

Addendum Sheet

Professional Development Committee Interim Report

Angela Godwin, Committee Chair
Ventura County, California

400 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 Publication 16.

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 If the item is an Information item, it is indicated by the suffix **I**; if the item is Withdrawn, it is indicated by the suffix **W**.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)

410 EDUCATION

410-1 I Professional Certification Program

Since the interim meeting the committee has worked with the BOD regarding the direction for the basic competency exams. Two exams will be developed: Basic Weighing and Basic Liquid Measuring. The plan for each exam will contain two parts with thirty questions and a one-hour time limit. Part one of the weighing exam will include questions on Handbook 44 General Code and part two will include general questions on weighing devices covered in the Scales Code. Part one of the liquid measuring exam will include questions on Handbook 44 General Code and part two will include general questions on liquid measuring devices covered in the LMD Code, VTM Code, and Mass Flow Meters Code.

The modules containing the learning objectives have been drafted for both exams and will be posted shortly to the NCWM website. The Committee plans to send copies of the modules to state directors with a very short survey. We are primarily interested in knowing if state directors would use exams in the licensing of service agents in their states and in evaluating training progress of staff. We would also like feedback on whether the learning objectives are appropriate for basic competency.

410-2 I Training

Tina Butcher (NIST OWM) noted that her agency provided 47 classes in the past 12 months, resulting in the awarding of more than 1,340 Continuing Education Units (CEUs). These classes involved both public and private sector participants (including other countries in SIM) and focused on the following areas.

- Laboratory Metrology (More than 470 students participated)
 - Seminars on Fundamentals of Metrology and Lab Administration
 - Webinars on subjects such as document control, contract review, and other procedures
- Weighing & Measuring Devices
 - Seminar in NC on LPG Liquid-Measuring Systems (22 students from 13 states)
 - Seminar at CWMA on Retail Motor-Fuel (24 students from 10 states)
 - Webinars on Pour and Drain Procedures (27 students from 16 states)
- Package Control
 - Seminars in Nevada, California, Texas, Nebraska, Kentucky and Other States on inspection of packages for accurate labeling and net wet (105 students)
 - Seminar in Nevada on Price Verification procedures in retail stores (19 students)

She also reported that the following OWM training is scheduled for the remainder of 2016:

- August 2016 – NIST Trainer Seminar – packaging
- October 2016 – LPG (Alaska)
- October 2016 – CNG (Utah)

410-3 I Instructor Improvement

Tina Butcher (NIST OWM) provided an update on activities in the NIST Trainer Program. She began by expressing sincere thanks to the states of Arizona, California, Colorado, Connecticut, Michigan, New York, Ohio, Oregon, and Pennsylvania. These states allowed their trainers to work with NIST staff in presenting a number of the seminars on device and package inspection. These trainers brought considerable expertise to these training events and were instrumental to the events' success.

Mrs. Butcher also reported that NIST is making an additional \$100,000 grant to NCWM to support travel and training events for the NIST Trainer program. OWM continues to work on formalizing the NIST Trainer Program. In the next few months, OWM plans to update records on trainer's preferences and experience; identify needed training and development opportunities; and document requirements and guidelines for the NIST Trainer Program.

Mrs. Butcher noted the following development opportunities for NIST Trainers scheduled in the coming months.

- HB 133 class for 10 current NIST trainers
 - Testing Packages Labeled by Count & Dimension (August 2016)
- Introductory Webinars
 - Adult Learning Principles (e.g., Bloom's Taxonomy and Introduction to ADDIE Model) (Fall 2016)
 - Overview of Instructor Competencies (Spring 2017)
- Introductory 3-day training session for new trainers in 2017
- Current trainers in LPG and RMTD will be invited to participate in review and revision of course materials (Spring 2017)

410-4I Recommended Topics for Conference Training

The Committee would like to suggest that technical training on safety programs be included at Regional and National Meetings, including an update provided by Julie Quinn at the 2016 Annual Meeting.

420 PROGRAM MANAGEMENT

420-1 I Safety Awareness

The Committee presented a slide show which will be available on the website that covered these points:

What the NCWM Safety Survey is and how your organization can participate in it

How to calculate different types of incident rates for your organization and why these numbers are important

What the results of the NCWM Safety Survey were so that you can compare your program to regional and national results

How to assess, prioritize and mitigate safety hazards using this information

The results of the National Safety Survey are shown below. If you did not participate, but would still like to contribute 2015 safety data to this survey, please contact Don Onwiler. Industry is also invited to participate and provide data. Updated survey results will be presented at the 2017 NCWM Interim Meeting. A survey covering 2016 data will be opened for submissions in March of 2017.

