

# 100<sup>th</sup> Annual Meeting of the National Conference on Weights and Measures

July 19 – 23, 2015  
Philadelphia, Pennsylvania

## Addendum Sheets to the Interim Report of the Professional Development Committee

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 If the item is an Information item, it is indicated by the suffix **I**; if the item is Withdrawn, it is indicated by the suffix **W**.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

<b>Informational and Developing Items</b>		
<b>The following items are informational (I) or under development (D) and require no formal action of the NCWM:</b>		
Reference Key	Title of Item	PDC Page No.
<b>400</b>	<b>INTRODUCTION .....</b>	<b>1</b>
<b>410</b>	<b>EDUCATION .....</b>	<b>2</b>
410-1	I Professional Certification Program.....	2
410-2	I Training .....	2
410-3	I Instructor Improvement .....	3
410-4	I Recommended Topics for Conference Training.....	3
<b>420</b>	<b>PROGRAM MANAGEMENT .....</b>	<b>3</b>
420-1	I Safety Awareness .....	3
420-2	I PDC Publication .....	3

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**Details of All Items**  
*(In Order by Reference Key Number)*

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## **410 EDUCATION**

### **410-1 I Professional Certification Program**

The Committee announced that three new exams were deployed. These include Medium Capacity Scales, Large Capacity Scales, and Vehicle-Tank Meters. The Certification Coordinator will provide statistical analysis of test results for the NCWM Interim Meeting.

The next exams to be completed will be LPG and Price Verification, followed by Mass Flow Meters, Packaging and Labeling, and Precision Scales. Work has begun on the LPG exam and should begin shortly on Price Verification. We are still looking for additional SME volunteers for both of these projects. Any interested parties should contact Certification Coordinator Ross Andersen. The SME volunteers are the real heart of the certification program.

The Committee reported that a short entry survey is being added to each exam to capture meta-data on who is taking the exams. The questions are in an untimed, unscored portion of the exam. Personal data will be eliminated in any analysis using this information.

The Committee has begun work on an exit survey to be implemented using Survey Monkey, in order to obtain valuable feedback on the program. The questions on the survey will address the mechanics of taking the exam, preparation for taking the exam, and general feedback.

The Committee met with the BOD to discuss the creation of lower level exams for service agents. During the meeting the BOD encouraged the Committee to move forward with development of Basic Competency Exams. The Committee had already discussed the idea of exams covering Weighing and Measuring. Each of these exams would have a Handbook 44 component and a technical component for either Weighing or Measuring. The Committee recognizes this will require the development of new learning objectives for these exams. During open hearings the Committee asked for feedback and guidance on the learning objectives.

The Committee heard comments from Brett Gurney (Utah) that he wants to see separation between the exams for regulatory officials and service technicians. Jim Hewston (JA King) supports the work of the Committee noting that they have twelve service centers in eight states. He welcomes testing and wants to rise to the challenge.

### **410-2 I Training**

Michael Cleary spoke about the training he provided at the regional meetings on the NCWM Model Training Program. His PowerPoint presentations from the CWMA meeting are available at the NCWM Website. The Committee thanks the Associate Membership for sponsoring Mike's presence at the regional meetings.

**410-3 I Instructor Improvement**

Tina Butcher (NIST/OWM) provided an update on progress in formalizing the NIST Instructor Training Program. Areas being reviewed include instructor competency, instructor agreement, feedback mechanisms, and mentoring.

Mike Sikula (New York) and Brett Gurney (Utah) expressed appreciation for NCWM Training and Video. Tim Chesser (Arkansas) requested more in-depth training videos on the entire Examination Procedure Outline. Tina Butcher noted that the RMFD video developed by NIST was intended to supplement and enhance instructor-led training. However, alternative types of videos can be explored. Jim McEnery (Connecticut) wanted access to the NCWM Training Modules. The Committee was informed that NIST/OWM will provide electronic copies of their training materials and presentations.

**410-4 I Recommended Topics for Conference Training**

No change.

**420 PROGRAM MANAGEMENT**

**420-1 I Safety Awareness**

Ken Ramsburg (Maryland) advised the Committee that Elizabeth Koncki (Maryland) is the new Safety Liaison for the SWMA.

**420-2 I PDC Publication**

The Committee plans to drop this item from its agenda and noted that the Committee materials are available electronically on the NCWM website.



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