With the policies and procedures of apprenticeship more firmly in place, the NEIEP staff can now begin to review the curriculum of our program with an eye toward revision, addition and enhancement of the content.

As a result, a NEIEP curriculum development project will get underway this spring. The project will encompass the following activities:

* Work with existing yearly curricula and address certain pre-determined areas that need significant revision as well as minor text revisions.

* Undertake an overhaul of the instructor outlines for each chapter. The outlines will be reworked in connection with the new PowerPoint presentations, making improvements and changes as needed.

* Address new chapters within the curriculum that need examinations created and develop a pool of exam questions to be used in unit exams as well as possibly to be added to yearly finals.

* Develop a NEIEP Instructor’s Resource Knowledgebase, a collection of exercises and activities that our instructors will use to supplement the lectures and labs currently existing in our program. Examples of resources to be developed:

  * Group activities that engage apprentices in application-oriented thinking.
  * Case studies from the field, where groups of students are presented with worksite situations that involve the content from the evening’s lecture(s). The groups are then asked to work together to come up with a plan on how to complete the tasks and solve any associated problems.

A major incentive for undertaking an overhaul of the curriculum is the feedback we have received from instructors concerning the new material as well as a need for more resources available to build constructive course sessions. Please contact us at neiep@neiep.org with any comments, questions, or suggestions you might have for the development of instructor resources for the national program. We look forward to continuing to build on a successful introduction of apprentice training to our trade.

The 2004-2005 school season is arriving quickly. Now is the time to start looking ahead for the new season to determine your classroom needs. The mailing out of Classroom Pre-Registration packets will be underway in the third week of May. These packets include: 2004/2005 NEIEP School Year Calendar, NEIEP Committee Contract Form, Student Eligibility Report, Course Registration Forms, and Lease Contract or Rental Agreement. Each of these forms will be due back to NEIEP no later than June 30, 2004, to ensure the Instructor Employment Packets and Instructor Material Packets are received and completed prior to the beginning of the new season.
As we anticipate another busy school year, it is again time for new instructors to be exposed to the Basic Train the Trainer Course (BTTC) and our lab workshops for courses they will be teaching.

NEIEP will be hosting the following seminars and workshops in the upcoming months:

* **Basic Train the Trainer Course (BTTC)-Sept. 2004**
The BTTC exposes the new instructor to instruction techniques and training concepts for the adult learner. Instruction is also provided on presentation techniques, inviting student participation, and development of class objectives and outlines. The BTTC is an intense two-day course that builds the confidence of the new instructor.

* **Hydraulic Controller Workshop-Sept. 2004**
This workshop is required for NEIEP instructors before teaching the Year 4 or the MTRS Hydraulic Controller Theory and Troubleshooting course. The objective of the course is to familiarize the instructor with the lab setup and function. Programming faults into the lab, setting up the experiments for the students and troubleshooting procedures and techniques are explored in this two-day workshop.

This workshop is required for NEIEP instructors before teaching Year 4, or the continuing education solid state courses. The two-day workshop exposes the instructor to the various lab components and the operation and setup of all supporting lab elements. Instructors have the opportunity to work through lab experiments and gain first hand knowledge of the operation of the lab.

* **Motor Lab Workshop-Nov. 2004**
The Motor Lab Workshop is required for NEIEP instructors before teaching Year 2. The intense two-day workshop exposes the instructor to the various lab components and the operation and setup of the Motor lab. Instructors have the opportunity to work through lab experiments and gain first hand knowledge of the operation of the lab.

Registration is limited for all workshops and seminars so contact your local NEIEP committee for enrollment.

We also extend the invitation to inquire about the CompUSA computer training vouchers that are still available for use by members of the NEIEP community. Please contact the NEIEP office to receive vouchers for training in the Microsoft Office product of your choice.

As for hobbies and interests, Keri enjoys reading, watching movies, shopping, and spending time with her boyfriend Jason and her cats Sweeney and Tang. This year she will be kept very busy planning her wedding, which is in October.

Asked what she likes most about her job, Keri says, “I like the everyday interaction with all of my locals. I enjoy talking with the different Chairmen and Area Coordinators.” She adds, “there is a wonderful staff here at the NEIEP office, and I’m happy to work with all of them.”

Office Manager Diana Chaffalo describes Keri as “a pleasure to work with. She is thorough and shows a great appreciation for the trade and its members.” Keri has been an integral part of a successful period of change with the program.