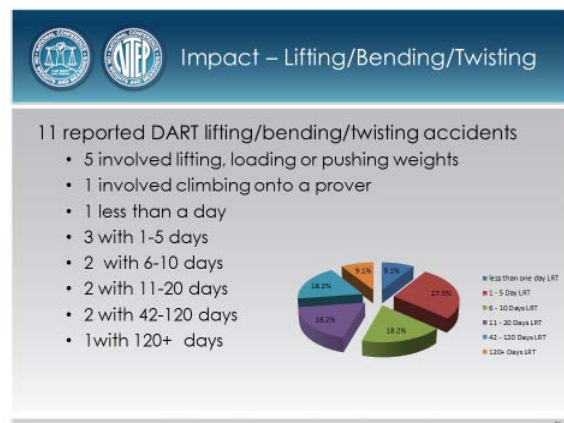
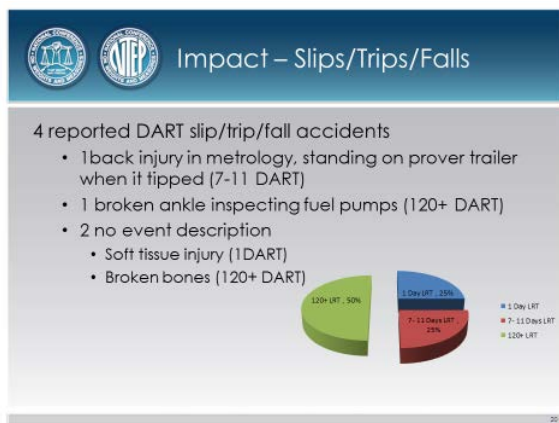
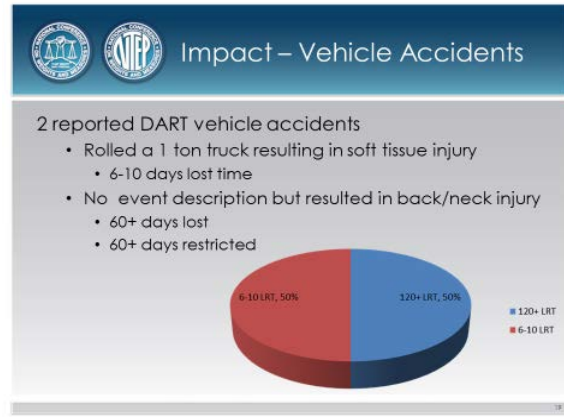
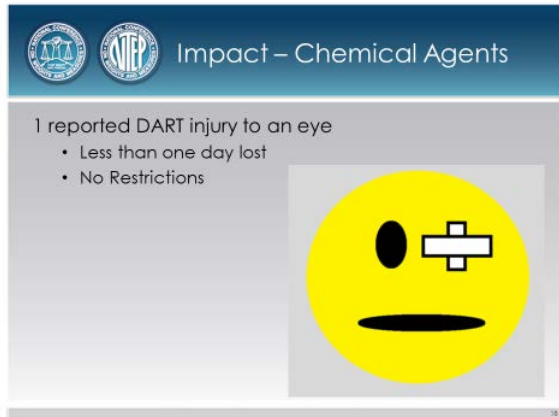
Information provided by region:

No.	Region	Employees	Hours	Lost	Restricted	LRT	Total	DART
2	NorthEast	222	155000.0	0	0	0	0	0.0
2	Southern	140	281020.0	5	0	1	6	4.3
8	Central	185	341089.1	7	1	5	13	7.6
5	Western	114	193822.5	3	2	3	8	8.3
17	Total	661	970931.6	15	3	9	27	5.6

Causes of incidents that led to Days Away/Restricted Time (DART):

Cause	Central	Southern	Western	Total
chemical agent	0	1	0	1
vehicle accident	2	0	0	2
slips/trips/falls	1	1	2	4
lifting, bending, twisting	5	3	3	11
Total	8	5	5	18

Impact of each cause:



Angela J. Godwin

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- Ms. Angela Godwin, Ventura County, California | Committee Chair
 - Mr. Stacy Carlsen, Marin County, California | Member
 - Ms. Julie Quinn, Minnesota | Member
 - Mr. Doug Killingsworth, Georgia | Member
 - Ms. Cheryl Ayer, New Hampshire Member
 - Mr. Richard Shipman, Rice Lake Weighing Systems | Associate Membership Representative
 - Ms. Tina Butcher | NIST Liaison
 - Mr. Ross Andersen | Certification Coordinator

Professional Development Committee