

Addendum Sheet

Professional Development Committee Interim Report

Stacy Carlsen, Committee Chair
Marin County, California

4000 INTRODUCTION

The Professional Development Committee (hereinafter referred to as “Committee”) submits its Interim Report to the National Conference on Weights and Measures. The Report consists of the Interim Report offered in Publication 16, “NCWM Committee Reports,” and this Addendum. Page numbers in tables below refer to pages in the Addendum.

Presented below is a list of voting and information items. Voting items are indicated by the suffix **V** or, if the voting item is part of the Consent Calendar, by the suffix **VC**. If the item is an Information item, it is indicated by the suffix **I**; if the item is Withdrawn, it is indicated by the suffix **W**. Items marked with a **D** after the key numbers are Developing items. The developing designation indicates an item has merit; however, the item is returned to the submitter for further development before any action at the national level. The Committee’s Final Report is proposed to be grouped in the following order:

Informational Item(s)

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Details of All Items
(In order by Reference Key)

4100 EDUCATION

4100-1 I Professional Certification Program

The Committee provided an update on activities since the 2017 Interim Meeting. The Committee has delivered survey questions to NCWM Headquarters for posting on Survey Monkey. The Committee plans to use the survey responses to improve the quality of the Professional Certification Program.

The NCWM Certification Coordinator, Ross Andersen, provided a status report on the various exams, both those that are completed and those under development. The Committee wants to thank all of the States who provided Subject Matter Experts to assist in the development of exam questions and hopes that others will consider volunteering for this important work.

At the January 2017 Interim Meeting, the Committee presented a set of Proctoring Guidelines for consideration by the NCWM BOD and NCWM Administration. These Guidelines are included in Appendix A to the Committee's 2017 Interim Report.

The Committee heard from Ms. Cheryl Ayer (NH) who asked if the Basic Weighing and Measuring Exams might be included along with the other exams on the NCWM Certification Program website until such time that proctoring can be finalized and implemented. Ms. Julie Quinn (MN) noted that the guidelines submitted included the basic minimum requirements to satisfy accreditation requirements; she noted that it is now the BOD's responsibility to finalize and implement those criteria. This review needs to take into account various states' ability to implement the final guidelines.

The NCWM Executive Director reported that the BOD expects to complete its review of the proposed guidelines at its October 2017 Meeting. There are no plans to include the Basic Exams on the website in the interim period. He also noted that, once the proctoring process is put into place, it will be used for all exams, not just the two new Basic Weighing and Basic Measuring exams.

4100-2 I Training

The Committee heard an update from Mrs. Tina Butcher (NIST OWM) on training that has been conducted by NIST OWM over the last six months as well as training that is planned for the coming year. She reported on training seminars and webinars provided by three of OWM's programs: the Laws and Metric Program; the Laboratory Metrology Program; and the Legal Metrology Devices Program. Mrs. Butcher noted that OWM is in the process of planning its 2018 activities, so there may be some changes from what is presented; however, she will provide an updated version for inclusion in the Committee's Final Report. She thanked the jurisdictions and the regions which hosted or have offered to host those seminars.

4100-3 I Instructor Improvement

Mrs. Tina Butcher (NIST OWM) reported on activities within NIST OWM related to "Instructor Improvement." She noted that OWM has operated an "Instructor Training Program" in some form for about twenty years and it

has continued to evolve. In recent years, OWM has offered or sponsored basic “train the trainer” training (e.g., in skills such as adult learning techniques; classroom management; content development; etc.) to a large number of candidates. In the past two years, OWM recognized the need to begin formalizing its program to ensure consistency in identifying, developing, and assessing candidates. Mrs. Butcher provided a summary of the documents that have been developed in this regard, noting that OWM is continuing to work on the infrastructure for the program and expects to continue refining and improving upon it. Currently included are:

- Procedures for Selection, Evaluation, and Feedback to Instructors
- Instructor Competency Assessment and Feedback Instrument (This is based on a U.S. Department of Education model and is to be used for the overall development of trainers.)
- Instructor Competency Course Assessment Instrument (This is for use in specific learning events.)
- Criteria for Developing Participants in the NIST Instructor Training Program and Use of the NIST-NCWM Training Grant
- Instructor Agreement

She noted that this information was presented to the NCWM BOD at its May 2017 meeting. OWM looks forward to input, particularly on the Criteria for Use of the NIST-NCWM Training Grant. She expressed appreciation for NCWM’s management of the grant, emphasizing the importance of this funding in allowing NIST OWM to include participants in the NIST Trainer Program as co-instructors for NIST Seminars. She also expressed appreciation to the State Directors who have allowed these trainers to participate in this program as well as the trainers who have devoted their time to this work. This has enabled OWM to utilize trainers who bring significant expertise and skills to the NIST training events.

4100-4 I Recommended Topics for Conference Training

No changes.

4200 PROGRAM MANAGEMENT

4200-1 I Safety Awareness

Ms. Julie Quinn (MN), PDC Safety Liaison, reported on the results of the 2017 safety survey, which covers incidents occurring in 2016. The top three causes of lost or restricted time for the second year in a row were:

- **Lifting/twisting/bending 54.5% - 6 incidents**
 - Soft tissue injuries (3), Back or neck injuries (3)
 - Lost days – 60+ days (2), 21-60 days (2), 0-5 days (2)
 - Restricted days – 60+ days (1), 16-20 days (1), 6-10 days (1), 0-5 days (3)
- **Slips/trips/falls 18.2% - 2 incidents**
 - Soft tissue injuries (1), broken bones (1)
 - Lost days – 21-60 days (1), 6-10 (1)
 - Restricted days – 16 – 20 days (1), 6-10 days (1)
- **Vehicle accidents 18.2%, 2 incidents**
 - Soft tissue injuries (2)
 - Lost days 0-5 (2)
 - Restricted days – none

Ms. Quinn also reported the NCWM Safety Task Group had its inaugural meeting on Sunday, July 16th. Their first meeting focused on the economic impact of safety. At this meeting, the Task Group decided to add one

more question to the 2018 survey to track those “near–miss” incidents which had property damage costs or other expenses associated with them.

The Task Group also began developing a spreadsheet which will help agencies track information to be included in the survey. This includes information such as the cost of incidents resulting in lost and restricted days; near-miss incidents, which do not result in lost or restricted time beyond the initial day of injury but result in property damage, medical expenses, or other costs; and other information.

The Committee expresses appreciation to the members of the Safety Task Group for their willingness to volunteer for this important work.

- Julie Quinn (MN), Chair
- Jason Flint (NJ)
- Georgia Harris (NIST OWM)
- Elizabeth Koncki (MD)
- Matt Maiten (Santa Barbara County, CA)
- Brenda Sharkey (SD)
- Mike Sikula (NY)
- Tisha Arriaga (Marathon Petroleum)
- Bill Callaway (Crompco)
- Remy Cano (Northwest Tank and Environmental Services, Inc.)
- Joe Grell (Rice Lake Weighing Systems, Inc.)
- Brad Fryburger (Rinstrum, Inc.)
- Robert LaGasse (Mulch and Soil Council)
- John Lawn (Rinstrum, Inc.)



Mr. Stacy Carlsen, Marin County, California | Committee Chair
Ms. Lori Jacobson, South Dakota | Member
Mr. Gene Robertson, Mississippi | Member
Ms. Cheryl Ayer, New Hampshire Member
Mr. Marco Mares, San Diego County, California | Member
Mr. Richard Shipman, Rice Lake Weighing Systems | Associate Membership Representative
Ms. Julie Quinn, Minnesota | Safety Liaison
Ms. Tina Butcher | NIST Liaison
Mr. Ross Andersen | Certification Coordinator

Professional Development Committee