

## **NEWMA Professional Development Committee 2015 Interim Meeting Report**

Ms. Cheryl Ayer, Committee Chair  
New Hampshire

October 13-14, 2015  
Springfield, Massachusetts

### **200 INTRODUCTION**

The Professional Development Committee (PDC) (hereinafter referred to as “Committee”) submits its Report to the Northeastern Weights and Measures Association (NEWMA). The Report consists of the NEWMA Agenda (NCWM Carryover and NEW items) and this Addendum. Page numbers in the tables below refer to pages in this Addendum. Suggested revisions to the handbook are shown in **bold face print** by ~~striking out~~ information to be deleted and underlining information to be added. Requirements that are proposed to be nonretroactive are printed in **bold-faced italics**.

Presented below is a list of agenda items considered by the NEWMA and its recommendations to the NCWM Professional Development Committee.

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**Subject Series List**

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 Education..... 410 Series  
 Program Management..... 420 Series

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**Table B  
 Glossary of Acronyms and Terms**

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Acronym	Term	Acronym	Term
ADDIE	Analysis, Design, Development, Implementation, and Evaluation	NEWMA	Northeastern Weights and Measures Association
ANSI	American National Standards Institute	NIST	National Institute of Standards and Technology
BOK	Body of Knowledge	OWM	Office of Weights and Measures
CWMA	Central Weights and Measures Association	PDC	Professional Development Committee
ISO	International Standardization Organization	RSA	Registered Service Agents
ICE	Institute for Credentialing Excellence	SME	Subject Matter Expert
NCWM	National Conference on Weights and Measures	SWMA	Southern Weights and Measures Association
		WWMA	Western Weights and Measures Association

**Details of All Items**  
*(In order by Reference Key)*

## 410 EDUCATION

### 410-1 I Professional Certification Program

Professional certifications are offered in many industries as a means of demonstrating competence in a particular field of expertise. Certification may be a means of qualifying an individual for employment or a higher pay grade within a profession. The NCWM Professional Certification Program provides confidence that an individual has a strong understanding of U.S weights and measures standards as adopted by NCWM and published in NIST Handbooks, 44, 130, and 133.

Professional certification is available to NCWM members and non-members in the private sector and in government positions. Please note that the person taking the test must be an NCWM member in order to take the exams for free.

Three new exams were deployed in 2015. These include Medium Capacity Scales, Large Capacity Scales, and Vehicle-Tank Meters. Ross Andersen, the NCWM Certification Coordinator will provide statistical analysis of test results at the 2016 NCWM Interim Meeting.

The next exams to be completed will be Liquefied Petroleum Gas (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. The PDC is still looking for additional SME volunteers for both of these projects. Any interested parties should contact the Mr. Andersen. The SME volunteers are the real heart of the certification program. The successful creation of these exams is dependent on willing volunteers.

#### Status of Current Tests

The NCWM has issued 310 professional certificates from inception of the Professional Certification Program to September 30, 2014. Of the certificates issued, six have been issued to individuals in the private sector (three for small scales, two for package checking, and one for retail motor-fuel dispensers). The balance of the certificates has been issued to regulators in 30 different states.

#### Number of Certificates NCWM has issue by 2014 Fiscal Year End (September 30<sup>th</sup>)

FY10-11	FY11-12	FY12-13	FY13-14
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Count in Year	44	94	104	68
Cumulative	44	138	242	310

### States with largest number of Certificates

State	Certificates	State	Certificates
Missouri	56	Maine	8
Minnesota	52	Massachusetts	8
Maryland	47	New York	8
Nebraska	26	Ohio	8
Washington	24	Virginia	8
California	21	Idaho	6
Mississippi	15	Wisconsin	6
Connecticut	14	Wyoming	6
Arkansas	11	Private Industry	6

The Committee is continually working to improve the exams and the exam experience. Our goal is to make sure the exams stay meaningful and current as handbook changes are made and they include an annual review of the current exams by the Certification Coordinator. The Committee reported that a short entry survey is being added to each exam to capture meta-data on who is taking the exams. Examples of meta-data include the candidate's level of experience; whether the candidate is a regulatory official or a service agent; and so forth. The questions are in an untimed, unscored portion of the exam. Personal data will not be used in any analysis using this information.

In order to obtain valuable feedback on the Certification Program, the Committee has begun work on an exit survey which will be implemented using Survey Monkey. The questions on the survey will address the mechanics of taking the exam, preparation for taking the exam, and general feedback (e.g., how did the candidate react to the content of the exam, was it challenging, was it too easy, or did they feel the exam was fair?).

NCWM Executive Director, Don Onwiler, challenged the committee to look toward the future of the program and explore the following areas:

**Accreditation** – This would require meeting established standards as a certifying body.

**Proctoring Exams** – Should candidates be required to take exams in a state's weights and measures facility or through a private proctoring service?

**Examination Protocol** – Currently, candidates register for the exam and are permitted to make up to two attempts to pass the exam. If the candidate fails both attempts he or she may reregister and get an additional two attempts. (1) Do we continue to allow two attempts for each registration fee? (2) Do we implement a mandatory waiting period for candidates who need to retake the exam after two failed attempts?

