2027 Interim Meeting Agenda
Professional Development Committee (PDC)

Shane Ireland, Committee Chair
Maine

INTRODUCTION

The PD Committee will address the following items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The first four digits of an item's reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Council on Weights and Measures (NCWM) for a vote. The Committee will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The Committee may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Committee may decide to accept items for discussion that are not listed in this document, providing they meet the criteria for exceptions as presented in Section H of the introductions to *Handbook 44* and *Handbook 130*. The Committee has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting

An "Item Under Consideration" is a statement of proposal and not necessarily a recommendation of the Committee. Suggested revisions are shown in **bold face print** by **~~striking out~~** information to be deleted and **<u>underlining</u>** information to be added. Requirements that are proposed to be nonretroactive are printed in ***bold faced italics***.

All sessions are open to registered attendees of the meeting. If the Committee must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) NCWM Chairman or, in their absence, NCWM Chairman-Elect approves; (2) the Executive Director is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and at the registration table. If possible, the posting will be done at least a day prior to the planned closed session.

Subject Series List

Education ..... EDU Series
Program Management ..... PMT Series
Other Items ..... OTH Series

Table A
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Table B
Glossary of Acronyms and Terms

Acronym	Term	Acronym	Term
CWMA	Central Weights and Measures Association	OWM	Office of Weights and Measures
NCWM	National Council on Weights and Measures	PDC	Professional Development Committee
NEWMA	Northeastern Weights and Measures Association	SWMA	Southern Weights and Measures Association
NIST	National Institute of Standards and Technology	WWMA	Western Weights and Measures Association
WWM	Women in Weights and Measures	MEMS	Member Education and Mentorship Subcommittee
FPETG	Fraud Prevention and Education Task Group		

Details of All Items
(In order by Reference Key)

EDU – EDUCATION

EDU-1 I Professional Certification Program

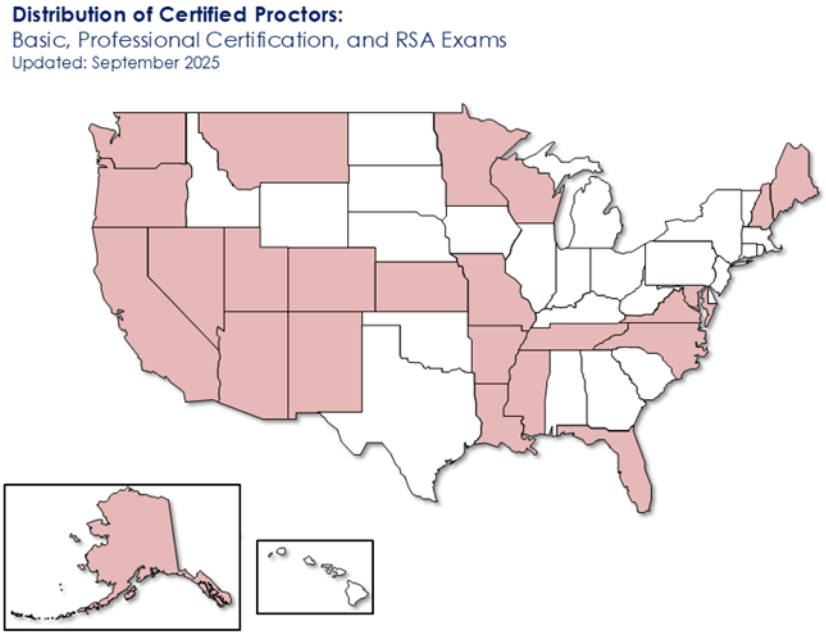
The NCWM offers eleven professional certification exams and two basic competency exams. The certification exams include Retail Motor Fuel Dispensers, Vehicle-Tank Meters, Small Capacity Scales, Medium Capacity Scales, Large Capacity Scales, Precision Scales, LPG and Anhydrous Ammonia, Price Verification, Basic Package Checking, Package and Labeling, and Method of Sale. The competency exams include Basic Weighing Devices and Basic Liquid-Measuring Devices. Professional certifications must be renewed every five years, and NCWM notifies candidates whose certificates have expired.

NCWM initiated a Registered Service Agent (RSA) testing program in 2024. The program was established to provide testing for RSAs that could be used to meet regulatory licensing and registration requirements across the United States. The exams would greatly reduce travel and out-of-service times for the RSAs. The NCWM programs also relieve states of the burden of maintaining a testing program. As of January 2026, the RSA program offers exams for Handbook 44, Small Capacity Scales, Retail Motor Fuel Dispensers, Vehicle Tank Meters, LPG and Anhydrous Meters, Large Capacity Weighing Devices, and Electric Vehicle Fueling Systems (EVSE). NCWM is also hosting the following state-specific exams: Nebraska, Ohio, Wisconsin, Minnesota, and New Hampshire.

Proctoring of exams was initiated in August 2018 and may be done virtually or in-person. Virtual proctoring was initiated in May 2021 and is offered at no cost to members. Guidance for virtual proctoring can be found on the same webpage, and more detailed information, including a helpful YouTube video on preparing for proctoring can be found on the ProctorU website at Gauge Test Taker Walkthrough. In-person proctoring is available through the state programs. The policy on proctoring was changed in August 2023 to allow individuals within a program to proctor exams. The prospective proctor and the state director must sign an agreement provided by NCWM, and the NCWM Executive Director must approve the proctor. Other government agencies, higher education institutions, and commercial testing services may be approved as proctors.

