-1000	15-20	TECHNICAL DRAWING (Core, Machine, Architectural, Electrical, Electro-mechanical, Mapping, Piping, Structural, Technical Illustration, Technical/Sketching, Tool Detailing, Jig and Fixture), Advanced Descriptive Geometry, Geometric Dimensioning and Tolerancing and CAD

Certifications are based on each program or discipline. Core, Machine, Mechanical, Architectural and Civil Disciplines, etc. are considered different programs and require individual program certification.

It is recommended that a minimum of 400 clock hours in the core curriculum be required. The student's total curriculum should provide the opportunity to obtain the knowledge and skills required to successfully pass the ADDA Drafter Certification test.

CLASSIFICATION III – IV - OTHER

APPRENTICE DRAFTER - Post-Secondary School or Vocational Technical School

The American Design Drafting Association has available additional discipline fields that can be receive curriculum certification through this organization. These disciplines are, but are not limited to:, architectural, civil, mechanical, electrical, piping, survey, electronic, etc.

Contact the Corporate Offices for additional information and details. Please refer to Section I-C for additional information and eligibility

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

APPRENTICE DRAFTER LEVEL

CLASSIFICATION I - II

APPRENTICE DRAFTER - High School or Vocational High School Level

To qualify for certification at the high school/vocational high school level, the drafting program must include the following subjects:

English - 4 years

Math - 3 years minimum

(i.e., Algebra, Geometry, Trigonometry)

Science - 3 years

(i.e., Biology, Chemistry, Physics)

Disciplines of Drafting and Design:

A. Architectural: Residential, Commercial, Structural Steel, Design/Drafting Techniques

B. Civil: Basic civil design/drafting principles (i.e., site plans)

C. Mechanical: Basic mechanical design/drafting principles and techniques

D. Electro/Mechanical: Basic electro/mechanical design/drafting principles and techniques.

Certifications are based on each program or discipline. Core, Machine, Mechanical, Architectural and Civil Disciplines, etc. are considered different programs and require individual program certification.

CLASSIFICATION I – II - OTHER

APPRENTICE DRAFTER – High School or Vocational High School

The American Design Drafting Association has available additional discipline fields that can be receive curriculum certification through this organization. These disciplines are, but are not limited to:, architectural, civil, mechanical, electrical, piping, survey, electronic, etc.

Contact the Corporate Offices for additional information and details. Please refer to Section I-C for additional information and eligibility

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

Drafting Production Techniques

The drafting program course of study must be at least two years in length (usually Grades 11 and 12) with class contact of 150 hours per semester (300 hours per school year).

Program evaluation will be based on the formula 50% theory/50% lab.

When a vocational or training school is used to provide training and instruction in drafting or design in conjunction with the academic institution, it is recognized that the student will receive instruction in the Disciplines of Drafting and Design and Drafting Production Techniques at the vocational/training school.

C. SUBJECTS

1. Drawing Courses

For ENGINEERING DESIGNER or DESIGN DRAFTER, the curriculum must be equally complete in the theory and technique of drafting, but must also extend into the field of engineering and design with which they are associated. They must encompass the ability to make use of graphic principles in the solution of problems relating to design/drafting.

The curriculum for DRAFTER and APPRENTICE DRAFTER should contain not only basic but advance drawing courses in one or more specialized fields. The courses should provide the student with a complete foundation in the theory and technique of drafting. They should offer training to develop manual skill in the use of instruments, the ability to do neat, legible, free-hand lettering and sketching in the area of specialization and computer-aided drafting (CAD) systems.

It is understood that drawing courses involve not only drawing board and CAD practice in a formal class but also lecture, discussion and individual guidance, as may be suitable, from an instructor present in the class. It is recommended that, when applicable, "Design" courses include a finished drawing product, as well as computation and access to and use of catalogs, standard parts lists, commercial accessories, etc., as may be necessary.

2. Applied Technical Courses (includes basic sciences)

Courses which equip the drafting student with technical information directly related to his or her ultimate duties as a drafter, and without the use of which he or she could be no more than a copyist, are classified as Applied Technical Specialties. In the area of Machine Drafting, courses falling under this heading include such subjects as Metallurgy, Mechanics, Materials & Testing, Metal Shop, Machine Operations, Production Planning, Chemistry, Physics, and Computer Science.

3. Mathematics

The DRAFTER curriculum should include Algebra, Geometry, and Trigonometry at the post-high school level. In the two higher classifications, Analytic Geometry and Calculus should be required or integrated in design courses. It is expected the treatment will be oriented towards the needs of the profession.

