Instructions for Completing the Report

For items designated **Voting** by NCWM:

* Express regional support as written
* Express regional support with recommended modifications
* Express regional opposition or concern and a recommendation to downgrade to Informational, Developing, or Withdrawn, **OR**
* Take no regional position on the item.

For items designated **Informational**, **Assigned** or **Developing**:

* Provide comments and suggestions to improve the item and, if appropriate, recommend a status change,
* Recommend the item be withdrawn with justification, **OR**
* Indicate that the item was reviewed and there were no comments.

For **New Items** which have no assigned status:

* Forward the item to NCWM with comments and recommended status of Voting, Informational, Assigned, Developing, **OR**
* Do not forward to NCWM and provide justification for this action. In this instance, you will recommend a Withdrawal of the item in case it was forwarded to NCWM by another region, **OR**
* Select the final option of “No Recommendation”. This option is used when the region lacks insight on whether the proposal has merit. The proposal will not be forwarded to NCWM by your region.
1. Provide the recommendation to NCWM for each item along with comments to appear in NCWM Publication 15.
2. If your region receives any additional new items after this agenda was distributed, copy an item template and paste as needed at the end of this report to record them.
3. You may update the Table of Contents:
	1. Right-click inside the Table of Contents
	2. Select “Update Field”
	3. If prompted, select “Update entire table”
4. To indicate recommended item status:
	1. Double-click square next to desired status
	2. Under “Default value” select Checked
	3. Select OK
5. Make any corrections to the committee chair (on the first page) and the committee members (listed at the end of the report).
6. If you find any errors in the document, please submit a separate copy to don.onwiler@ncwm.com with track changes.

Return final reports as soon as possible to don.onwiler@ncwm.com. Your reports will be posted on the regional website.

**NEWMA Professional Development Committee (PDC)**

**2023 Annual Meeting Agenda**

Mr. Ethan Borgen, Committee Chair-NCWM Representative

Westchester County, New York

**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 Conference 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 **underlining** 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 conference. 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.

***Note:*** *It is policy to use metric units of measurement in publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.*

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| Subject Series List |

Education EDU Series

Program Management PMT Series

Other Items OTH Series

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| **Table ATable of Contents** |
| **Reference Key** | **Title of Item** | **PDC Page** |

[EDU – EDUCATION 472](#_Toc132183248)

[EDU-1 I Professional Certification Program 472](#_Toc132183249)

[EDU-2 I Training 472](#_Toc132183250)

[EDU-3 I Instructor Improvement 472](#_Toc132183251)

[EDU-4 I Recommended Topics for Conference Training 473](#_Toc132183253)

[PMT – PROGRAM MANAGEMENT 473](#_Toc132183254)

[PMT-1 I Safety Awareness 473](#_Toc132183255)

[PMT-2 I Skimmer Education Task Group 473](#_Toc132183256)

**Appendices**

A [EDU-2: Summary of NIST OWM Trainining Conducted in 2019 A505](#AppendixA)

B [EDU-2: NIST OWM Training - Future Plans B507](#AppendixB)

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| Table BGlossary of Acronyms and Terms |

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| **Acronym** | **Term** | **Acronym** | **Term** |
| CWMA | Central Weights and Measures Association | OWM | Office of Weights and Measures |
| NCWM | National Conference 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 |
| SETG | Skimmer Education Task Group |  |

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

# EDU – EDUCATION

EDU-1 I Professional Certification Program

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|  **NEWMA ITEM EDU-1** |
| **Regional recommendation to NCWM on item status:**[ ]  Recommend as a Voting Item on the NCWM agenda[ ]  Recommend as an Information Item on the NCWM agenda[ ]  Recommend as an Assigned Item on the NCWM agenda*(To be developed by an NCWM Task Group or Subcommittee)*[ ]  Recommend as a Developing Item on the NCWM agenda*(To be developed by source of the proposal)* [ ]  Recommend Withdrawal of the Item from the NCWM agenda*(In the case of new proposals, do not forward this item to NCWM)*[ ]  No recommendation from the region to NCWM *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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EDU-2 I Training

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| **NEWMA ITEM EDU-2** |
| **Regional recommendation to NCWM on item status:**[ ]  Recommend as a Voting Item on the NCWM agenda[ ]  Recommend as an Information Item on the NCWM agenda[ ]  Recommend as an Assigned Item on the NCWM agenda*(To be developed by an NCWM Task Group or Subcommittee)*[ ]  Recommend as a Developing Item on the NCWM agenda*(To be developed by source of the proposal)* [ ]  Recommend Withdrawal of the Item from the NCWM agenda*(In the case of new proposals, do not forward this item to NCWM)*[ ]  No recommendation from the region to NCWM *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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EDU-3 I Instructor Improvement

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| **NEWMA ITEM EDU-3** |
| **Regional recommendation to NCWM on item status:**[ ]  Recommend as a Voting Item on the NCWM agenda[ ]  Recommend as an Information Item on the NCWM agenda[ ]  Recommend as an Assigned Item on the NCWM agenda*(To be developed by an NCWM Task Group or Subcommittee)*[ ]  Recommend as a Developing Item on the NCWM agenda*(To be developed by source of the proposal)* [ ]  Recommend Withdrawal of the Item from the NCWM agenda*(In the case of new proposals, do not forward this item to NCWM)*[ ]  No recommendation from the region to NCWM *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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EDU-4 I Recommended Topics for Conference Training

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| **NEWMA ITEM EDU-4** |
| **Regional recommendation to NCWM on item status:**[ ]  Recommend as a Voting Item on the NCWM agenda[ ]  Recommend as an Information Item on the NCWM agenda[ ]  Recommend as an Assigned Item on the NCWM agenda*(To be developed by an NCWM Task Group or Subcommittee)*[ ]  Recommend as a Developing Item on the NCWM agenda*(To be developed by source of the proposal)* [ ]  Recommend Withdrawal of the Item from the NCWM agenda*(In the case of new proposals, do not forward this item to NCWM)*[ ]  No recommendation from the region to NCWM *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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# PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

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| **NEWMA ITEM PMT-1** |
| **Regional recommendation to NCWM on item status:**[ ]  Recommend as a Voting Item on the NCWM agenda[ ]  Recommend as an Information Item on the NCWM agenda[ ]  Recommend as an Assigned Item on the NCWM agenda*(To be developed by an NCWM Task Group or Subcommittee)*[ ]  Recommend as a Developing Item on the NCWM agenda*(To be developed by source of the proposal)* [ ]  Recommend Withdrawal of the Item from the NCWM agenda*(In the case of new proposals, do not forward this item to NCWM)*[ ]  No recommendation from the region to NCWM *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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PMT-2 I Skimmer Education Task Group

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| **NEWMA ITEM PMT-2** |
| **Regional recommendation to NCWM on item status:**[ ]  Recommend as a Voting Item on the NCWM agenda[ ]  Recommend as an Information Item on the NCWM agenda[ ]  Recommend as an Assigned Item on the NCWM agenda*(To be developed by an NCWM Task Group or Subcommittee)*[ ]  Recommend as a Developing Item on the NCWM agenda*(To be developed by source of the proposal)* [ ]  Recommend Withdrawal of the Item from the NCWM agenda*(In the case of new proposals, do not forward this item to NCWM)*[ ]  No recommendation from the region to NCWM *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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Mr. Ethan Borgen, Westchester County, New York | Committee Chair- NCWM Representative

Mr. Marc Paquette, Vermont | Member

Mr. Bill Callaway, Crompco | Associate Membership Representative

**NEWMA Professional Development Committee**