Number of States with Proctors

The map below shows the states that have proctors available as of September 2025. For more details visit the NCWM website.



The table below shows the number of virtual and in-person proctored exams completed in FY 25.

	In-person	Virtual
Professional Certification	154	37
Basic Competency Certification	33	5
Registered Service Agents	19	38

Status of Current Tests

The NCWM has issued 1588 professional certificates since program inception through September 30, 2025. Of the certificates issued, fifteen have been issued to individuals in the private sector.

NCWM Professional Certificates

The table below shows the number of certificates awarded over the past ten years and the cumulative total since program inception.

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Certificates Awarded	140	142	257	53	56	60	56	80	158	83
Cumulative	643	785	1042	1095	1151	1211	1267	1347	1505	1588

The table below shows the states using the professional certification program and the number of certificates earned since program inception including expired certificates. The Committee applauds these states and encourages increased use of the certification program.

State	Certificates	State	Certificates	State	Certificates
Minnesota	233	Nevada	32	Vermont	9
Louisiana	201	Montana	29	Wyoming	7
Missouri	143	Maine	27	Delaware	6
Wisconsin	103	New Mexico	26	Alabama	4
Maryland	99	Colorado	19	Michigan	3
Virginia	86	New York	19	South Dakota	3
Alaska	65	Connecticut	15	Utah	2
North Carolina	57	Private	15	New Jersey	2
Mississippi	56	Ohio	14	Oregon	2
Washington	51	Indiana	13	Tennessee	2
Kansas	49	Massachusetts	12	Florida	1
Arizona	44	Idaho	11	Iowa	1
California	41	Arkansas	10	New Hampshire	1
Nebraska	33	Pennsylvania	10	West Virginia	1

NCWM Basic Competency Certificates

The table below shows the number of basic competency certificates awarded since program inception.

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	Cumulative
Basic - Measuring	0	40	14	5	7	3	4	6	69
Basic - Weighing	1	30	11	12	9	2	4	7	73
Total Awarded	1	70	25	17	16	5	8	13	142

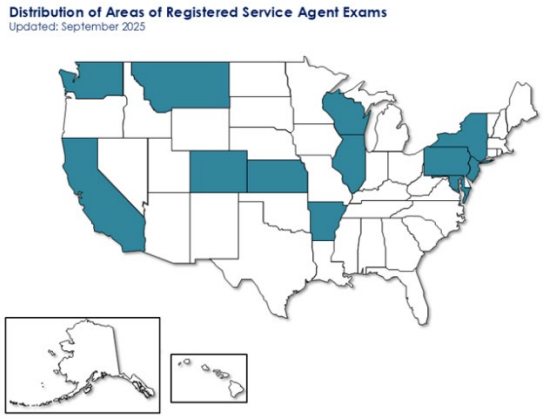
The table below shows those states with individuals holding a basic competency certificate. The Committee applauds these states and encourages increased use of the certification program nationwide

State	Certificates	State	Certificates
Louisiana	69	Arkansas	2
Tennessee	42	Nevada	2
Montana	16	Kansas	1
Alaska	7	Nebraska	1
Colorado	5	Private	1
Florida	3		

NCWM RSA Certificates

NCWM awarded 29 RSA certificates during FY 24-25.

The map below shows the states where an RSA exam was awarded.



The table below shows the number of RSA tests attempted and certificates awarded in FY 25.

	Small Capacity	Large Capacity	RMFD	VTM	LPG	Handbook 44	EVSE	Totals
Attempted	6	4	5	12	9	11	10	57
Awarded	1	1	2	6	3	10	6	29

NCWM Meeting Comments:

2026 Interim Meeting: Jerry Buendel (Washington - Retired), Professional Certification Program Coordinator, gave an update of the professional certification program. Mr. Buendel presented an update on the certification program and spoke about new Registered Service Agent (RSA) exams that are available. Scott Wagner, Colorado, thanked everyone for working on exams, encouraged other states to participate, and shared how Colorado operates the program. Scott mentioned that the cost of the program is minimal for service companies and accepted by multiple states. Kristin Walter, Arkansas, thanked everyone for their work. She has been tasked with finding a good training program for her staff and is thankful to have the modules available through NCWM. She mentioned the statements and objectives could be complex and take time to research. Matt Douglas, California, supports the program and is not deterred by the failure rate, the exams were not meant to be easy. They are qualified standards of professionalism. Alison Wilkinson, Maryland, Echoed the comments already heard.

Ms. Wilkinson shared how Maryland's program is run. In addition to twice a year exam, RSA's must sign an agreement stating that they understand Maryland laws. Maryland also uses the professional exams for staff development. Jason Flint, New Jersey, stated they would like to use the NCWM RSA exams in New Jersey and are looking towards industry for legislative support. Robbie Parke, Washington, commended Jerry for his work. Mr. Parke suggested CEP courses for experienced inspectors to know how to handle new codes and how they impact inspections. Don Onwiler, NCWM, shared that when he took the exams, he passed the first time because he understood the handbooks. Mr. Onwiler also shared where to find the RSA list on the NCWM website and said the intention is to have one set of tests to cover multiple states.

