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“Develop the Best  
Hire the Best”

## **WoodLINKS USA Schools License Agreement**

The WoodLINKS USA industry-education partnership is a unique program that assists schools in providing relevant, industry-supported, broad-based career education to secondary and Post-secondary school students. Students who successfully complete the program receive international, industry-recognized, certification. Industry and educators throughout the US and Canada recognize WoodLINKS USA as a leading-edge example of industry-education cooperation that helps students get jobs and helps industry access potential employees with an appropriate educational foundation.

The WoodLINKS USA courses (Introduction – IWPM - and Advanced Wood Products Manufacturing - AWPM) provide students with a broad-based set of skills that is required by the value-added wood products manufacturing industry and that is directly transferable to the manufacturing sector in general. A growing number of employers and post-secondary institutions recognize the courses and the resulting certification as a minimum entrance requirement.

WoodLINKS USA offers curriculum guidelines and resource materials for delivery in US schools under a licensing agreement. Terms of the agreement are:

### **1. Registration and Donation Package Maintenance Fee**

**A one-time License Fee of \$5000 per Partnership defined as the delivering school and the supporting regional industries and \$250 annual fee for access to donation package.**

The License fee can be paid in installments over and up to a four year period. \$2,000.00 down payment first year and \$1,000.00 payments for the next three years. It is expected that where the industry support is in place or can be formed in the two or three year timeframe, that the partnership, under the leadership of an industry chairperson, negotiate in a fair manner what each partner contributes to the total fee. WoodLINKS USA recommends that in cases where the partnership development will become a long-term activity, that the school make an initial down payment so that the program can start receiving the WoodLINKS USA benefits as soon as possible. Ultimately the school is responsible for paying \$5,000.00 Site Fee. The donation package is intended to stretch the teachers budget. The donation package is developed, increased, and maintained by WoodLINKS USA through the help of the \$250 annual maintenance fee.

## **2. WoodLINKS USA paid Site License Fee will deliver to school:**

- a) Curriculum Guidelines* (IWPM 12 and AWPM 12) a set of learning outcomes along with eight different sub-sectors for delivery to an unrestricted number of students during a 12 month period, September to August.
- b) Assistance with forming partnerships* and securing support from local industry.
- c) National and international teacher in-service* opportunities in Atlanta GA. (IWF) and in Las Vegas, NV (AWFS). These in-services are held in alternate years. **Teacher travel and accommodations are paid by WoodLINKS USA.**
- d) Scholarship opportunities* for students.
- e) Access to TeacherLINK* a web-based bulletin board for information sharing between all WoodLINKS teachers.
- f) Donation Package* valued at over **\$190,000** from industry suppliers;
- g) Significant discounts* on equipment purchases with recognized industry supporters.
- h) National Competitions* Enhanced preparation for student contests such as the AWFS Fresh Wood Competition, the IWF Ready to Assemble Contest and Veneer Tech's Craftsman's Challenge.
- i) National teacher and student recognition* via annual awards
- j) Teaching resources* to assist with teaching the program. (To be sent to the school once the school joins the program) and sent on an ongoing basis as requested.
- k) Access to the Madison Area Technical College (MATC)* teaching resources.
- l) National and international networking opportunities* with over 80 schools in 20 states.
- m) Help with setting up a marketing tool for the teachers program.*
- n) Access to trade-journal subscriptions* – they make the best teaching resources.
- o) Free industry-training* for WoodLINKS teachers at recognized industry –training facilities- Stiles Machinery Technical Center.
- p) Summer Internships* possible summer employment or internship with local or national companies.
- q) University Support* big brother support form university students at NC State University.
- r) National Certification* student certification recognized by industry.
- s) Forest Products Society* complimentary membership

## **3. WoodLINKS USA Certification**

**Examination / Certification Fee \$50** (Plus applicable taxes) **per student per level**

WoodLINKS USA' program courses, Introduction to Wood Products Manufacturing and Advanced Wood Products Manufacturing, are delivered as intermediate - senior school courses. Students receive in-school credit for these courses based on assessment standards at each individual school.

WoodLINKS USA certification is awarded to those students who achieve a mark of 70% or better from the combined evaluation of the teacher (60%) and the WoodLINKS assessment tools (40%). The WoodLINKS USA assessment tools consist of a written final examination and a Practical Skills CheckLIST.

WoodLINKS USA ensures:

- production and delivery of WoodLINKS USA assessment tools to the teacher;
- production and delivery of student certificates;
- maintenance and updating of examination database.

#### **4. WoodLINKS USA Resources**

WoodLINKS has compiled a selection of resource materials that support curriculum delivery. A complete list is available on the Teachers Resource DVD.

#### **5. WoodLINKS USA Operating Guidelines**

WoodLINKS USA supports the program delivery model that best meets the needs of students in each school. The principal objective of WoodLINKS USA is to ensure consistent delivery of the learning outcomes to all students and to award certification to those students who achieve the industry standard.

In support of this objective, registered schools ensure:

- assessment of student progress with the WoodLINKS USA assessment tools;
- reporting of student data to WoodLINKS USA, as required, in support of the program;
- maintenance of a working partnership with one or more industry partners if available.

Both courses are required for full WoodLINKS USA certification. Each school determines actual delivery methods for the courses.

Schools report to WoodLINKS USA by October 15 of each year, to determine how many examinations are required by the school. An updated report is required for second semester schools by February 15 of each year. Examinations are forwarded to the school two weeks before the scheduled examination date. Certification fees assessed are based on the number of examinations sent to the school.

## **6. WoodLINKS USA Site Reporting Requirements**

1. Must be certifying by 3-4 year starting from the Site License Fee first payment.
2. Must supply National Director with the number of students in their program each year.
3. Must supply National Director with number of students who certified each year.
4. Must supply National Director with number students going to work industry with industries contact information each year.
5. Must supply national director with number of students going into post-secondary wood education institutions and contact info of institution each year.
6. Must supply national director with number of students working in internships.
7. Must be current on Site License payment schedule.

## **7. Teacher In-Service**

Whenever the school comes online with WoodLINKS USA, the teacher must attend the next national teacher in-service on the calendar. This may be the IWF in Atlanta the third week of August during even numbered years or the AWFS in Las Vegas the third week of July during odd number years.

Example: If a schools comes online with WoodLINKS USA during the school year of 2010, the teacher would then attend the IWF during the third week of August. If a school comes online with WoodLINKS USA during the school year 2011, the teacher would then attend the AWFS during the third week of July.

**If these guidelines are not followed WoodLINKS USA cannot guarantee the delivery of all stated teacher resources.**