

# 98<sup>th</sup> Annual Meeting of the National Conference on Weights and Measures

July 14 – 18, 2013  
Louisville, Kentucky

## Addendum Sheets to the Interim Report of the Professional Development Committee

### 400 INTRODUCTION

The Professional Development Committee (hereinafter referred to as “Committee”) submits its Interim Report to the National Conference on Weights and Measures. The Report consists of the Interim Report offered in Publication 16, “NCWM Committee Reports,” and this Addendum. Page numbers in tables below refer to pages in Publication 16.

Presented below is a list of voting and information items. Voting items are indicated by the suffix **V** or, if the voting item is part of the Consent calendar, by the suffix **VC**. If the item is an Information item, it is indicated by the suffix **I**; if the item is Withdrawn, it is indicated by the suffix **W**. Items marked with a **D** after the key numbers are Developing items. The developing designation indicates an item has merit; however, the item is returned to the submitter for further development before any action at the national level. The Committee’s Final Report is proposed to be grouped in the following order:

| <b>Information and Developing Items</b>   |  |                 |
|---|--|-----------------|
| <b>The following items are informational (I) or under development (D) and require no formal action of the NCWM:</b> |  |                 |
| <b>Reference Key</b>  | <b>Title of Item</b>                               | <b>PDC Page</b> |
| <b>400</b>  | <b>INTRODUCTION .....</b>                          | <b>1</b>        |
| <b>410</b>  | <b>EDUCATION.....</b>                              | <b>2</b>        |
| 410-1   | I Professional Certification Program.....          | 2               |
| 410-2   | I Training .....                                   | 3               |
| 410-3   | I Instructor Improvement .....                     | 3               |
| 410-4   | I Recommended Topics for Conference Training ..... | 3               |
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| 420-1   | I Safety Awareness .....                           | 4               |
| 420-2   | I PDC Publication .....                            | 4               |

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**Details of All Items**  
**(In Order by Reference Key Number)**

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Recommendations from the CWMA, NEWMA, and other correspondence received by the Committee and referenced in the open hearings will be included or summarized in the Committee's Final Report.

## **410 EDUCATION**

### **410-1 I Professional Certification Program**

#### **Replace Report Cleanup:**

The PDC archive is under construction on the new NCWM website. Anyone interested in seeing past reports should look for them in the NCWM archives at <http://www.ncwm.net/meetings/annual/archive>

Add the following comments to each of the highlighted sections below:

#### **Basic Proficiency Tests on NCWM Test Site**

At the 2013 annual meeting, Carol Hockert reported that the NIST OWM currently requires prerequisite math tests for applicants to their metrology training courses. They intend to start offering those tests online through the NCWM test site. They also intend to offer a basic math test which may be used by weights & measures jurisdictions to screen job applicants, and a Handbook 44 test to compliment the NIST Handbook 44 self-study course. These tests will be free and available to all NCWM members and non-members alike.

#### **Feedback From Registered Service Agents (RSAs) after Taking the Certification Exam**

Add the following words to the beginning of the first paragraph under this heading.: A small number of

Add the following to the end of this section:

At the 2013 annual meeting, the Committee reported on their response to issues raised by a small number of RSAs who volunteered to take the test and provide feedback:

- Corrections were made to the answer key on several questions, and all failing tests were reviewed to see if those questions affected the final results. Three people were notified that they had, in fact, passed their exams and would be issued certificates as a result of this review.
- Test passwords are now auto-generated as part of the test purchase process. Tests are free to NCWM members. For non-members, tests may be purchased using a credit card, a check or a P.O. For those people wishing to purchase using a P.O., select the check option and then contact the NCWM office. Anyone wishing to purchase a block of tests for a group, or jurisdictions who wish to proctor the exams, should contact the NCWM directly instead of purchasing through the website.
- The Committee will continue to keep open the possibility that test section results might someday be reportable to test takers, but the results of specific questions will not be made available in order to safeguard the integrity of the tests.
- The Committee demonstrated how to access information about the tests and curriculum modules on the new NCWM website, as well as how to purchase the exams.