**Intermediate Exams** – Jurisdictions have expressed interest in using the NCWM exams in their registered service agent programs. Would it be beneficial to have exams that can serve as stepping stones toward reaching professional certification? The Committee will consider creating three exams for (1) basic measurement and use of Handbook 44, (2) basic liquid measuring, and (3) basic weighing.

The committee continues to hear from states that are interested in requiring professional certification for their registered service agents. Some states have expressed concern that service agents would not be able to pass the professional certification exams. The committee is challenged with either reducing the difficulty of the test for service agents or finding ways to better prepare the service agents to successfully pass the exams. In particular, can

the states expect private service agencies to provide training to prepare their workers to pass the NCWM certification exams? What actions will the states with registered service programs have to undertake to ensure that these service agents are as qualified as state-trained officials to evaluate equipment for legal compliance?

At the 2015 Annual meeting, the Committee met with the Board of Directors to discuss the creation of lower level exams for service agents. During the meeting, the Board encouraged the Committee to move forward with the development of Basic Competency Exams. The Committee had already discussed the idea of exams covering Basic Weighing and Basic Liquid Measuring. Each of these exams would have a Handbook 44 component and a technical component for either Weighing or Liquid 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.

During the 2015 Interim and Annual Meeting open hearings, the Committee heard from multiple jurisdictions regarding how they have used the professional certification exams to help develop their inspectors. The Committee heard from four of the top five states who use the program including: Maryland, Minnesota, Missouri, and Washington. Jurisdictions shared various strategies they use, including the following.

- Promoting professional certification at all staffing levels.
- Incorporating certification exams into job classification requirements.
- Using collective success on the certification exams as a measure of the effectiveness of the jurisdiction's training program.
- Retesting to maintain their proficiency.
- Identify and implement additional training.

Mr. Ron Hayes (MO) commented that in addition to preparing employees with technical training, they also coach their employees on successful test-taking strategies. For example, avoiding getting caught up on one question and watching the time limit. Mr. Hayes also provides an environment to his employees which is free from interruption or outside influences.

The Committee will work with NCWM Headquarters to provide hyperlinks in the exam announcement to the EPOs, handbooks, supplemental courses, and study aids, including modules. This will provide quick access to individuals taking the exam as well as to trainers. EPOs updated to 2015 NIST Handbook 44 requirements have been posted on the NIST website.

### **Regional Associations Comments:**

WWMA supports the continued development of the certification testing program and encourages more people to take the exams. WWMA strongly recommends NCWM devise a way to give individual participants feedback in those areas (i.e., General, Administration or Technical) where they scored the lowest, while still maintaining the integrity of the Professional Certification Program.

NEWMA encourages the national committee to continue efforts toward the development of stepping stone exams. When a new weights and measures official is employed, individuals are not able to work on their own until they reach a certain level of competence. When service agents apply for registration, they are generally not prepared to pass the professional certification exam. Basic stepping stone exams will be more appropriate for initial registration of service agents and help to verify they understand certain requirements before they begin placing devices into service. These exams could also be utilized for new weights and measures officials as a measure of increased competence during probation.

At the 2015 CWMA annual meeting, the committee heard reinforcing comments that the majority thinks service agents should have a separate test. When asked what that test should cover, the following suggestions were received:

- How to look up items in Handbook 44

- How to look up, understand and use NTEP Certificates of Conformance
- Understanding the difference between calibrating (placing in service) and testing for tolerance
- Understanding the different responsibilities of service agents and regulators

A suggestion was made that the National PDC should solicit states for their service agent tests in order to determine whether there are other areas which should also be included in the body of knowledge service agents should know. The CWMA PDC also recommends that service agents should know how to properly seal all classes of devices.

SWMA heard comments from Mr. Stratt Pinagel, Wal-Mart, acknowledging the importance of these exams in promoting uniformity in inspections. Mr. Pinagel asked how many states are requiring successful completion of these exams as a condition for employment of inspectors. Dr. Matt Curran asked whether there were any states who are working toward implementing this in the future. Several states indicated they already require this and several, including Florida, indicate an active interest in pursuing this. Mr. Tim Chesser (Arkansas) indicated that although Arkansas would like to implement a requirement for inspectors to take these exams, Arkansas, like some other states, have personnel regulations that may prevent them from making this a requirement at the present time. He noted, however, that Arkansas is considering requiring this for service companies. Mr. Lou Straub, Fairbanks, noted that the “passing” rate for some of the exams is rather low and commented that, if weights and measures officials are having difficulty passing the exams, this may pose a problem for service personnel who are less familiar with basic weights and measures requirements. Mr. Straub also suggested distinct tests for weights and measures officials and service personnel. Mr. Chesser pointed out that in Arkansas, service personnel are performing many of the same inspection and testing functions as field officials and, therefore, it is important that they have a full understanding of the requirements. Mr. Dale Saunders, VA, SWMA PDC Chairman, commented that, with regard to the exam scores, successful completion of these exams indicates a level of professional proficiency, and it is important that inspectors be prepared and undergo adequate training prior to taking these exams. After hearing Mr. Saunders’ comments, Mr. Jerry Butler (NC), asked questions about how jurisdictions go about this preparation. Mr. Saunders noted that this preparation is the basic training required of any inspector along with increased emphasis on studying and comprehending the NIST Handbook 44 requirements.

