

NEWMA Professional Development Committee (PDC) 2020 Interim Meeting Report

Mr. Marc Paquette, Committee Chair
Vermont

INTRODUCTION

The 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.

Subject Series List

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

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**Table B
Glossary of Acronyms and Terms**

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
		WWMA	Western Weights and Measures Association

Details of All Items
(In order by Reference Key)

EDU – EDUCATION

EDU-1 I Professional Certification Program

EDU-1
<p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>During its open hearings, the Committee heard comments related to the implementation of proctoring for the NCWM Professional Certification Program Exams. Don Onwiler (NCWM) commented that jurisdictions are using various approaches to implement proctoring and shared an example of one state that is making use of universities and learning centers for this purpose, which Mr. Onwiler is happy to authorize. He noted there may be a cost for some of these proctoring arrangements and suggested that jurisdictions might consider exploring the possible use of AMC funds for training toward these costs. Tina Butcher (NIST OWM) noted that during discussions at the recent Western and Southern Weights and Measures Association Meetings, jurisdictions shared different approaches they have used for proctoring. She suggested that perhaps this kind of shared information of best practices might be beneficial for jurisdictions seeking options to implement this. Ross Andersen (NY, retired) commented that there is a wealth of information and guidance on the NCWM website to assist jurisdictions in the process of securing proctors for these examinations.</p> <p>Jimmy Cassidy (MA) acknowledged the difficulty in coordinating proctoring. Particularly with the restrictions of the pandemic, certification and testing of inspectors seems to be at a standstill right now. He encouraged the Committee to pursue the idea of exploring the use of AMC funding to help jurisdictions certify its inspectors.</p> <p>PDC Chairman, Marc Paquette observed there is a need to ensure the integrity of the examination process. With regard to virtual training, he noted that Tina Butcher will share some of NIST’s work in this area as part of the Committee’s next item.</p> <p>The Committee recognizes the advantages and value of the NCWM’s Professional Certification Program and appreciates the work that many in the community have contributed to the continued operation of the program. After hearing some of the concerns regarding the use of proctors, the Committee encourages the NCWM PDC to review this element of the program to identify additional ways to assist jurisdictions in implementing it. The Committee acknowledges that the COVID-19 pandemic and its associated restrictions have been a setback to jurisdictions in many regards, particularly in the areas of training and certification.</p> <p>The Committee also suggested that the NCWM Board of Directors may wish to revisit the issue of proctoring and consider relaxing the proctoring until such time that jurisdictions can more readily implement it.</p>

EDU-2 I Training

EDU-2
<p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>Tina Butcher (NIST OWM) provided a presentation on NIST OWM training activities during the period of January to July. She noted that this presentation was provided during the NCWM PDC’s virtual meeting in July 2020. Mrs. Butcher highlighted OWM’s efforts to support weights and measures jurisdictions by providing training and other professional development materials in a virtual format during the time that restrictions of the COVID-19 pandemic prevented field inspectors and service personnel from working in field installations. She noted the shift to include more virtual training options has a profound impact on OWM’s ability to reach more people than it can for in-person classes alone.</p> <p>Mrs. Butcher also noted OWM is taking the opportunity to consider how this virtual training might be incorporated into OWM’s regular training offerings rather than just adding in virtual classes. OWM is considering how virtual offerings can be integrated into OWM’s overall training program even following the pandemic. In the future, OWM may offer multiple formats and consider hybrid approaches such as presenting the lecture portions on line and conducting hands-on portions in person with smaller classes held back-to-back. OWM is considering various approaches that might not only help its trainers to continue to provide training during the pandemic restrictions, but that would also allow OWM to reach more people than is possible with in-person classes alone. OWM is mindful that a very important part of the in-person classes is the hands-on portion, so it’s necessary to consider different options to ensure what is provided will still meet the needs of the jurisdictions and students. There may be various combinations of options that could be used.</p> <p>The Committee heard comments from Cheryl Ayer who expressed interest in having this training available to service agencies and the possibility of including online videos of the webinars that could be viewed by service agencies. Mrs. Butcher noted that, while NIST’s training has been oriented to support regulatory officials in their implementation of NIST standards and test procedures, industry has been welcomed into many classes and NIST would continue to do so. She commented that having an industry presence in classes has been very beneficial to both the industry participants and regulators alike. She noted OWM has discussed the possibility of recording webinars for future viewing and work is underway in one area of training to explore this possibility. In the meantime, OWM will focus on increasing its virtual options. She also noted that, given the complexity of the material, students will likely have questions about specific elements of a training session. OWM is considering how to incorporate this into its structure, considering possibilities such as posting of frequent questions supplemented by periodic live question and answer webinar sessions on a given class with a live instructor.</p> <p>Ross Andersen (NY, retired) commented that he has developed and posted videos on YouTube on the technical issue of “d” and “e” and encourages others to share similar technical topics via YouTube. While not speaking to the videos posted by Mr. Andersen, Chery Ayer (NH) commented jurisdictions need to ensure the validity and accuracy of procedures illustrated in videos posted on YouTube. Mr. Andersen noted the authors of such videos would need to take responsibility for ensuring that accuracy.</p> <p>PDC Chairman, Marc Paquette observed his staff found the NIST offerings to be very beneficial and made specific</p>