2026 Annual Meeting: Jerry Buendel (Washington - Retired), Professional Certification Program Coordinator, gave an update of the professional certification program. Mr. Buendel presented an update on the certification program and spoke about the new Registered Service Agent (RSA) exams that are available. Paul Floyd, Louisiana, expressed his support for the program. Louisiana uses the program for their inspectors. Alison Wilkinson, Maryland, expressed her support for the program and will use the program to test RSAs. Daniel Walker, Ohio, accepts the RSA exam for RSA licensing and accepts other state exams. Ohio laws and regulations allow them to accept the exam and he encourages other states to change their laws and regulations. Brian Terry, Arkansas, thanked the group for their efforts on the program Mr. Terry said Arkansas was changing their administrative rules to allow the use of the exams for licensing and registration. Ken Vehrkens, New Jersey, stated that he had helped with some of the exams and found it to be a valuable learning experience. Andrew Montanye, Nebraska, stated that he was pleased that the conference was writing a Mass Flow Meter Exam.

Regional Association Comments:

CWMA 2026 Interim Meeting:

No comments.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

WWMA: Mahesh Albuquerque, CO: Grateful for the certification exams. Exams provides an avenue for inspector advancement, but also great for RSA availability. Would like to have all the states recognize or accept the RSA exam certifications.

Paul Floyd, LA: Utilizes program for RSA's and for inspector advancement. Would like to note that there have been changes to the exams. Previously there was a combination of fill in the blank and multiple-choice questions, now only multiple choice, which makes them less difficult.

Scott Wagner, CO: As a member of the Mass Flow Meter Group, would like to note that they have been working on compiling the Mass Flow Meter exam and are almost done.

The committee recommends this remain an informational item.

NEWMA 2026 Interim Meeting:

No comments were heard. The committee recommends this item remain Informational.

SWMA 2026 Annual Meeting:

A representative from the state of Arkansas is currently training inspectors to be certified in NCWM and is also creating state-based training. Would like to see more training based on the current modules conducted by NCWM or NIST to promote continuity. Arkansas is promoting training for inspectors and RSAs

Louisiana has been using the exams for five years and supports the program as a whole.

The committee recommends this remain an informational item.

EDU-2 I Training

The purpose of this item is to share best practices and approaches to training in response to the broad training needs of weights and measures jurisdictions and to serve as a link to various training materials on the web. The NIST OWM PDC Liaison will regularly provide updates to the Committee on OWM's training resources and activities. Details of these updates can be found below and in prior Committee reports. **NCWM Meeting Comments:**

2026 Interim Meeting: Dave Sefcik, NIST OWM shared where NIST training is on their website and information on the changes and upcoming EPO's.

- EVSE Comprehensive Metrology Training program is in development. NIST OWM expects the training materials to be ready by the end of summer and the course to be fully developed in a year.
- Information Hours continue to be successful and popular. Seven sessions are planned for 2026. The dates for

the Info Hours sessions will be announced in February.

- EPO updates are still in progress. They estimate the updates will be complete by the end of April and plan to publish an updated version of NIST Handbook 112 by the end of May. The publication will feature new EPOs for Weigh-In-Motion, Grain Moisture Meters, and an annex to EPO 28 for guidance and selection of reference scales used in CNG testing.
- NIST OWM conducted a Loading Rack Meter/Vehicle Tank Meter Training in June 2025. The training was a hybrid format, with some of the training taking place via webinar and the in-person field training taking place in Springfield, IL.
- NIST OWM will conduct a Large Scale Field Training in 2026. Training will be a hybrid model with some training taking place via webinar. Dates and location of field training TBD.
- NIST provides National and Regional Short Course Training Seminars. Those interested are encouraged to please reach out to the OWM.
- NIST will continue to develop E-Learning Resources for their website.

David Sefcik acknowledged NLMP team for their work impacted by the government shutdown. Jason Flint, New Jersey, asked if the EPO's will be updated after the changes, and Dave stated yes. Joanna Cartee, Georgia, asked if there is a separate website for webinars or if they are all on NCWM. Dave stated yes NIST training is separate and located on NIST website. Matt Douglas, California, thanked everyone and for always being there to assist. Scott Wagner, Colorado, asked if large scales were offered hybrid training and Dave responded yes, they are trying to move to a hybrid model. Loren Minnich, NIST is working with Jason Glass, Kentucky, on organizing a large-scale training and video. The goal is to continue recording and post their webinars and to have them available for reference. Don Onwiler, NCWM showed where the link is on the website. John McGuire, NIST highlighted information hours. Scott Wagner, Colorado, encourages everyone to take advantage of their webinars. Mahesh Albuquerque, Colorado, Chair of the EVSE Planning Committee, provided EVSE training updates. The 2025 training in Denver was at full capacity, and he is looking forward to the 2026 training in Garden Grove California. He thanked the committee for their work and encouraged members to visit the website to sign up for training.