<b>NEWMA Action: Item 410-1</b>
<b>Summary of comments considered by the regional committee (in writing or during the open hearings):</b>
The question was asked how each state licenses or registers service technicians and if exams are required for the service agents. Jim McEnerney (CT) stated they require an annual registration fee for service agents and there is no test. Connecticut also registers service companies that sell weighing and measuring equipment. New Hampshire requires service agents to pay an annual licensing fee and, depending on the device category, they may or may not have to take a written test. Most NEWMA state representatives responded that they do not currently require service agents to take an exam to be registered.
The comment was made that if private service agents take the national exam, the service agents need to check with each state before they perform work there.
<b>Item as proposed by the regional committee: (If different than agenda item)</b>
NEWMA PDC supports the development of stepping stone exams by NCWM PCD.
<b>Committee recommendation to the region:</b>
<input type="checkbox"/> Voting Item on the NCWM Agenda <input checked="" type="checkbox"/> Information Item on the NCWM Agenda <input type="checkbox"/> Withdraw the Item from the NCWM Agenda ( <i>In the case of new items, do not forward to NCWM</i> ) <input type="checkbox"/> Developing Item on the NCWM Agenda ( <i>To be developed by source</i> )
<b>Reasons for the committee recommendation:</b>
<b>COMPLETE SECTION BELOW FOLLOWING VOTING SESSION</b>
<b>Final updated or revised proposal from the region: (If different than regional committee recommendation)</b>

**Regional recommendation to NCWM for item status:**

- Voting Item on the NCWM Agenda  
 Information Item on the NCWM Agenda  
 Withdraw the Item from the NCWM Agenda (*In the case of new items, do not forward to NCWM*)  
 Developing Item on the NCWM Agenda (*To be developed by source*)  
 Unable to consider at this time (*Provide explanation in the "Additional Comments" section below*)

**Regional Report to NCWM:**

Please provide your report in this section exactly how you want it to appear in the NCWM reports to represent your region's considerations, support or opposition, and recommendations. **This will replace any previous reports from your region on this item.**

NEWMA PDC supports the development of stepping stone exams by NCWM PDC.

**410-2 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.

At the 2014 annual meeting, the committee announced that the Model Field Training Program, developed by a sub-committee chaired by Mr. Michael Cleary (CA, retired), was available for use. To date, Mr. Cleary has given instruction on the use of the program to the Western and Central Weights and Measures Association and is scheduled to give a presentation at the Southern Weights and Measures Association's 2015 annual meeting. The Committee thanks the Associate Membership for sponsoring Mike's presence at the regional meetings.

During the 2015 annual meeting, Mr. Cleary spoke about the training he provided at the regional meetings on the NCWM Model Field Training Program and stated that his PowerPoint presentation from the CWMA meeting is available on the NCWM Website at [http://www.ncwm.net/training/model\\_training](http://www.ncwm.net/training/model_training).

Mr. Cleary has received some positive feedback from regulators who have started using the Model Field Training Guide. The Committee hopes this guide will encourage jurisdictions that do not have an evaluation program in place to utilize this tool. As feedback has been received, minor changes have been made and the updated document can be found under the training section of the NCWM website through the Resources tab.

It is important to note that the combination of quality training and evaluation in a weights and measures program helps to ensure that jobs are done accurately and correctly. Again we thank Mr. Cleary, who chaired the sub-committee, and all the sub-committee members.

If you have any suggestions, recommendations, or you need support for successful implementation, please contact Mr. Cleary at (916)483-8498 or by email at [mcleary55@sbcglobal.net](mailto:mcleary55@sbcglobal.net) or a member of the PDC.

A training video on retail motor-fuel dispensers was released by the NIST Office of Weights & Measures. This video demonstrates and describes the minimum tests of a retail motor-fuel dispenser in accordance with NIST Handbook 44. It includes how to select and maintain a standard, wetting the standard, normal and slow flow tests, leveling, reading the meniscus, draining a test measure, and the anti-drain test. The video is available in a 14-minute video segment or it may be viewed in individual segments. OWM will have a training video available on small capacity scales this year. OWM would like feedback on the training videos and input on training topics that jurisdictions would be interested in having available.

The RMD training video can be accessed from OWM's home page at: <http://www.nist.gov/pml/wmd/index.cfm>. Select the "Legal Metrology Devices" link under "Programs." On the "Legal Metrology Devices Program" page, click on "Training Materials" under "Related Links." The NIST Handbook 44 Self-Study Course is also accessible

on the “Training Materials” page. The PDC plans to provide links to these valuable training materials from the NCWM website under the “Training” tab.

**Regional Associations Comments:**

The WWMA supports the NCWM Model Field Training Program and encourages weights and measures jurisdictions to implement it. WWMA conveys its gratitude to the NCWM work group that was headed by Mr. Cleary for developing the Model Field Training Program. This program provides the tools for the administrator and trainer to ensure that new inspectors are competent in all of the required basic skills needed to perform the function of an entry-level weights and measures official.