- The suggestion was made from the floor that the Committee poll jurisdictions to find out if any had 100% certification of their inspectors on any exam. Of those present in the room:
  - 13 states, and one service company reported that they had set the goal for 100% certification
  - Three states reported that they had already achieved 100% certification in at least one discipline
  - Nine states reported setting a goal of having RSA's certified as part of their permitting process
  - No state reported that they had already implemented a requirement that RSAs have professional certification.
- A question was asked about what time commitment is asked of someone volunteering to be a subject matter expert (SME). The answer was approximately 20 hours over six to eight months. It is not necessary to be a trainer or a manager to be an SME. This is an excellent way to develop senior investigators who may become trainers in the future. This is also an opportunity where retirees can contribute their skills and experience. Industry participation is encouraged.
- In response to a question from the floor, the Committee reported that there is no conflict of interest if trainers wish to participate as SME's because they are only exposed to a small portion of the test question bank, and their agreement with the NCWM is that the questions they see are the property of the NCWM and may not be used in their own training programs.

#### **410-2 I Training**

Add the following paragraph:

The Committee reported that the Board of Directors is assembling a new work group to be headed by Michael Cleary, former Director of the California Division of Measurement Standards. The function of the work group will be to develop guidance on the scope of training for weights and measures officials, and will report to the PDC. Anyone interested in serving on this working group should contact the NCWM Board of Directors.

#### **410-3 I Instructor Improvement**

Add the following paragraph:

At the 2013 annual meeting, Carol Hockert reported that the NIST OWM Train-the-Trainer program had already trained 20 weights and measures officials from 17 states on techniques for training adult learners. Nine NIST courses will be taking place between July and November, at which those people will be assisting and observing. The OWM is looking to increase the number of people who receive that basic training, and also to add continuing training for those people who have taken the first course. The ultimate goal is to have many people around the country capable of leading training on NIST technical courses.

#### **410-4 I Recommended Topics for Conference Training**

After the first paragraph add the following paragraph:

The Committee acknowledged the continued interest for a presentation on Making Sense of Electronic Receipts and is seeking assistance in identifying a suitable presenter on the topic. A comment was heard from the floor that Price Posting on Retail Motor Fuel Devices should be added to the list so that the new changes can be explained.

420-1 I Safety Awareness

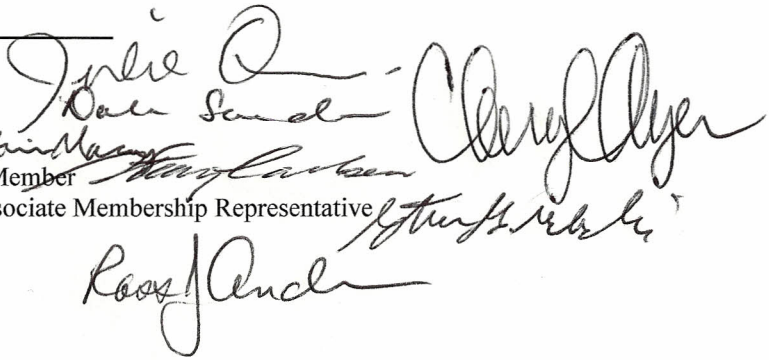
Add the following paragraph:

An industry representative commented that this item is being underutilized and he urges everyone to give more attention to this item in the future. A state official made the suggestion that the committee develop an anonymous form for people to report not only incidents, but also near-misses.

420-2 I PDC Publication

No change.

Ms. Julie Quinn, Minnesota | Committee Chair  
Mr. Dale Saunders, Virginia | Member  
Ms. Cheryl Ayer, New Hampshire | Member  
Ms. Kristin Macey, California | Member  
Mr. Stacy Carlsen, Marin County, California | Member  
Mr. Steven Grabski, Wal-Mart Stores, Inc. | Associate Membership Representative



Mr. Ross Andersen | Certification Coordinator

**Professional Development Committee**