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - II. CURRICULUM EVALUATION

4. General Subjects (English, Communications, Leadership, Humanities, and others)

Subjects which contribute to the overall improvement of a student and to his or her development as a citizen, which are not directly related to his or her activities as a designer or drafter, are included under this heading. All levels include an allowance for studies under this general heading.

Note: Subjects 2 through 4 are to be omitted from the curricula requirements for “Apprentice Drafter - Post-Secondary School or Vocational Technical School.” students are encouraged to continue their education for those subjects at a community college or university.

D. ADMISSION REQUIREMENTS

The quality of any training program is dependent to a great extent upon the prior preparation of students accepted for participation.

The minimum admission requirements for all post-secondary courses of study should be as follows:

1. Graduation from an accredited secondary school unless in a qualified apprenticeship program at a qualified school or the equivalent education substantiated by the method recognized by the state in which the institution is located.
2. A demonstrated desire and capacity for the satisfactory achievement of the work outlined in the curriculum.

END OF SECTION II

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - III. CERTIFICATION PROCEDURE

A. SUBMISSION OF APPLICATION FORMS AND FEE

A school desiring certification should submit the application package with appropriate fee to ADDA Corporate Offices requesting consideration toward certification. A current copy of the school catalogue, showing details of curriculum and descriptions of courses and credits, should be attached. The purpose of the application is to report the various details of administration, aims, equipment, facilities, staff qualifications, enrollment, graduate's records, and curriculum.

B. CURRICULUM ANALYSIS AND EVALUATION

Analysis and evaluation of the course outline and supportive material is conducted by the "ADDA Certification Committee". The results, including any recommendations for strengthening or augmenting, will be sent to corporate offices to be forwarded to the school. The level of Certification for which the curriculum appears to qualify will be verified and recorded.

If the curriculum meets requirements, and if the application is complete and does not have any significant deficiencies or omissions, Certification may be approved (after inspection, for Engineering Designer level).

If the application and other data on the school indicates the curriculum does not meet ADDA standards, the school will be informed of the rejection. A service fee of \$50 will be charged for evaluation, and the remainder of the fee submitted will be returned to the school.

C. INSPECTION AND FINAL EVALUATION

Inspection is at the discretion of ADDA. Inspection is required at the Engineering Designer level and may be requested by institutions seeking certification at any level. When an inspection of the premises is required, advance notice will be given and a suitable date will be set up for the visit. The visit will include interviews and an inspection of the school to substantiate the application.

The institution will be required to provide room and reasonable per diem expenses, based on ADDA for a maximum of two team members, plus cover the cost of their travel to the institution. At least one member of the team must be a member of ADDA and will be assigned by ADDA Corporate Offices. A second member may be recommended by the institution from local or regional industry, subject to approval of ADDA Corporate Offices.

The report of the inspection and all pertinent data will be reviewed by the Certification Committee for final decision. When the decision is returned to corporate offices, the school will be advised of the results.

D. AWARD OF CERTIFICATION

Assuming favorable completion of the evaluation, a Certificate will be prepared and awarded to the school. Announcement of Certification will be made in the Association's newsletter, *Design Drafting News*, and will be posted on the Association's web site (<http://www.adda.org>).

The awarding of the Certificate is evidence that the curriculum has been evaluated and approved by ADDA and that it has been found satisfactory as claimed in the Statement of Purpose (see page 1). A school whose drafting or design curriculum is officially certified by ADDA is entitled to use and publish for the duration of the Certification the statement: "This Curriculum is Certified by the American Design Drafting Association at the ____ Level." **Engineering Designer, Design Drafter, Drafter, Apprentice Drafter*

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - III. CERTIFICATION PROCEDURE

E. STUDENT RECOGNITION CERTIFICATES

Upon request by the school, certificates noting completion of a certified program will be provided for students who have properly completed all requirements of the approved curriculum.

The school should send a list of names and addresses of graduating students to the ADDA corporate office well in advance of graduation dates.

There will be a \$2.00 charge for each certificate issued plus shipping cost.

F. DURATION OF CERTIFICATION

Certification is valid for one year and is effective through August 31 .