2026 Annual Meeting: David Sefcik, NIST, reported on the training NIST has accomplished and has planned for the future. He also briefed the conference about the progress NIST is making on updating the EPOs. In addition to updating them they will update the EPOs on a regular basis. Mr Sefcik also discussed changes to laboratory metrology training. OWM now has a "course in a box" that can be used by trainees. The box includes equipment NIST provides to the students to use during their training. The equipment is the same as that used for the NIST on site class. The regional metrology meetings will also be changed to meetings that have two regions meeting together to receive training and exchange best practices. Loren Minich, NIST, will be hosting an Information Hour program to provide training on very specific topics. Paul Floyd, Louisiana, asked how a state can request NIST Training. Mr. Sefcik responded that the jurisdiction should reach out to NIST with their request so that NIST can schedule the training and offer it to a wider audience. Mr Sefcik noted that putting classes together was a major undertaking and challenging for NIST in using their limited resources.

Chris Wagner, National Propane Gas Association, presented an overview of technical and safety training resources available to NCWM members. Educational materials are funded by industry and are available to all on Propane.com. Courses can be tailored to meet the needs of the user. Users can add materials and if they meet standards can be accredited to meet professional continuing education requirements. Mike Smith, New York, expressed his thanks for the information and said they had used the materials provided. He asked if Mr. Wagner could present the information at regional meetings. Tory Brewer, West Virginia, asked if there were opportunities for doing on-site training. Mr. Wagner responded that it was possible to reach out to PERC for further discussion. Mahesh Albuquerque, Colorado, thanked Mr. Wagner for the presentation. Mr. Albuquerque stated that Colorado has used the training and found that they are an excellent resource.

Regional Association Comments:

CWMA 2026 Interim Meeting:

Sherry Turvery, KS, The body always talks about training and getting it back into the states. We should utilize our experts on the subject. Someone was hired for a state and the trainer was not up to date on the subject and use the resources already built.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

WWMA: Mahesh Albuquerque, CO.: Has been encouraged by Jason Flint's introductory speech on giving PDC more latitude. Would like to see WWMA PDC to provide suggestions for trainings to be conducted at NCWM conferences.

Kevin Schnepp, CA: There is an opportunity for training. Suggested to have "training light" events, which would be 20-minute trainings to provide refreshers in topics such as safety, care and cleaning of field standards.

Miland Kofford, Utah: supports previous comments. Would like to see trainings scheduled during Committee work sessions for those not participating in or attending work sessions. Also, great opportunity to take the training back to your state.

The committee recommends this remain an informational item.

NEWMA 2026 Interim Meeting:

No comments were heard. The committee recommends this item remain Informational.

SWMA 2026 Annual Meeting:

An industry representative urged members to use the National Propane Gas Association, Propane Education and Research Council training resources. All resources are free and only two individuals have been enrolled from weights and measures. Reiterated that the resources is not related to just propane.

The committee recommends this item remain informational.

EDU-3 I Instructor Improvement

The Committee has reiterated multiple times in the past that the responsibility for training employees rests with individual organizations (weights and measures jurisdictions and industry alike). While NIST and other training providers offer excellent sources of training and training materials, organizations must develop and manage their own training programs, including developing trainers, establishing individual development plans for employees, and identifying strategies for continually assessing and responding to training needs. The Committee recognizes that NIST OWM cannot possibly train all weights and measures inspectors in the country. The state and municipal jurisdictions have ultimate responsibility for training and qualifying their personnel. To fulfill this responsibility, jurisdictions should be making individual plans to maintain or bolster their training efforts. NIST OWM should be viewed as one vital resource to support that effort. The Professional Development Committee is another resource. The Committee has created and posted on its website the "Body of Knowledge" to establish uniform learning objectives for weights and measures professionals. In addition, the Committee has posted a Model Field Training Program document on its website. This program outlines methods to evaluate and document training and offers guidance on training new inspectors and taking steps to ensure their ongoing development.

NIST OWM has also provided ongoing contributions to assist the community in the development of instructors. OWM has provided legal metrology training for weights and measures jurisdictions and industry for many years, but does not have the resources to respond to the numerous training requests it receives. OWM has long recognized that there are many individuals with extensive legal metrology experience who have the skills needed to provide this type of training. OWM hopes to continue to draw from this pool to develop trainers who can present schools with NIST, thus leveraging NIST resources; providing more timely classes; and providing a way to more broadly share the valuable expertise these individuals possess. In the past ten years, NIST OWM has taken on more field inspection classes than it would otherwise be able to do because of the co-instructors drawn from its current pool of trainers.

See the Committee's past reports for background information on this item, along with other details on available tools for trainer development and NIST OWM's efforts and partnership with the NCWM to continue this work.

NCWM Meeting Comments:

2026 Interim Meeting: Alison Wilkinson, Maryland, asked if there was a way NCWM could recognize subject matter experts who are willing to assist with training in the regions. Chris Wagoner, NPGA, they conduct a lot of training and look at established methodologies for training; there are resources nationally available. The Propane Education Resource Council (PERC) has developed training for instructors which is available at propane.com. There is a 6.5-hour course on trainer development and a 2.5-hour course on field training. Both courses are eligible for continuous education unit recognition, are free resources, and are accredited programs. Some information is LPG specific content that can be adapted and focuses on how to educate. NPGA identified a problem with seasoned employees conducting training; they are not educators and struggle with how to educate. The courses are all online and they can provide a link on NCWM website. Scott Wagner, Colorado, suggests a mentoring program within NCWM for meeting attendees to take home to staff.

2026 Annual Meeting: No comments were received.

Regional Association Comments:

CWMA 2026 Interim Meeting:

No comments.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

No comments were heard.

