

Addendum Sheets

Professional Development Committee (PDC) Interim Report

Mr. Stacy Carlsen, Committee Chair
Marin County, California

400 INTRODUCTION

The PDC Committee (hereinafter referred to as the “committee”) submits its Committee Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items published in *NCWM Publication 16 Committee Reports for the 97th Annual Meeting* and this addendum. The report will address the following items in Table A during the Annual Meeting. Table A identifies the agenda items as they appear in *NCWM Publication 16* and page numbers refer to that publication.

Following Table A of this addendum, items are grouped according to item status: **(VC) Voting Consent Calendar:** the committee has grouped these items for a single vote; **(V) Voting Item:** the committee is making recommendations requiring a vote by the active members of NCWM; **(I) Informational Item:** the item is under consideration by the committee but not proposed for Voting; **(D) Developing Item:** the committee determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(W) Withdrawn Item:** the item has been removed from consideration by the committee.

Subject Series List

Introduction 400 Series
 Education..... 410 Series
 Program Management..... 420 Series

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Voting Item(s)

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Withdrawn Item(s)

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Details of All Items
(In order by Reference Key)

410 EDUCATION

410-1 I Professional Certification Program

Add the following at the end of this item on page PDC-8:

At the 2012 Annual Meeting the Committee met with the Board to provide an update on progress and agree on priorities. The Certification Coordinator reported that two additional question banks for small capacity scales and package checking had passed the technical review and were submitted to NCWM Headquarters. He also reported that SME volunteers are now working on the vehicle tank meter exam, and that he is expecting to start the search for SME volunteers for the medium and large capacity scale exams shortly after the Annual Meeting. NCWM Executive Director Don Onwiler reported that there has been a slight glitch in the system that must be corrected before the two new the exams can be opened for use. This involves making sure that Headquarters controls the individual's access to exams. Each candidate gets access to initially take the exam and then can get a retest if they fail. The original process had given the candidate access to all exams using the same credentials. As soon as this is corrected they will broadcast the availability of the two new exams.

The idea of accrediting the certification program was discussed. The Executive Director reported that he had been discussing the idea with the Institute for Credentialing Excellence (ICE) to see what parts of our program might be potential stumbling blocks. One area involves the SME's who develop and vet the test questions. Our problem is that our SME's are virtually all trainers within their jurisdictions and the vetting and training functions need to be separated. One possible avenue that we are pursuing is to restrict the access each SME has to the exam bank by only allowing them to review a part (~1/4) of the test bank. The advice also suggested that SME's be asked to sign over rights to the test questions and that NCWM seek to copyright its exams. The Committee and the Coordinator will continue to work with the Executive Director toward the goal of meeting the accreditation standards and both the Coordinator and Headquarters will work on documenting procedures as a necessary step in that process. The Executive Director will continue to seek advice towards this long term project from ICE.

The Executive Director provided the Committee and the Board with following statistics on the Retail Motor Fuel Exam.

	FY 2011	FY 2012
Number of Individuals taking the exam	76	128
Number of Organizations taking the exam	32	68
Number of Exams taken	189 Note(1)	Note (2)
Number of Certificates issued	45	79
Further Breakout		
State Gov't		86
Local Gov't		37
Industry		5

Note 1. In the Beta testing phase several took the exam multiple times.

Note 2. Results unavailable yet for FY 12

The Committee and the Board agreed that priorities will remain on the Professional Certifications. The Committee will not be pursuing the competency exams. This will help focus efforts to get the exams out based on priorities established by the survey the Committee conducted.

The Committee understands that the SME's are the critical part of our certification program. The Committee wants to recognize those that are contributing and also encourage others to volunteer on future projects, i.e. the medium and large capacity scale exams that will start soon. To this end the Committee wants to express gratitude by giving recognition to the following who contributed to the package checking and small capacity scale exams.