G. TERMINATION OF CERTIFICATION

The Certification may be canceled or for any one of the following reasons:

1. A lessening or weakening of the curriculum .
2. An unfavorable report from the school's Advisory Committee.
3. Failure to submit an Annual Renewal Report to ADDA
4. Failure to provide additional verification details
5. False information issued in annual report
6. Information submitted that cannot be validated
7. Violation of the ADDA Code of Ethics
8. Failure to pay the annual renewal fee.

Should the Certification be invalidated the following items must be followed:

1. Discontinue announcing ADDA's Certification of their curriculum.
2. Discontinue publicizing the ADDA's Certification of their curriculum
3. Return the Curriculum Certification Certificate to the Corporate Office
4. Discontinue administering the Certification Examinations under the Curriculum Certification clause of the Testing Site Criteria

ADDA Procedures upon Certification Invalidation

ADDA reserves the right to post, print, publish and notify disciplinary actions taken against any school or institution to the membership, departments of education, and any other public, private, or government agency that has interest in the ADDA certification process, for the purpose of strengthening and safeguarding the validity and reputation of this association and it's membership.

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - III. CERTIFICATION PROCEDURE

I. LEVELS OF CERTIFICATION AND FEES

The levels of certification and annual fees established by ADDA are as follows:

***ENGINEERING DESIGNER - Baccalaureate Degree University.....\$450.00**

ARCHITECTURAL DESIGNER - Baccalaureate Degree University.....\$450.00

- Each program will be reviewed for its content and requirement.
- Community Colleges may request program certification for certain discipline levels.
- Unless otherwise requested programs will be certified based on core drafting practices and the academic requirements set forth by the state department of education.

***DESIGN - DRAFTER - Technical College or Institute.....\$400.00**

- Each program will be reviewed for its content and requirement.
- Community Colleges may request program certification for certain discipline levels.
- Unless otherwise requested programs will be certified based on core drafting practices and the academic requirements set forth by the state department of education

***DRAFTER - Community College or Vocational-Technical School \$350.00**

- Each program will be reviewed for its content and requirement.
- Community Colleges may request program certification for certain discipline levels.
- Unless otherwise requested programs will be certified based on core drafting practices and the academic requirements set forth by the state department of education.

***APPRENTICE DRAFTER - Post-Secondary School or Vo Tech.....\$300.00**

ARCHITECTURAL – MECHANICAL- CIVIL – GRAPHIC DESIGN - *

- Each program will be reviewed for its content and requirement.
- Community Colleges may request program certification for certain discipline levels.
- Unless otherwise requested programs will be certified based on core drafting practices and the academic requirements set forth by the state department of education

***APPRENTICE DRAFTER - High School or Vocational High School.....\$250.00**

ARCHITECTURAL – MECHANICAL- CIVIL – GRAPHIC DESIGN - *

- Each program will be reviewed for its content and requirement.
- Community Colleges may request program certification for certain discipline levels.
- Unless otherwise requested programs will be certified based on core drafting practices and the academic requirements set forth by the state department of education

- *ADDA has only listed the most popular disciplines used in our certification process.
- *If you do not see the discipline that you need certified please contact the corporate offices.

END OF SECTION III

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - IV: APPENDIX

ADDA DRAFTER CERTIFICATION PROGRAM

TEST OBJECTIVES

Without aid of reference the tester will show in writing knowledge of the following with a total of 75% correct responses:

Common terms used in: _____

Drafting occupations	Pictorials
Drafting media, equipment and reprographics	Sections, revolutions, and
Sketching, scales, lettering and lines	Conventional breaks
Geometric construction	Fits and tolerances
Multiview and auxiliary views	

Specific facts concerning: _____

Drafting media, equipment and reprographics	Dimensions and notes
Geometric construction	Working drawings
Multiview and auxiliary views	Basic welding
Pictorials	Architecture terms/standards
Sections, revolutions, and conventional breaks	

Symbols used in: _____

Sections, revolutions, and conventional breaks	Basic welding
Working drawings	Fits and tolerances
Manufacturing process	Architecture terms/standards

Method and procedures for: _____

Drafting media, equipment and reprographics	Pictorials
Sketching, scales lettering and lines	Sections, revolutions, and
Geometric construction	conventional breaks
Multiview and auxiliary views	Dimensions and notes

The principles of: _____

Sketching, scales, lettering and lines	Sections, revolutions, and
Geometric construction	conventional breaks
Multiview and auxiliary views	Dimensions and notes
Pictorials	Manufacturing process

Comprehension of: _____

Multiview visualizations
Pictorial visualizations

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - IV: APPENDIX

RECOMMENDED EQUIPMENT LIST

The following is a list of recommended equipment for schools seeking ADDA Curriculum Certification at the Drafting Level.