The committee recommends this remain an informational item.

NEWMA 2026 Interim Meeting:

Ken Vehrkens (New Jersey) inquired about instructor resources for training. It was explained that local trainers are available to assist with the administration of NIST training modules. The committee recommends the item remain Informational.

SWMA 2026 Annual Meeting:

No comments heard.

The committee recommends this item remain informational.

EDU-4 I Recommended Topics for Conference Training

The Board of Directors has charged the Committee with recommending appropriate topics for the technical sessions at future annual meetings. The Board of Directors asks the PDC to review and prioritize possible presentation topics and to submit those to the NCWM Chairman. The Chairman will coordinate with NCWM staff to secure presenters.

The following is a list of technical presentations made at the NCWM 2017, which are available at www.ncwm.com/annual-archive.

- Planning and Coordinating a National Market Place Survey (Ms. Rachelle Miller, WI, 2017)
- The Life Cycle of Petroleum from Well to Retail (Mr. Prentiss Searles, API 2017)
- The United States Mint at Denver – Gold, Coins and Embezzlement (Mr. Thomas Fesing, 2016)
- Understanding Transportation Network Systems (Ms. Andrea Ambrose Lobato, Lyft and Mr. Bob O' Leary, Uber 2016)
- Regulatory Consideration for Legalized Marijuana (Ms. Julie Quinn, MN, and Mr. Nick Brechun, CO, 2016)

- Motor Oil Quality Violations (Mr. Tom Glenn, Petroleum Quality Institute of America, 2014)
- Making Sense of Electronic Receipts (Mr. Justin Hotard, Vice President and General Manager, NCR Corporation, 2014)
- LNG & CNG Motor Fuel – A Technical Briefing from Industry (Mr. Doug Horne, President CVEF, Mr. Zack Wester, Blu, Mr. Jeff Clarke, NGVA, 2014)
- Taximeter Technology Advancements (Mr. Matt Daus, International Association of Transportation Regulators, 2013)
- Advanced Vehicles and Fuel Quality (Mr. John M Cabaniss, Jr., Association of Global Automakers, 2013)
- Economic Justification and Demonstrating Value of Weights and Measures (Mr. Tim Chesser, Arkansas Bureau of Standards, 2012)
- Conducting Effective Marketplace Surveys and Investigations (Ms. Judy Cardin, Wisconsin Weights and Measures, 2012)
- Public Relations and Customer Service as Regulators (Mr. Doug Deiman, Alaska Division of Measurement Standards/CVE, 2012)
- An Overview of Unit Pricing in the United States (Mr. David Sefcik, NIST OWM, 2011)
- Grocery Unit Pricing in Australia (Mr. Ian Jarratt, Queensland Consumers Association, 2011)
- Grocery Unit Pricing in Canada (Mr. Ian Jarratt, Queensland Consumers Association, 2011)
- The U.S. Hydrogen Measuring System: The Turning Point? (Ms. Kristin Macey, California Division of Measurement Standards, 2011)
- Corrosion in Ultra Low Sulfur Diesel Underground Storage Systems (Mr. Prentiss Searles and Ms. Lorri Gainawi, American Petroleum Institute, 2010)
- Risk-Based Inspection Schemes (Mr. Henry Oppermann, Weights and Measures Consulting, LLC, 2010)
- Diesel Exhaust Fluid (DEF) (Mr. Gordon Johnson, Gilbarco, Inc., and Mr. Randy Moses, Wayne, 2009)
- Fuel Volatility and Ethanol Blending (Mr. Jim McGetrick, BP Products, 2009)
- Investigative Techniques (Mr. Michael Cleary, Retired, 2009)

NCWM Meeting Comments:

2026 Interim Meeting: No comments

2026 Annual Meeting: Alison Wilkinson, Maryland, asked that the conference provide another training session on Multiple Dimenson Measuring Devices (MDMD). Jason Flint, New Jersey, asked for training on inspecting software. Alison Wilkinson, Maryland, followed by saying that software has an impact on transactions. Training on what is a significant metrological change and how regulations deal with metrological changes. Michael Smith, New York, asked if the conference could make the training information more readily available on the website. Training is conducted at the national and at regional meetings, but the PowerPoints and videos are difficult to locate. Aaron Yonkers, Colorado, asked for training on device testing, specifically dynamic monorail scales and mass flow meters.

The committee noted that training conducted prior to 2017 is no longer available. When the website maintenance was changed over to a new contractor, topics prior to 2017 were not migrated. The committee reached out to NCWM to find out if the material could be added.

Regional Association Comments:

CWMA 2026 Interim Meeting:

Sherry Turvey, KS. Going back to the list of topics and rework them. The links are broken. Highlighted investigative reporting and risk-based inspection schemes.

Joel Lavicky, NE, Same comments as KS, wants to be on record and follow through. Wants to add training into the CWMA as well to support our conference.

Sherry Turvey, KS, many topics in the list are by CWMA members and to send out surveys to our fellow states to help develop.

Mike Harrington, IA, loves the idea and echoes the idea that KS and NE brought up. Wants to communicate to fellow states that if we know other states are bringing equipment and we can go out and do a training demo, a lot like what happened with the EVSE charging at the annual CWMA.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

WWMA: David Aguayo, San Luis Obispo County, CA: Noted that the list is old. Suggests PDC bring training to the annual meetings. In past meetings, training, such as retail motor fuel meters, took place at the same time during the conference. This provides an opportunity for inspectors to attend the training sessions and experience the conference.