NEWMA would like to recognize the contributions made by the following agencies:

CONTRIBUTING AGENCY	CONTRIBUTION
NCWM	Training modules with uniform learning objectives
NCWM	Professional Certification Exam – Objectively measuring knowledge of the subject
NIST OWM	Train the Trainer Program
NIST OWM	Training Course Materials
NIST OWM	Training Videos and Other Resources
STATES	Utilizing NCWM modules in training preparation
STATES	Utilizing NCWM certification exams to monitor employee progress
STATES	Sharing “trained” trainers with other states in the region

The NEWMA PDC heard remarks from Mr. Jerry Buendel (WA) that many of the parts necessary to a national training program, are coming together and the program is just getting better and better.

SWMA heard comment from Mr. Buendel that Mr. Cleary gave a very good presentation at the Western Weights and Measures Association meeting on the Training Manual and suggested that Mr. Cleary be invited to give this presentation at the SWMA. Mr. Dale Saunders (VA, SWMA PDC Chairman) noted that Mr. Cleary was originally scheduled to give this presentation at the SWMA, but a schedule conflict prevented him from attending. Mr. Saunders reminded the SWMA that the PDC publications, including the manual, are available for viewing on the NCWM web site.

<b>NEWMA Action: Item 410-2</b>
<b>Summary of comments considered by the regional committee (in writing or during the open hearings):</b>
Mike Sikula (NY) stated that attendees of the annual NY Weights and Measures meeting viewed the NIST Retail Motor Fuel Dispenser training video. Jim McEnerney (CT) also stated they are utilizing the video as part of their training program. Both representatives had positive feedback on the training video and voiced support for more and similar types of video training.
<b>Item as proposed by the regional committee: (If different than agenda item)</b>
NEWMA members are thankful to NIST for the RMTD training video and NEWMA supports the efforts for additional training videos.
<b>Committee recommendation to the region:</b>
<input type="checkbox"/> Voting Item on the NCWM Agenda <input checked="" type="checkbox"/> Information Item on the NCWM Agenda <input type="checkbox"/> Withdraw the Item from the NCWM Agenda <i>(In the case of new items, do not forward to NCWM)</i> <input type="checkbox"/> Developing Item on the NCWM Agenda <i>(To be developed by source)</i>
<b>Reasons for the committee recommendation:</b>
States have used the training video and benefitted from it.



<b>COMPLETE SECTION BELOW FOLLOWING VOTING SESSION</b>
<b>Final updated or revised proposal from the region: <i>(If different than regional committee recommendation)</i></b>
<b>Regional recommendation to NCWM for item status:</b> <input type="checkbox"/> Voting Item on the NCWM Agenda <input checked="" type="checkbox"/> Information Item on the NCWM Agenda <input type="checkbox"/> Withdraw the Item from the NCWM Agenda <i>(In the case of new items, do not forward to NCWM)</i> <input type="checkbox"/> Developing Item on the NCWM Agenda <i>(To be developed by source)</i> <input type="checkbox"/> Unable to consider at this time <i>(Provide explanation in the "Additional Comments" section below)</i>
<b>Regional Report to NCWM:</b> Please provide your report in this section exactly how you want it to appear in the NCWM reports to represent your region's considerations, support or opposition, and recommendations. <b>This will replace any previous reports from your region on this item.</b>
NEWMA members are thankful to NIST for the RMFD training video and NEWMA supports the efforts for additional training videos.

### 410-3 I Instructor Improvement

NIST 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 and, in some cases, those individuals are already training within their own jurisdictions or regions. Drawing from this pool of individuals, OWM hopes to develop trainers who can present schools on behalf of NIST, thus leveraging NIST resources; providing access to NIST training on a timetable that can meet jurisdictions' needs; and providing a way to more broadly share the valuable expertise these individuals possess.

Several years ago, OWM renewed its efforts to develop trainers by providing a grant to the NCWM which is intended to pay travel costs of individuals to travel within their regions to conduct training and to participate in NIST training for trainers. This partnership has enabled NIST to bring in candidates for NIST-sponsored training such as "train the trainer" classes and to participate in NIST technical training schools. Through an application process, in collaboration with weights and measures directors and nominated training candidates, NIST has identified a group of people who are now working with NIST to develop the knowledge, skills, and abilities to present specific technical schools on behalf of NIST. Candidates not only participate in "train the trainer" seminars, but also work with NIST staff to participate in technical training schools, assist in teaching seminars, and develop materials for use in NIST training schools.

OWM is making progress on formalizing the NIST Instructor Training Program and expects to have formal criteria in place later in 2015. Key areas being addressed include:

- Instructor Competencies
- Instructor Agreement
- Feedback Mechanisms for Instructors
- Mentoring Plans

OWM is establishing a list of required "Instructor Competencies" for OWM trainers based on various models used in the adult training community and expects to finalize this list by fall 2015. OWM shared a preliminary list of competencies during the spring 2015 NIST Trainer Summit. Examples include:

- Technical knowledge (e.g., legal metrology expertise)

- Communication skills (e.g., writing, presentation, interpersonal skills)
- Consistency with NIST interpretations (e.g., presenting material consistent with other NIST instructors)
- Knowledge and application of International Association for Continuing Education and Training (IACET) requirements

NIST is authorized by IACET to issue “Continuing Education Units,” and as part of this authorization, there are certain provisions that an instructor must follow in order to meet these requirements. NIST Certificates and the accompanying CEUs can only be issued if these criteria are met. OWM staff trainers have completed IACET training courses and are familiar with the procedures that OWM has implemented to ensure compliance with IACET-related requirements for NIST training courses. To ensure that external trainers in the NIST Trainer Program understand these provisions, OWM is planning to develop a series of short webinars that can be used to provide training to its external trainers.