It is understood that some schools may have equipment in excess of that listed below.

It is recommended that any software used for educational purposes be compatible with the requirements of employers in the school's service employment area.

The equipment list is not inclusive or conclusive. ADDA shall approve the equipment list based on each individual program. ADDA does not recommend purchasing additional equipment prior to processing this certification information unless the program coordinator is certain that it will be necessary.

ADDA does not recommend or endorse any vendor's software.

Computer Workstations

- CAD Software
- Chairs
- Computers Systems

Drafting Furniture & Equipment

- Chairs/Stools
- Drawing Tables or Surfaces (where manual drawing or sketching is used)
- Drafting Machines (Arm, T-Square, or Track where manual drawing is used)

Drafting Media

- Polyester Film (Mylar)
- Bond
- Vellum

Drafting Supplies

- Architectural Floor Plan Templates
- Automatic and/or mechanical pencils (3, 5, 7 & 9 mm)
- Circle Template(s)
- Compasses (bow, beam, and drop bow)
- Dividers
- Drafting brush
- Drafting tape
- Erasers (pencil, ink and plastic)
- Erasing shield
- Irregular curves
- Lettering guide
- Sandpaper sharpening pad
- Triangles (30-60-90 and 45)

Reproduction & Equipment

- Appropriate Material for Duplicating (ink, toner, paper, etc.)
- Digitizing Tablets or Table (based on curriculum certified)
- Printer (dot matrix, ink jet or laser)
- Scanner large or small format
- **(at least one of the following)**
- Engineering Copier / Printer, Blueprint or Diazo Machine
- Plotter (pen or electrophotographic)

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - IV: APPENDIX

RECOMMENDED EQUIPMENT LIST (continued)

Reference Books (Based on Curriculum Certified)

- Standards
- Building Codes
- Product Guides

Storage Cabinets for drawings

Textbooks

- See List for Suggested Text

Triangular Scales:

- Mechanical
- Architects
- Civil Engineer
- Metric
- Flat Scales may be substituted

Video Equipment (at least one of the following)

- 35 mm Projector
- Overhead Projector
- Video Tape & Recorder
- VGA-XGA Projector (recommended but not required)
- Whiteboards or Chalkboards with markers or chalk

END OF SECTION IV

ADDA CURRICULUM CERTIFICATION PROGRAM

SECTION - V: APPLICATION FOR CURRICULUM CERTIFICATION

FILE TAB CONTENTS

The certification information is to be provided in a 3-inch capacity “D” ring binder with a clear front pocket and clear spine pocket.

Provide tabbed dividers in the above binder with the required information, under the appropriate tab. Tabs are to be the following ----Index or Table of Contents and Individual tabs 1 - 25

Forms / Information to be completed and /or provided:

1. Application for ADDA Curriculum Certification
(Form Provided)
2. Program Evaluation Checklist
(Form Provided)
3. Proof of Claims
(Form Provided)
4. Statement of Purpose
(Provide on Institution Letterhead)
5. Advisory Committee / Craft Committee List
(Include Name-Telephone Numbers-Addresses)
6. Advisory Committee / Craft Committee Minutes
(Include all minutes and meeting notes)
7. Curriculum Analysis
(Form Provided)
8. Faculty Information Sheet
(Form Provided)
9. Program Information
*List the program for which you are requesting certification
i.e., Classification III-IV Architectural*
10. Equipment List
(Provide on Institution Letterhead)
11. Text Books Used
(Provide on Institution Letterhead)
12. Major Reference Materials Used and On-site
(Provide on Institution Letterhead)
13. Floor Plan of the Drafting / Design Department
(this shall include lecture and lab areas)
14. Digital Photographs
*these shall include the physical plant, classroom, & lab
printed photographs shall be 3x5 - 2 each per page – in sheet protector
provide CD with photographs in .jpg format*
15. Course Overview
16. Student Syllabus
17. Instructor Syllabus
18. Detailed Lesson Plan
19. Quizzes, Test, and Final Examinations
20. Additional Requirements
21. Cooperative Programs or Internship Programs
(If not applicable, please insert statement)
22. Correspondence *(this area is for information from and to ADDA)*
23. Additional Information
24. Leave Empty
25. Leave Empty

The Curriculum Certification Submission Package is a part of the ZIP file that you have downloaded. The above information corresponds with the tabbed sections in the file.