Miland Kofford, Utah: Suggested for PDC to work with host to get trainings to the conferences.

Scott Wagner, CO: Encouraged PDC to review the topic list. Additional topics to consider that are not technical but necessary for professional development are: Time management, HR, and field safety awareness.

Matt Douglass: Suggested training on Roberts Rules of Order.

The committee recommends this remain an informational item.

NEWMA 2026 Interim Meeting:

Steve Timar (New York) led a discussion on regional training opportunities. The committee recommends this item remain Informational.

SWMA 2026 Annual Meeting:

A representative of Maryland believes there are significant gaps in training. Asked for a Director specific training focused on software that communicates with the weighing and measuring devices. Stated that many states are not verifying that the software is traceable the NTEP CC, and that software deviations can have significant impact on transactions. Not reviewing traceability to the NTEP CC could make the weights and measures obsolete if they only continue to focus on mechanical devices.

Tory Brewer thanked Lisa Corn for help with the Metrology Beyond the Lab training and her part in creation and presentation. He asked for feedback from the group on the training. The PDC chair commented that all feedback received was positive, with the only issue noted that some of the material was too technical.

The committee recommends this item remain informational.

PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

One of the goals of the PDC is to educate jurisdictions on safety issues and to provide resources to help them implement effective safety and health management programs. The Committee intends to use the safety page at www.ncwm.com/safety as a place for states to share information and resources to help them address each of the major steps in creating and maintaining an effective safety program.

The Safety Program Toolbox is there to help your organization create or improve your current safety program. The toolbox is posted on the NCWM website at www.ncwm.com/safety. The Safety Subcommittee will assume responsibility for:

- Maintaining and updating the safety toolkit.
- Writing and deploying the NCWM annual safety survey, as well as reporting on the results each year.
- Finding resources and/or developing weights-and-measures-focused materials relating to the top hazards identified through the safety survey or through developing the toolkit.
- Building a safety culture and developing safety leadership within the NCWM through participation on the Safety Subcommittee
- Maintain the annual safety survey

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

Safety Subcommittee Members		
Chair	John Satterlee	Illinois
Public Sector	Michael Peeler	New Jersey
Public Sector	John Bell	Missouri
Public Sector	David Fraser	Montana
Private Sector	Bill Callaway	Owl Services
Private Sector	Christopher Wagner	National Propane Gas Association
Private Sector	Robert LaGasse	Mulch and Soil Council

The NCWM safety page houses the list of regional safety liaisons and an archive of past safety articles.

Regional Safety Liaisons:

Central Weights and Measures Association (CWMA)
Mr. John Bell, Missouri Department of Agriculture

Northeastern Weights and Measures Association (NEWMA)
Mr. Michael Peeler, New Jersey Weights and Measures

Southern Weights and Measures Association (SWMA)
Mr. Christopher Wagner, National Propane Gas Association

Western Weights and Measures Association (WWMA)
Mr. David Fraser, Montana Weights & Measures

Each region is responsible for providing a safety article for the NCWM newsletter according to the following schedule:

Safety Article Schedule		
Issue Date	**Source**	**Article Deadline**
Issue 2 (May 2026)	NEWMA	April 15, 2026
Issue 3 (September 2026)	CWMA	August 13, 2026
Issue 1 (February 2027)	WWMA	January 15, 2027
Issue 2 (May 2027)	SWMA	April 15, 2027

NCWM Meeting Comments:

2026 Interim Meeting: Christopher Wagner of the National Propane Gas Association shared the committee updates and invited all to attend. The Safety Subcommittee has started meeting monthly to remain on target for the subcommittee goals. He encouraged anyone interested in participating to please contact John Satterlee. The subcommittee will revive the safety surveys. Past surveys were difficult and time-consuming, resulting in limited participation. The subcommittee has revised the survey into a simpler format that will take less time and hopefully result in increased participation. Mr. Wagner expressed the effectiveness of safety surveys, explaining that the data collected will generate future articles and resources by the committee. The survey will be sent out to the state directors in two to three weeks. He asked that the jurisdictions make sure their directors are on the email list.

2026 Annual Meeting:

Mike Peeler, New Jersey, reported that the Safety Committee sent out a survey and that there was a low rate of return. The survey will be sent out again and he asked that members complete them so the committee can report results at the Interim.

Regional Association Comments:

CWMA 2026 Interim Meeting:

Sherry Turvey, KS, John Satterlee is no longer with the state of Illinois and is the private sector.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

Kevin Schnepp, CA: Safety is another item that can be included in the technical trainings. It is vital to add to the conferences. Tenfold return to train someone to not get hurt.

The committee recommends this remain an informational item.

NEWMA 2026 Interim Meeting:

Mike Peeler (New Jersey) provided an update of the groups work. Cheryl Ayer (New Hampshire) suggested using the results from the safety survey to tailor training specific to the needs of membership. The committee recommends this item remain Informational.

SWMA 2026 Annual Meeting:

The Safety committee representative reported that safety surveys had been sent out with little response. He will re-issue the surveys with additional edits in the future.

The committee recommends this item remain informational.