In addition to refining the mechanisms used to collect feedback from students, OWM is looking for ways in which it can provide improved feedback to instructors on specific competency areas and assist them in identifying and setting goals to strengthen and develop their personal skills as trainers.

NIST training seminars on field inspection topics are only held a limited number of times each year. This poses a challenge in sustaining regular interaction and involvement of NIST trainer candidates. OWM is considering how to ensure timely mentoring and continuity for individual instructors who will provide training on behalf of NIST. A number of candidates in the NIST Trainer Program have already served as co-instructors for NIST technical training schools and have done an excellent job. OWM sincerely appreciates the willingness of those trainers and their directors who have supported their participation to devote time to making these seminars successful.

A list of all people who have attended a “Train the Trainer” class has been posted on the NCWM website, whether or not they have worked with NIST as co-trainers or attended NIST technical training schools. OWM has not yet certified anyone (external to NIST) as a “NIST Trainer,” but looks forward to doing so once the structure of the Trainer Program is finalized and candidates have satisfied all requirements. At that point, a list of “NIST Trainers” will be posted along with the courses they are authorized to teach on behalf of OWM, and this list will be periodically updated as new trainers and technical areas are authorized. NIST does not have the resources to develop and sustain the development of all of the trainers it invites to participate in NIST trainer program activities and events; however, even if a candidate is not designated to present on behalf of NIST, they and their jurisdictions can benefit from the experience and the candidate can still provide valuable training in their jurisdiction and region.

OWM is also looking at ways to enhance and streamline its training and help prepare students *prior* to a training class. Students are currently required to complete a self-study course on Handbook 44 prior to attending NIST device-related training seminars. NCWM has graciously agreed to offer an exam for this self-study course through the NCWM Certification Program system and is awaiting feedback from NIST on a beta version of the online exam. As an additional measure, NIST contracted with Henry Oppermann (W&M Consulting) who developed a Basic Measuring Course. NIST plans to offer this course as a self-study course and may require it as a prerequisite to participating in NIST seminars on measuring devices. OWM plans to develop a similar course for weighing devices.

OWM appreciates the strong support of the NCWM, the PDC, the volunteer trainers, and their administrators in continuing to develop the NIST Trainer Program. OWM will continue to provide the Committee with updates on its progress.

The Committee continues to hear comments from States expressing appreciation for the NCWM Professional Certification Program and the NIST Training Program. The Committee also heard favorable comments about the training materials and tools provided by NIST, including a recent video on testing retail motor-fuel dispensers (RMFDs). As noted in Item 410-2, the NIST video is divided into segments focusing on specific parts of the RMFD test procedure that can be used to supplement and enhance instructor-led training. The video can be accessed through OWM’s home page or by going directly to the following link:

<http://www.nist.gov/pml/wmd/lmdg/training-materials.cfm>.

The Committee wants to reiterate 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 of the 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 is creating, and posting 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 (See item 410-2). This program outlines methods to evaluate and document training and offers guidance on training new inspectors and taking steps to ensure their ongoing development.

All of these initiatives require competent and qualified trainers and a centralized management plan within the jurisdiction. The Committee is beginning work, in partnership with NIST OWM, to identify the basic competencies of those trainers and training managers so that jurisdictions can find the right people to manage and deliver training internally. It’s not enough just to be technically competent in a subject area to be a good trainer or to effectively manage a training program. It takes other tools, such as:

- ability to assess employee competence and training needs,
- ability to create learning materials from technical material,
- ability to use adult learning techniques adapted to individual and group needs,
- ability to plan training activities and find appropriate training venues,
- ability to find creative ways to deliver training with tight budgets, and
- ability to adapt the overall training program to best serve jurisdiction goals

**Regional Associations Comments:**

WWMA commends Ms. Carol Hockert and her staff at NIST OWM for offering such a beneficial course to state and local weights and measures jurisdictions. The list of participants who have completed the Train-the-Trainer course is available on the NCWM website. The WWMA encourages all weights and measures jurisdictions to take advantage of this valuable resource.

At the 2015 CWMA annual meeting, Ohio and Minnesota both indicated that the regional training provided by NIST-trained trainers has been very valuable to their programs.

<b>NEWMA Action: Item 410-3</b>
<b>Summary of comments considered by the regional committee (in writing or during the open hearings):</b>
Testimony was given stating that several people had attended the NIST sponsored “Train the Trainer” programs.