recognition of a newly offered NIST OWM webinar on Evidence, Search and Seizure, and Due process. He encouraged members to check out the virtual offerings NIST is providing.

The Committee greatly supports the ongoing efforts of NIST OWM in modifying its training opportunities to include more virtual options, particularly during the COVID-19 pandemic; this training has met the need of many jurisdictions who have relied on this during the restrictions brought on by the pandemic. The Committee encourages jurisdictions and industry to consider the use of web-based platforms to extend their own training opportunities through group sessions and training as well as take advantage of videos and other training resources available online.

EDU-3 I Instructor Improvement

EDU-3
<p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>The Committee received no comments on this item. The Committee would like to thank NIST OWM for the continuing work with its train the trainer program and the contributions of those trainers who continue to work in cooperation with NIST to extend our collective training resources.</p>

EDU-4 I Recommended Topics for Conference Training

EDU-4
<p>Regional recommendation to NCWM on item status:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda <input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda <input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i> <input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i> <input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i> <input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
<p>Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i></p> <p>The Committee received no comments on this item during its open hearings. However, PDC Chairman Marc Paquette reviewed some of the suggested training offerings and asked for input from participants.</p>

PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

PMT-1
Regional recommendation to NCWM on item status: <ul style="list-style-type: none"><input type="checkbox"/> Recommend as a Voting Item on the NCWM agenda<input checked="" type="checkbox"/> Recommend as an Information Item on the NCWM agenda<input type="checkbox"/> Recommend as an Assigned Item on the NCWM agenda <i>(To be developed by an NCWM Task Group or Subcommittee)</i><input type="checkbox"/> Recommend as a Developing Item on the NCWM agenda <i>(To be developed by source of the proposal)</i><input type="checkbox"/> Recommend Withdrawal of the Item from the NCWM agenda <i>(In the case of new proposals, do not forward this item to NCWM)</i><input type="checkbox"/> No recommendation from the region to NCWM <i>(If this is a new proposal, it will not be forwarded to the national committee by this region)</i>
Comments and justification for the regional recommendation to NCWM: <i>(This will appear in NCWM reports)</i> <p>PDC Chairman Marc Paquette reviewed this item and expressed appreciation to Mike Sikula (New York Bureau of Weights and Measures) for his work as NEWMA’s Regional Safety Liaison to the NCWM and the articles Mike has contributed on NEWMA’s behalf.</p> <p>Chairman Paquette also reported that Lori Jacobson (formerly of SD Weights and Measures) has agreed to serve in the capacity as Safety Liaison.</p> <p>Chairman Paquette also shared that the NCWM has decided to establish an additional educational task group on the topic of “Skimmers” as part of the NCWM PDC structure, similar to that used for the topic of “Safety Awareness.” This would allow the structure of the PDC to be used to encourage, and maintain education in these and other technical areas.</p>

Mr. Marc Paquette, Vermont | Committee Chair
Mr. Angel Nazario, City of Boston, Massachusetts | Member
Mr. Ross Andersen, New York, Retired | Member
Mr. Bill Callaway | AMC Representative

Professional Development Committee