PMT-2 I Fraud Prevention and Education Task Group

The Fraud Prevention and Education Task Group (FPETG) was formed in 2024. The FPETG was previously recognized as the Skimmer Education Task Group (SETG). The group expanded its scope from the primary focus of credit card skimming devices to now include any type of fraud that affects the weights and measures community.

The FPETG is charged with researching both existing and emerging issues regarding fraudulent practices. The group has been formed to develop educational outreach strategies and materials to educate regulators, retailers, industry members, and consumers in identifying and addressing fraudulent practices encountered by weights and measures programs. The FPETG will actively solicit topics from membership and industry and select topics to develop into a presentation to be given as needed during the NCWM Annual Meeting.

Fraud Prevention Education Task Group Members		
Co-Chair	Alan Walker	Florida
Co-Chair	Matthew Williams	Texas
Public Sector	Paul Floyd	Louisiana
Public Sector	John Larkin	California
Public Sector	Mike Harrington	Iowa
Public Sector	Robert Huff	Delaware
Public Sector	Michael Peeler	New Jersey
Public Sector	Michael Kelly	Westchester County, New York
Public Sector	John McGuire	NIST, Office of Weights and Measures
Private Sector	Brent Price	Gilbarco, Inc.
Private Sector	Mike Roach	PDI
Private Sector	Scott Boorse	PEI
Private Sector	Scott Schober	Berkley Varitronics Systems

NCWM Meeting Comments:

2026 Interim Meeting: Alan Walker (Florida), FPETG Chair, provided an update to membership. Alan shared the concerns with skimmers and pulsers. This group is seeking members.

2026 Annual Meeting: Matthew Williams, Texas, reported that the committee did not meet and did not have any updates.

Regional Association Comments:

CWMA 2026 Interim Meeting:

Sherry Turvey, KS, Fraud Prevention and Education Task Group provides training during their meetings at the NCWM.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

No comments were heard.

The committee recommends this remain an informational item.

NEWMA 2026 Interim Meeting:

Mike Peeler (New Jersey) provided an update. Mr. Peeler discussed the emerging scam of "juice jacking" at public charging stations for electronic devices. Jim Willis (New York) stated a local county recently found a layover skimmer device. Mr. Willis mentioned internet personalities spreading misinformation regarding retail weights and measures issues such as short weight packages. The committee recommends this item remain Informational.

SWMA 2026 Annual Meeting:

The Fraud Prevention committee chair reported that he would be stepping down and the current NCWM chairman was asked to assign the co-chair to the chairman position. The NCWM chairman agreed to make this change.

The committee recommends this item remain informational.

PMT-3 I Metrology Subcommittee

The Metrology Subcommittee was formed in 2024. The mission is to recognize, advocate, and promote better integration between field weights and measures and metrology. The subcommittee's primary focus is metrological progress and aimed at strengthening communication, training, and support across the legal metrology community as well as the following four initiatives:

1. Create a standard form that will be used to submit proposed changes to NIST SOPs and Handbook 105 series documents. This form is intended to streamline the feedback process and ensure that suggestions from the labs are formally documented and submitted in a consistent, structured manner.
2. Develop an On-the-Job Training (OJT) framework that will serve as the foundation for a broader OJT resource library. This library will feature SME developed training modules to support new metrologists and assist labs in standardizing their training approaches across regions.
3. Create a training resource geared toward directors and administrators who may not have a metrology background. The goal is to provide them with a better understanding of metrology lab operations, including staffing, standards, maintenance, and compliance requirements, so they can better support their teams.
4. Create a mentorship framework to facilitate training between labs.

The Metrology Subcommittee will actively solicit topics from membership and industry, and select topics to develop into a presentation to be given as needed during the NCWM Annual Meetings.

NCWM Meeting Comments:

2026 Interim Meeting: Frank Greene, Connecticut, Chair, they are looking to educate folks. He stated they are looking to promote smaller metrology labs for succession planning, training, and maintenance, specifically to educate program directors on the metrology lab. Frank also mentioned a mentor program for new metrology people. Lisa Corn, Texas, Co-Chair, stated they are accepting suggestions on training for the field and support staff.

2026 Annual Meeting: Lisa Corn, Texas, reported that the subcommittee has developed a standardized form that members can use to submit suggested revisions or updates to NIST OWM for the SOPs and the 105 Series publications. Our goal is to provide a consistent process for gathering feedback and communicating recommendations to OWM. She reported that they have made great progress on the On-the-Job Training Library. The committee now has a substantial collection of training resources that are developed and are ready to share with the community.

In the coming months, the Metrology Subcommittee will be reaching out to the Professional Development Committee with recommendations for webpage layouts and organization to make these resources and tools easily accessible to the metrology and weights and measures community.

The subcommittee has a special session planned for the 2027 Interim that will feature a presentation on Metrology for directors.

The subcommittee is developing a survey to gather feedback from the community. The survey will help us identify additional training needs, resources, and other areas where the subcommittee can provide support and better serve both the metrology and broader weights and measures community.

Regional Association Comments:

CWMA 2026 Interim Meeting:

No comments.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

No comments heard.

The committee recommends this remain an informational item.

NEWMA 2026 Interim Meeting:

Frank Green Connecticut) provided an update of the group's work. The group is developing a survey to collect information that could be used to develop a core curriculum. Scott Dolan (Vermont) updated that the group has posted its first deliverable. A resource document has recently been posted on the NCWM website which summarizes the requirements for lab recognition. The committee recommends this item remain Informational.