<p>The consensus was that having NIST trained individuals is valuable and will allow for more frequent regional trainings than solely relying on NIST sponsored/presented trainings.</p> <p>Several representatives (NY and MA) have attended the program and were able to provide training at regional and state weights and measure meetings.</p>
<p><b>Item as proposed by the regional committee: (If different than agenda item)</b></p>
<p>NEWMA thanks NIST for the quality training provided to the states through the Train-the-Trainer Program.</p>
<p><b>Committee recommendation to the region:</b></p> <p><input type="checkbox"/> Voting Item on the NCWM Agenda</p> <p><input checked="" type="checkbox"/> Information Item on the NCWM Agenda</p> <p><input type="checkbox"/> Withdraw the Item from the NCWM Agenda (<i>In the case of new items, do not forward to NCWM</i>)</p> <p><input type="checkbox"/> Developing Item on the NCWM Agenda (<i>To be developed by source</i>)</p>
<p><b>Reasons for the committee recommendation:</b></p>
<p><b>COMPLETE SECTION BELOW FOLLOWING VOTING SESSION</b></p>
<p><b>Final updated or revised proposal from the region: (If different than regional committee recommendation)</b></p>
<p><b>Regional recommendation to NCWM for item status:</b></p> <p><input type="checkbox"/> Voting Item on the NCWM Agenda</p> <p><input type="checkbox"/> Information Item on the NCWM Agenda</p> <p><input type="checkbox"/> Withdraw the Item from the NCWM Agenda (<i>In the case of new items, do not forward to NCWM</i>)</p> <p><input type="checkbox"/> Developing Item on the NCWM Agenda (<i>To be developed by source</i>)</p> <p><input type="checkbox"/> Unable to consider at this time (<i>Provide explanation in the "Additional Comments" section below</i>)</p>
<p><b>Regional Report to NCWM:</b></p> <p>Please provide your report in this section exactly how you want it to appear in the NCWM reports to represent your region's considerations, support or opposition, and recommendations. <b>This will replace any previous reports from your region on this item.</b></p>
<p>NEWMA thanks NIST for the quality training provided to the states through the Train-the-Trainer Program.</p>

#### 410-4 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 and schedule the sessions.

To date, the Committee has received suggestions for the following topics:

- Succession Planning;
- Small Volume Provers (including operation, use, and interpretation of the data);
- Job Safety;
- CNG;
- Making Sense of Electronic Receipts and Electronics Record Laws;
- Training the Trainer in Adult Learning Techniques;
- Ethics for Weights & Measures Officials;
- Data Privacy Issues Faced by Weights & Measures Officials;
- Guidelines for Supplemental Declarations (recommended by PALS);
- Alternative Fuels Issues (Fuel Volatility, Ethanol Blending, and Biodiesel Blend);
- Ergonomics (including Proper Lifting Techniques, Back and Stress Techniques, and Office Ergonomics);

- Public Relations (specifically dealing with aggressive/angry people) (recommended by the SWMA);
- General Safety Issues (recommended by the WWMA);
- Defensive Driving (recommended by the WWMA);
- Administrative Civil Penalty Process (recommended by the WWMA);
- Price Verification (recommended by the WWMA);
- Customer Service (recommended by the WWMA);
- Moisture Loss;
- Documenting Investigations for Court Proceedings;
- Honing Presentation Skills;
- Emerging Issues;
- Implementing New RMFD Price Posting and Computing Capability Revisions (recommended by the WWMA);
- Fundamentals of the National Type Evaluation Program (recommended by the WWMA);
- Electric Vehicles: Commercial Devices, Method of Sale, Advertising and Labeling (recommended by the WWMA);
- Understanding the International Weights and Measures Standards Development System (recommended by the WWMA); and
- Crane Operation and Safety (recommended by NEWMA).

Of these topics, the PDC recommends the following in order of priority:

- 1) Building a Safety Plan for your Organization;
- 2) Small Volume Provers (including operation, use, and interpretation of the data);
- 3) Electric Vehicles: an overview of the test procedure and test equipment; and
- 4) Public Relations: establishing and promoting good customer relations.

The following is a list of technical presentations made at the NCWM since 2009. Presentations given since 2010 are available at [www.ncwm.net/meetings/annual/archive](http://www.ncwm.net/meetings/annual/archive).

- 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 Grainawi, 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);
- Automatic Temperature Compensation (ATC) Field Test Procedures (Mr. Don Onwiler, Chair ATC Steering Committee, 2008);

- Elements of an Effective Safety and Health Program (Mr. Dan Whipple, OHST Vermont Department of Labor, 2008);
- Analyzing Temperature Compensation Data (Mr. Henry Oppermann, NIST OWM, and Mr. Steven Malone, Nebraska Division of Weights and Measures, 2007);
- The Great Temperature Compensation Debate (Mr. Ross Andersen, New York Bureau of Weights and Measures, 2007);
- NIST Handbook 44 Scale Code Tare Changes (Mr. Steve Cook, NIST OWM, XXXX DATE).

**Regional Associations Comments:**

WWMA recommends adding the following topic to the conference training list:

- Small volume provers operation, use, and interpretation of the data.

At the SWMA Annual Meeting, Mr. Dale Saunders, SWMA PDC Chairman, indicated that the NCWM PDC is looking for input from the SWMA on training topics of interest. He asked for people to provide comments to the SWMA PDC. He also indicated he is considering sending out a brief survey to SWMA members on possible topics to forward to the NCWM PDC.

