

**SOUTHERN WEIGHTS AND MEASURES ASSOCIATION
PROFESSIONAL DEVELOPMENT COMMITTEE
REPORT
October 03-07, 2010**

401 EDUCATION

401-1 National Certification Program (PDC)

Source: Carryover Item 401-1 from the NCWM PDC. (This item originated from the Committee and first appeared on its agenda in 2003.) The NCWM committee has combined items previously numbered as 401-1 National Certification Program (NCP), 401-2 Create a Curriculum Plan, and 401-3 Certification into one item covering all aspects of the certification program.

Background/Discussion: For complete background information, see the PDC page or the PDC meeting archives on the NCWM website (www.ncwm.net).

Comments: Carol Hockett (NIST) commented on the Certification Triangle. She encouraged states to incorporate learning objectives into their developmental process and to have clearly defined objectives by the training coordinator.

The SWMA recommends continuing this item as informational.

401-2 D Instructor Improvement

Source: Carryover Item 401-3 (This item originated from the NCWM Committee and first appeared on its agenda in 2003.)
NIST website. (ts.nist.gov/WeightsAndMeasures/pubs.cfm)

Comments: Carol Hockett (NIST) suggested that trainers need to be more than subject matter experts to train. They should have training themselves on adult learning so that they can present material which can be retained better by the audience.

The SWMA recommends continuing this item as developmental.

401-3 I Recommended Topics for Conference Training

Source: Carryover Item 401-5 (This item originated from the NCWM Committee and first appeared on its agenda in 2003.)

Background/Discussion: The Board has charged the NCWM Committee with responsibility for selecting appropriate topics for the technical sessions at future Annual Meetings. The Board asked that the Committee review and prioritize possible presentations and submit those to the Chairman. The Chairman would then work with NCWM staff to make the arrangements and schedule the sessions.

No comments were heard.

The SWMA recommends continuing this item as informational.

402 PROGRAM MANAGEMENT

402-1 I Safety Awareness

Source: Carryover Item 402-1 (This item originated from the NCWM Committee and first appeared on its agenda in 2003.)

Background/Discussion: In the past, the Committee's responsibility extended to the identification of safety issues in the weights and measures field and included efforts to increase safety awareness. Jurisdictions are encouraged to send their safety reports and issues to their regional safety liaison, who in turn will forward them to the Professional Development Committee. Below is a list of the Regional Safety Liaisons.

SWMA	Steve Hadder, Florida Department of Agriculture and Consumer Services
WWMA	Dennis Ehrhart, Arizona Department of Weights and Measures
CWMA	Julie Quinn, Minnesota Department of Commerce
NEWMA	Michael Sikula, New York Bureau of Weights and Measures

The Committee will also continue to ask the regions to prepare articles for the NCWM newsletter and revised the schedule as follows for future issues. The Committee plans to notify the Regional Safety Coordinators as their assignment date approaches.

Association	Issue	Publication Date	Article Deadline
CWMA	2010, Issue 2	June	April 15, 2010
NEWMA	2010, Issue 3	September	July 15, 2010
SWMA	2011, Issue 1	February	January 15, 2011
WWMA	2011, Issue 2	June	April 15, 2011

All articles should be e-mailed to the NCWM headquarters at info@ncwm.net.

Discussion: The Committee did not receive any safety issues from the Regional Safety Liaisons. It did update the publication schedule for future NCWM Newsletters as shown in the table above.

No comments were heard.

The SWMA recommends to continue this item as informational.

402-2 I PDC Publication

Background/Discussion: This item originally served to record the development of various documents prepared in pursuit of our training and certification programs. These are available on the members section of the NCWM website at www.ncwm.net. At the 2008 Annual Meeting, the Committee indicated its desire to eliminate this item from the agenda. However, in the report from the CWMA PDC Committee, the Committee received a proposal to create a standard like HB 130, *Uniform Laws and Regulations in the Areas of Legal Metrology and Engine Fuel Quality*, or HB 44, *Specifications, Tolerances, and Other*

Technical Requirements for Weighing and Measuring Devices, to serve as the work product of the Committee. This standard could be reviewed, amended, and adopted by the NCWM to make it a living document. The Committee considered this proposal during discussions held at the 2009 Interim Meetings.

Based on feedback at the 2009 NCWM Interim Meeting, the PDC decided to move forward on the new publication to be titled NCWM Publication XX National Certification Program Guide. This publication will serve to document the details of the Certification Program.

The guide will remain under control of the PDC Committee but will not require formal NCWM vote to add new sections or revise existing sections. The Committee will add and modify sections continuously to meet its priority objectives with a concerted effort to respond to feedback from program users and the NCWM membership. The three main sections of the Guide would include:

1. Program Administration – combines historical documentation (curriculum outline and work plan, etc.) with administrative procedures on administering exams and records of certifications,
2. Competency Standards – includes the curriculum segments that describe the objectives and measurable competencies that will be used in certification, and
3. Certification Disciplines – includes one document per certification area delineating the standards from the curricula that will be covered in the exam and the weighting of the competencies.

All segments of the PDC publication will be posted online as they are developed. New pages within the NCWM website will be created for the curriculum disciplines and segments so that interested parties can easily find and utilize this material.

Guidelines for operation of the Certification Program still need developing and will be posted online when they are completed.

Discussion: Please refer to the discussion in section 401-1 for a description of the segments of the PDC Publication which are now, or will soon be available online.

No comments were heard.

The SWMA recommends continuing this item as informational.

- **ACTION ITEM:** The NCWM PDC asked that each member of the committee goes back to their regional PDC and gets them to submit questions in the proper excel format. Ross Anderson will send out legacy document on how to prepare test questions, and the excel document in which they should be submitted. Priority of tests: 1. small scales, 2. vehicle tank meters, and 3. package checking. Any new questions on rmfd would also be welcome. This can be done as part of the PDC work sessions at the regional meetings, so need to be included on the agendas at those meetings.

The SWMA PDC is tasked with developing 4 questions from each member on small scales and submit them to Dale Saunders by Oct. 15th 2010 for the NCWM PDC.

PDC Member:

John Gurkin (NC) Chairman
Robert McGee (SC)
Dale Saunders (VA)
Rich Lewis (GA)