Package Checking Basic	Small Capacity Scales Class III
D'Arcy, Carlos, FL	Smith, Dan, AK
Wilson, Peter, VA	D'Arcy, Carlos, FL
Guerny, Brett, UT	Wilson, Peter, VA
Chesser, Tim, AR	Guerny, Brett, UT
Merritt, Kevin, ID	Chesser, Tim, AR
Shultz, Steve, NV	Merritt, Kevin, ID
McGee, Robert, SC	Shultz, Steve, NV
Hicks, Tyler, OK	Stokes, John, SC
Johnson, Ray, NM	McGee, Robert, SC
Paquette, Marc, VT	Hicks, Tyler, OK
Tubacki, Jeff, IL	Johnson, Ray, NM
Dillibaugh, John, PA	Paquette, Marc, VT
Miller, Rachelle, WI	Tubacki, Jeff, IL
Feagan, Bruce, WA	Dillibaugh, John, PA
Butcher, Ken, NIST OWM	Miller, Rachelle, WI
	Feagan, Bruce, WA

The Committee heard testimony from a number of individuals during the open hearings and appreciates the comments. In particular, the Committee is very pleased that states are starting to find ways to integrate our standards and the certifications in their programs. One state reported their efforts to mandate in regulation that Registered Service Agents get NCWM certification to demonstrate competence. Another is giving CEU's to county officials who obtain NCWM Certification. Others are using the exam results to evaluate their training efforts. One jurisdiction is using NCWM certifications in labor relations to demonstrate that retention and promotion decisions are being based on an unbiased third party assessment. The CWMA is considering whether it might be possible to use the NCWM exam in their reciprocal testing program for RSA's.

One state director reported that he had his entire staff take the RMFD exam. He stated he claims the exercise raised moral and resulted in enhanced creditability for his staff within the department. He provided some valuable feedback that the Committee and the Coordinator will consider. One involved making clear which version of the Handbooks is being used in the exams. He also reported that candidates taking the exam wanted to learn about which questions they got wrong. He also wanted the Committee to look at extending the Certification Program to accredit the overall W&M program.

The Committee understands the concern about the wrong answers, but maintaining integrity of the test precludes us from giving that kind of specific feedback on the exam. At the end of the exam, the candidate is provided with the pass/fail on each segment of the exam and the final score. The candidate is also provided with the option of designating the email address where the results will be sent. Thus the results could go to a supervisor or the director. The Committee is considering avenues to provide feedback that will help states identify potential weaknesses in their training programs. Again, the Committee wants to divert the focus from the test back to ensuring mastery of the learning objectives in the BOK. To that end, the Committee is considering providing general statistics on each part of the exam so that a jurisdiction/company could compare their staff's results with the composite of all those who took the exam. There is a further fear that providing detailed feedback on specific learning objectives where exam results showed low scoring, would then divert the focus from the broad objectives of the BOK.

410-2 I Instructor Improvement

Add the following at the end of this item on page PDC-10:

At the 2012 Annual Meeting the Committee stressed instructor improvement. The Committee reviewed the importance of using the the NCWM learning objectives and the ADDIE model in training. This stresses the importance of training to the goals in the Body of Knowledge and not training to pass the test. If the training is appropriate and has been delivered effectively, the employee should have no problem passing a fair exam. The end is not a certificate on the wall, but rather a competent inspector. In other words,

JOB SUCCESS = EXAM SUCCESS

Carol Hockert, NIST OWM, stressed that good training requires a partnership between the trainee, trainer and the supervisor. The Committee agrees that buy-in from all levels is critical to training success.

410-3 I Recommended Topics for Conference Training

No change.

420 PROGRAM MANAGEMENT

420-1 I Safety Awareness

Revise the Table on PDC-12 as follows:

Association	Issue	Publication Date	Article Deadline
NEWMA	2012, Issue 1	February	January 16, 2012
SWMA	2012, Issue 2	May	April 16, 2012
WWMA	2012, Issue 3	September	July 16, 2012
CWMA	2013, Issue 1	February	January 18, 2013
NEWMA	2013 Issue 2	May	April 16, 2013

Add the end of the item:

At the 2012 Annual Meeting, the Committee heard a request that there could be a benefit in compiling the safety articles from the NCWM Newsletters on the website to make them more accessible. The NCWM currently provides access to the past editions of the NCWM Newsletter on the website but you would have to search each edition individually to find an individual article. The Committee will consider that suggestion and consult with Headquarters on a solution.

420-2 I PDC Publication

No change.



Mr. Stacy Carlsen, Marin County, California | Committee Chair
Ms. Julie Quinn, Minnesota | Member
Mr. Dale Saunders, Virginia | Member
Ms. Cheryl Ayer, New Hampshire | Member
Ms. Kristin Macey, California | Member
Mr. Steven Grabski, Wal-Mart Stores, Inc. | Associate Membership Representative

Mr. Ross Andersen | Certification Coordinator

Professional Development Committee