NEWMA recommends training on:

- “Job Safety” (Recommendations for protecting employees and minimizing risks.)
- “CNG”

<b>NEWMA Action: Item 410-4</b>
<b>Summary of comments considered by the regional committee (in writing or during the open hearings):</b>
Representatives were solicited for feedback regarding proposed subjects for future Conference training. Ethan Bogren (Westchester County, NY) recommended a class/training on medium capacity scales for one of NEWMA’s regional meetings.
Mike Sikula (NY) recommended information and training on the use of master meters. He stated that these are being used more often and information and training would be valuable on what is acceptable and how they could be used in an inspection program. NY is looking into the possibility of using master meters for the test of direct loading meters on dairy farms and would find any feedback on the use of master meters in various applications very valuable.
<b>Item as proposed by the regional committee: (If different than agenda item)</b>
Mike Sikula (NY) recommended training on the use of master meters.
<b>Committee recommendation to the region:</b>
<input type="checkbox"/> Voting Item on the NCWM Agenda <input checked="" type="checkbox"/> Information Item on the NCWM Agenda <input type="checkbox"/> Withdraw the Item from the NCWM Agenda ( <i>In the case of new items, do not forward to NCWM</i> ) <input type="checkbox"/> Developing Item on the NCWM Agenda ( <i>To be developed by source</i> )
<b>Reasons for the committee recommendation:</b>
<b>COMPLETE SECTION BELOW FOLLOWING VOTING SESSION</b>
<b>Final updated or revised proposal from the region: (If different than regional committee recommendation)</b>
<b>Regional recommendation to NCWM for item status:</b>
<input type="checkbox"/> Voting Item on the NCWM Agenda <input checked="" type="checkbox"/> Information Item on the NCWM Agenda <input type="checkbox"/> Withdraw the Item from the NCWM Agenda ( <i>In the case of new items, do not forward to NCWM</i> ) <input type="checkbox"/> Developing Item on the NCWM Agenda ( <i>To be developed by source</i> ) <input type="checkbox"/> Unable to consider at this time ( <i>Provide explanation in the “Additional Comments” section below</i> )

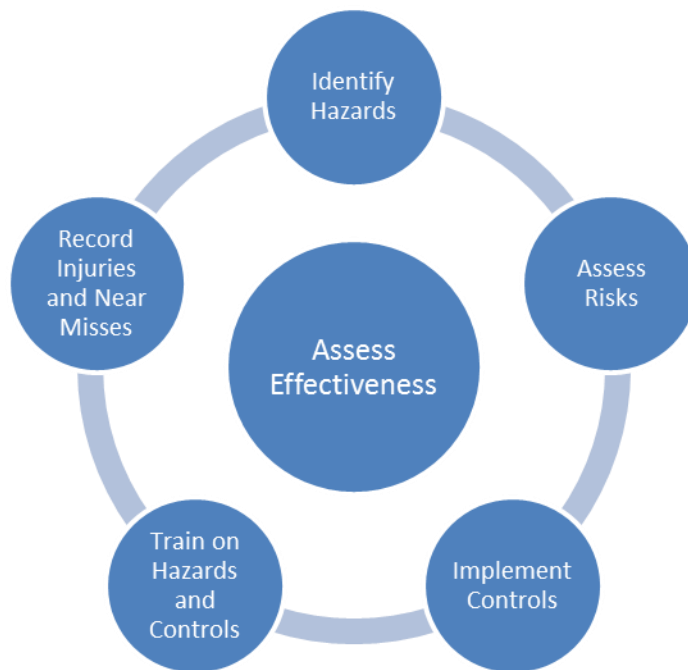
**Regional Report to NCWM:**

Please provide your report in this section exactly how you want it to appear in the NCWM reports to represent your region's considerations, support or opposition, and recommendations. **This will replace any previous reports from your region on this item.**

Mike Sikula (NY) recommended training on the use of master meters.

**420 PROGRAM MANAGEMENT****420-1 I Safety Awareness**

One of the goals of the PDC is to make a concerted effort to address and educate jurisdictions on safety awareness. It is important for us to open up dialog with the regions on safety awareness and know how to mitigate or eliminate safety issues. The Committee intends to use the safety page on the NCWM website (<https://www.ncwm.net/resource/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.



Sharing reports of incidents and near-misses can be one way for agencies to identify hazards which they might otherwise overlook. Committee members Doug Killingsworth (Georgia) and Julie Quinn (Minnesota) have volunteered to work with the regional safety liaisons and other interested parties in compiling incident reports in a systematic way to make them available on the safety page of the NCWM web site. Please contact them if you are interested in assisting with this effort.

Other potential items for future inclusion on the safety page include links to resources on:

- OSHA consultation services
- Job hazard analysis
- Field level hazard analysis
- Hierarchies of hazard control
- Safety training resources

Each safety program is unique to its organization. Each agency is responsible for designing, implementing, and maintaining its own safety program. Resources provided on the web page are intended only to assist agencies as they develop and improve their own safety programs. Safety is not only first; it is first, last, and always. The work of maintaining and improving a safety program never ends.

Currently the safety page houses the list of regional safety liaisons and an archive of past safety articles. The Committee wishes to thank the people listed below for their contributions.

