

Addendum Sheet

Professional Development Committee Interim Report

Ms. Lori Jacobson, Committee Chair
South Dakota

INTRODUCTION

The Professional Development Committee (hereinafter referred to as the “committee”) submits its Committee Interim Report for consideration by National Conference on Weights and Measures (NCWM). This addendum sheet contains the report items published in *NCWM Publication 16, Committee Reports for the 103rd Annual Meeting*. The addendum sheet will address the following items during the Annual Meeting.

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; **(A) Assigned Item:** the committee has assigned development of the item to a recognized subcommittee or task group within NCWM; **(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submitter or other designated party for further development before any action can be taken at the national level; **(W) Withdrawn Item:** the item has been removed from consideration by the committee.

Informational Item(s)

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Details of All Items
(In order by Reference Key)

EDU – EDUCATION

EDU-1 I Professional Certification Program

Mr. Ross Andersen (Certification Coordinator) announced work was progressing with NIST OWM to implement the TP-27 (LPG Table), a product of the API, ASTM and Gas Processors Association. The work also corrected minor errors in another table used to calculate uncompensated (gross) errors. OWM used the new table at a June 2018 Ohio training. OWM plans to make a broad distribution of the new tables in the near future. This will not require states to make procedural changes to calculations or forms, but to simply substitute the new tables. The NCWM exam will use the newly updated OWM tables and plans to publish them with the exam announcement. This will allow people to become familiar with the tables prior to taking the exam.

The Committee was pleased the Board approved the finalization of rules for candidates and proctors at the Interim Meeting in January. Executive Director Don Onwiler worked with counsel to create legal terms of agreement for proctors which will be sent out directly. This will start the process of selecting proctors by the states. The Board decided to send a notice to state directors, allowing 30 days for states to get their proctors signed up. Upon the expiration of the 30 days, all exams require a proctor. Once proctoring in place, the NCWM can begin hosting the basic competency exams.

Under the proctoring agreement the proctor's organization will provide the computer access and ensure details in the proctoring agreement are met. Only materials authorized in the exam announcement will be allowed and materials will be collected before the candidate leaves the room.

At its spring meeting, the Board reviewed the proposed exit survey questions prepared by the Committee to get feedback of the certification exams. The Committee met during the Annual Meeting to respond to the Board's concerns regarding the length of the survey and necessity of specific questions. Both entities hope the survey will be implemented in the near future.

EDU-2 I Training

Ms. Tina Butcher (NIST/OWM) reported on training provided over federal fiscal year 17 (Oct 2016-Sept 2017) and plans for FY 18 and FY 19. OWM will simplify this in the future by reporting on calendar year. A complete list of upcoming OWM training events is available on the calendar of events on the OWM website. She also noted OWM is working with the regions to coordinate training which will be offered concurrent to the regional meetings. This saves resources as OWM can better respond to regional needs, as well as reduce preparation costs. OWM will discuss training options with the regions during their scheduled meetings Wednesday morning at the Annual Meeting. OWM has distributed the following list of potential training topics to the regions.

Proposed Topics for NIST OWM Training at 2019 Regional W&M Association Meetings	
Packaging and Labeling and Price Verification:	
<input type="checkbox"/>	Price Verification Test Procedures (1-2 days)
<input type="checkbox"/>	Uniform Packaging & Labeling Regulation (4 days)
<input type="checkbox"/>	Uniform Packaging & Labeling Regulation – Overview (1 day)
<input type="checkbox"/>	NIST Handbook 133 – Chapters 1 and 2, Gravimetric Testing (4 days)
<input type="checkbox"/>	NIST Handbook 133 – Chapters 1 and 2, Gravimetric Testing – Overview (1 day)
Devices:	
<input type="checkbox"/>	Livestock and Animal Scales (3 days)
<input type="checkbox"/>	Medium-Capacity Scales (3 days)
<input type="checkbox"/>	Retail Computing Scales (3 days)
<input type="checkbox"/>	Retail Motor-Fuel Dispensers Short Course (3-1/2 days)
<input type="checkbox"/>	Selection and Testing of Reference Scales (1 day)
<input type="checkbox"/>	Vehicle and Axle-Load Scales (3 days)
<input type="checkbox"/>	Vehicle-Tank Meters (3 days)

EDU-3 I Instructor Improvement

Ms. Tina Butcher (NIST/OWM) announced NIST is unable to renew the training grant at this time, due to budget limitations. This will curtail the use of state trainers in some of the NIST training classes. Where they may have used multiple state trainers to assist in a class under the grant, it may be reduced to one per class and pay travel costs out of the OWM travel budget.

Ms. Julie Quinn (MN) asked a question about the real value of making CEU’s a requirement in training. She expressed the idea that inspectors were eager to take advantage of any available training which provides real value. A few significant issues facing states are the ability to qualify for higher level courses and proving prerequisites have been met. The Committee believes the basic competency exams (to be released shortly) may serve a purpose in this regard. Candidates may also take the on-line HB44 offered on the OWM website. There is a concern prerequisites be realistically attainable in all cases.

Jerry Buendel (WA) offered appreciation to the AMC for continued financial support for training. The Committee echoes that sentiment.

EDU-4 I Recommended Topics for Conference Training

This year's training event is a visit of the Magellan Midstream Partners pipeline terminal, which includes a tour, as well as a classroom session explaining how pipelines work. The Committee is pleased with the high level of participation.

PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

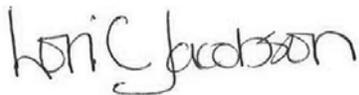
Safety Liaison Julie Quinn (MN/Safety Liaison) reported the results of the safety survey. Consistent with past surveys, the major source of lost time or near misses was due to:

- bending/lifting/twisting
- vehicle accidents
- slips/trips/falls
- chemical exposures

Ms. Quinn noted a decrease in survey participation and offered suggestions to better reach the target audience. She asked that jurisdictions report, even if they had no safety incidents, as a complete picture with a consistent high level of participation is vital for long term analysis.

Ivan Hankins (IA) asked if there were general safety guidelines available for states to reference. The NCWM website has a multitude of resources on the site. The report of the Safety Task Force is a good resource and it will be posted on the website with the Safety Tool Kit expected by the end of August.

The Committee was pleased to learn the Board decided to upgrade the Safety Work Group to a subcommittee to continue this very valuable effort. The Subcommittee will have four major tasks and will be opening up the membership to any NCWM member with an interest.



Ms. Lori Jacobson, South Dakota | Committee Chair
Mr. Gene Robertson, Mississippi | Member
Mr. Marc Paquette, Vermont | Member
Mr. Marco Mares, San Diego County, California | Member
Ms. Jean Kliethermes, Missouri | 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