SWMA 2026 Annual Meeting:

The Metrology committee representative provided an update about the Metrology Resource Library that has been created on the NCWM website. The representative also asked for more ideas on presentations that could be useful in the future.

The committee recommends this item remain informational.

PMT- 4 I Women in Weights and Measures (WWM)

The Women in Weights and Measure Subcommittee formed in 2024. The mission is to empower women in developing their natural abilities, fullest potential, and equip them to excel as leaders in weights and measures. The subcommittees primary focus is to raise awareness that women are valuable contributors in the field of weights and measures and to provide training and opportunities for leadership advancement.

At the 2023 NCWM Annual Meeting, we held a special panel discussion session to celebrate the accomplishments and highlight the challenges women face in the weights and measures field.

NCWM Meeting Comments:

2026 Interim: Cheryl Ayer, New Hampshire, Chair stated the NCWM session on "Building a Satisfying Life" was a success and encourages all to attend future sessions.

2026 Annual: This is a new item and a report was not given during the meeting. Reports will commence in 2027. The WWM met during the 2026 Annual and held a successful training session on Confidence Carries Weight.

Regional Associations' Comments:

CWMA 2026 Interim Meeting:

No comments.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

No comments were heard.

The committee recommends this item remain informational.

NEWMA 2026 Interim Meeting:

Cheryl Ayer (New Hampshire) provided an update of the groups work. Ms. Ayer provided an overview of the group's mission, and the overall philosophy of inclusiveness. Ms. Ayer discussed spreading the message of the importance of meeting preparation and willingness to collaborate. The committee recommends this item remain Informational.

SWMA 2026 Annual Meeting:

No comments heard.

The committee recommends this item remain informational.

PMT-5 I Member Education and Mentorship Subcommittee (MEMS)

The Member Education and Mentorship Subcommittee (MEMS) was formed in 2024. The scope is to educate the body (with an emphasis on new membership) of the National Council on Weights and Measures processes and procedures. This Subcommittee provides education and mentorship on the processes and procedures of the NCWM to new and existing members to promote knowledge, foster participation, and increase membership engagement within the NCWM.

Subcommittee membership consists of up to 3 members from each region and up to 6 Associate Members. The Subcommittee will report to the PDC and will meet at least every national meeting.

The Subcommittee will develop educational products and/or programs to educate the members on the processes, procedures, and policies of the NCWM. The Subcommittee members will mentor new members as appropriate, as well as answer questions from membership.

Member Education and Mentorship Subcommittee (MEMS) Members		
Chair	Brian Fuller	Iowa
Vice-Chair	Christina Osborn	Texas
Public Sector Members	Cheryl Ayer	New Hampshire
	Ethan Bogren	Westchester County, NY
	Joanna Cartee	Georgia
	Scott Ferguson	Michigan
	Dave Finck	Ohio
	Valerie Forbes	Delaware
	Miland Kofford	Utah
	Brent Ricks	Montana
	Brian Terry	Arkansas
	Jim Willis	New York
Private Sector Members	Jerry Buendel	Retired
	Chuck Corr	Retired
	Scott Fenwick	Clean Fuels Alliance America
	Bob Murnane	Seraphin Test Measure

NCWM Meeting Comments:

2026 Interim: Brain Fuller, Iowa, Chair reported that the committee holds monthly meetings on mentorship and new member orientation. They have created a new member brochure. They are currently working on creating a FAQ document and other educational materials for new members.

2026 Annual: This is a new item, and a report was not given during the meeting. Reports will commence in 2027.

Regional Associations' Comments:

CWMA 2026 Interim Meeting:

Brian Fuller, IA, MEMS Chair, MEMS committee is focused on mentorship, and they had a table at the national where they passed out new membership ribbons and mentor badges as well as new membership brochures. They created a FAQs under the "about" tab on the national site. They are also working on the best practices for the Form 15 on the website and best practices.

The committee recommends this remain an informational item.

WWMA 2026 Annual Meeting:

Paul Floyd, LA: Does not have an update to report. However, would like to note that they are meeting monthly working on a presentation for the NCWM conferences. He attended Matt Douglass's presentation this morning and he thought it was perfect.

The committee recommends this item remain informational.

NEWMA 2026 Interim Meeting:

Jim Willis (New York) provided an update of the committee's work. Mr. Willis noted the success of some of the groups initiatives at the NCWM Annual Meeting. The committee recommends this item remain Informational.

SWMA 2026 Annual Meeting:

A MEMS committee representative shared that MEMS gave two presentations on Saturday. Asked for comments on the presentations and for additional training that could be provided.

The committee recommends this item remain informational.

Shane Ireland, Maine | Committee Chair
Leanne Garner, Kansas | Vice-Chair
Valerie Forbes, Delaware | Member
Brent Ricks, Montana | Member
Konrad Crockford, North Dakota | Member
Perry Lawton, TESCO | AMC Representative
Marie-Paul Vanasse, Measurement Canada | Canadian Technical Advisor
John Satterlee, Illinois | Safety Liaison
Vacant | NIST Liaison
Jerry Buendel, Retired | Committee & Exam Coordinator

Professional Development Committee

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