**Regional Safety Liaisons:**

**Central Weights and Measures Association (CWMA):**

Ms. Julie Quinn, Minnesota Weights and Measures Division

**Northeastern Weights and Measures Association (NEWMA):**

Mr. Michael Sikula, New York Bureau of Weights and Measures

**Southern Weights and Measures Association (SWMA):**

Ms. Elizabeth Koncki, Maryland Department of Agriculture

**Western Weights and Measures Association (WWMA):**

Mr. Brett Gurney, Utah Department of Agriculture and Food

**NCWM Newsletter Safety Article Contributors:**

**Mike Sikula (NY):** *Emergency Preparedness – Gas Stations with Transfer Switches*, 2014 Issue 3

**Elizabeth Koncki (MD):** *Driving While Towing a Trailer*, 2015 Issue 1

**Brett Gurney (UT):** *Don't Be a Statistic: Watch for Workplace Hazards*, 2015 Issue 2

**Doug Rathbun (IL):** *Defensive Driving*, 2015 Issue 3

The Committee asks for suggestions for safety articles that people would like to see in future newsletters and/or safety issues that need to be addressed immediately. The Committee reminds regional associations to check the submission deadlines for their upcoming article assignments. Email all articles to NCWM headquarters at [info@ncwm.net](mailto:info@ncwm.net).

Issue	Article Source	Article Deadline
Issue 1: February 2016	NEWMA	January 15, 2016
Issue 2: May 2016	SWMA	April 15, 2016
Issue 3: September 2016	WWMA	August 15, 2016
Issue 1: February 2017	CWMA	January 15, 2017
Issue 2: May 2017	NEWMA	April 15, 2017



Issue 3: September 2017	SWMA	August 15, 2017
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**Regional Associations Comments:**

WWMA encourages weights and measures officials to submit safety reports and issues to their Regional Safety Liaison. The WWMA also commends Bret Gurney, Western Regional Safety Liaison, for his timely safety article submitted to the NCWM newsletter on Controlling the Risk of Solitary Workers.

At the 2014 CWMA Interim Meeting, Missouri reported an incident where a CNG test vessel became a rocket after springing a leak near the valve during gravimetric testing. Missouri also reported an incident where both the diesel and gasoline discharge hoses on their RMFD testing units caught fire because of a short in the pump which caused it to seek ground through the discharge hoses.

CWMA Safety Liaison Julie Quinn is going to take the incident list generated at the last two meetings and survey CWMA states on whether they have:

- Experienced the hazards identified on the lists (to get a sense of how common they are); and
- Have addressed these identified hazards through engineering solutions, personal protective equipment, policies, training, or other methods to prevent future injuries incidents.

SWMA heard from Mr. Ken Ramsburg (MD) indicating that Mrs. Elizabeth Koncki (MD) is replacing Dr. Matt Curran (FL) as the SWMA's Regional Safety Liaison. The SWMA's contribution to the newsletter was last due in January 2015; the next contribution is due in April 2016. If members are interested in any specific safety-related topics, please contact Mrs. Koncki.

NEWMA recommends providing safety videos on the NCWM website. An example of a basic safety issue is correct lifting techniques to avoid injury. NEWMA members agree that safety measures increase inspector confidence and demonstrate that management is mindful of individual safety and wellbeing.

<b>NEWMA Action: Item 420-1</b>
<b>Summary of comments considered by the regional committee (in writing or during the open hearings):</b>
The issue of safety was addressed. Comments about potential accidents were addressed and a state representative brought up an issue of safety with regard to RMFD inspections. The representative stated that he saw a picture of a customer pumping gasoline into a plastic grocery store bag to bring home. The safety implications of this are self-evident.
<b>Item as proposed by the regional committee: (If different than agenda item)</b>
NEWMA supports the national committee's efforts to gather and create a repository for safety-related incidents.
<b>Committee recommendation to the region:</b>
<input type="checkbox"/> Voting Item on the NCWM Agenda <input type="checkbox"/> Information Item on the NCWM Agenda <input type="checkbox"/> Withdraw the Item from the NCWM Agenda ( <i>In the case of new items, do not forward to NCWM</i> ) <input type="checkbox"/> Developing Item on the NCWM Agenda ( <i>To be developed by source</i> )
<b>Reasons for the committee recommendation:</b>
<b>COMPLETE SECTION BELOW FOLLOWING VOTING SESSION</b>
<b>Final updated or revised proposal from the region: (If different than regional committee recommendation)</b>

**Regional recommendation to NCWM for item status:**

- Voting Item on the NCWM Agenda
- Information Item on the NCWM Agenda
- Withdraw the Item from the NCWM Agenda (*In the case of new items, do not forward to NCWM*)
- Developing Item on the NCWM Agenda (*To be developed by source*)
- Unable to consider at this time (*Provide explanation in the "Additional Comments" section below*)

**Regional Report to NCWM:**

Please provide your report in this section exactly how you want it to appear in the NCWM reports to represent your region's considerations, support or opposition, and recommendations. **This will replace any previous reports from your region on this item.**

NEWMA supports the national committee's efforts to gather and create a repository for safety-related incidents.

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- Ms. Cheryl Ayer, New Hampshire | Committee Chair
  - Mr. Marc H. Paquette, Vermont | Member
  - Mr. Ross Andersen, Retired | Member
  - Ms. Stephanie K. Fournier, Wal-Mart Stores, Inc. | AMC Representative

**Professional Development Committee**