NEIEP Director Jim Higgins says that “Keri joined us at a time of major innovation and her willingness to go the extra mile, lending a helping hand to her coworkers during this time, has contributed to a smooth transition, in the office as well as with the locals she supports.”
In the last issue of Conduit we addressed a number of developments with the NEIEP web site. What follows here is a brief update on the status of these exciting developments.

Regarding the functionality for instructors to submit attendance and grade forms via the web site, we are happy to report that this system is fully functional and many instructors across the country are taking advantage of this convenient system.

Additional functionality has been made available with this attendance and grade submission via the web. Instructors can now access course summaries on screen as well as in printer-friendly versions, they can submit makeup attendance for individual students in individual classes, and they can review attendance and make changes to the current month’s records, as they remain editable in a pending folder until the 7th of the following month. Basic information and policies for instructors new to this process can be found on the “class attendance and grades” page within the site.

As well, instructors are no longer required to submit separate payroll paperwork, as the instructor hours are taken from the attendance data.

Other developments:
* neiep.org email addresses for all instructors are available. Please see the article at right for more information. Email for committee members is forthcoming. Please look for notification that your NEIEP email address is ready to access. We ask that all NEIEP instructors and eventually committees regularly check these addresses for important notices and information.
* Continual posting of PowerPoint presentations and other Instructor Support Materials on the web site. Our contributors are working to stay ahead of the lessons, but sometimes it’s difficult to accommodate everyone’s schedules. Please contact jhenson@neiep.org with concerns or special requests regarding the instructor presentations.

The Student Gateway now contains functionality for students as well. They may download a pre-filled out makeup verification form there, as well as view their attendance and grades for currently enrolled and active courses. Instructors, please encourage your students to use the web site.

The best way to familiarize yourself with the advanced functions of your web site is to login and explore. When questions arise, please contact us at neiep@neiep.org.

By now all NEIEP instructors have received a letter detailing their new neiep email accounts. Please check your mailbox at home if you have not had a chance to read this important information.

Registering for NEIEP email is a different process than registering for the NEIEP web site. Instructors must have a registered web site account in order to activate webmail. Information regarding web registration can be found at the home page, www.neiep.org. Once your site account is active, sign in normally to begin the webmail activation. If you have an email account available for use, you will notice a link for Webmail among the choices on the left (see example below).

NEIEP Instructor Shirts
One item that will only be available to instructors who register for webmail is a NEIEP shirt for instructors. Please register your account so you can receive the order form for this shirt.
As of press time, an additional laptop for every instructor in the NEIEP program has been ordered and shipped to the locals for distribution. With this shipment, every instructor is now equipped with a laptop computer for use in the classroom and distance learning program. If you have not received your laptop, please contact your committee to determine when you should pick it up.

All instructors are required to sign and return the “Computer Equipment Use Policy and Acknowledgement of Receipt” form. Please remember that the laptops are to be used only for classroom activities and related preparation.

Many will remember the series of NEIEP’s Corner articles that ran in the Elevator Constructor Journal for several years, dealing with technical and education-related topics pertinent to mechanics and students alike. Those articles were eventually printed and bound in the form of 2 slim but dense volumes of quality material. NEIEP has a number of these volumes available on a first-come, first-served basis. Please contact Rob at ext. 30 for more information on how to order copies.

A recent development involved a NEIEP instructor who took the liberty of instructing less than the required 4 hour classroom requirement, regularly ending class early. The situation has been remedied with the removal of the instructor from the position and a replacement being found who is willing to work the whole class session with apprentices. When corners are cut, the apprentices are short changed and the membership is defrauded. We ask all instructors to adhere to the 4-hour per week class requirement.

**NEIEP Calendar: Important Dates for Spring 2004**

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<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March</td>
<td>March 7</td>
<td>Monthly Payroll Time Report and Classroom Attendance and Grade forms due</td>
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<td>March 23</td>
<td>Direct Deposit of Instructor Pay</td>
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<tr>
<td>April</td>
<td>April 7</td>
<td>Monthly Payroll Time Report and Classroom Attendance and Grade Forms due</td>
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<tr>
<td>May</td>
<td>May 7</td>
<td>Monthly Payroll Time Report and Classroom Attendance and Grade Forms due</td>
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<td></td>
<td>May 15</td>
<td>NEIEP mails out Pre-registration packets to Committees</td>
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<td>May 21</td>
<td>Direct Deposit of Instructor Pay</td>
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<td></td>
<td>May 31</td>
<td>Memorial Day Holiday-NEIEP closed</td>
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