As a new alternative to access NEIEP’s educational materials, online versions of Year courses have been made available to apprentices who have already completed all four years of training and need to complete another year of training before the next Mechanic Exam. As of January 1, courses for Years 1-3 were launched and Year 4 courses began rolling out at the beginning of February. Depending upon a student’s status, the courses can be taken either for credit or for reference.

To determine your eligibility, go to the NEIEP website www.neiep.org and log in. Click on Student Gateway then the Online Training and Licensing link (first link on the page). Click on Year Courses to find out your eligibility.

There are two different “modes” in which the courses can be used:

1) For Credit: Apprentices who have already obtained a certificate for all four Year courses are eligible to take the computer based courses for credit. This mode allows you to receive credit for taking a course without attending an on-site class for the year. All unit exams must be completed by the end of the school year (June 30) to receive credit for taking the course in this mode.

Please Note: You cannot take a Year for Credit online if you are already enrolled in a normal Year class, and you cannot register for a Year for credit online if you have already activated any of the units in that Year FOR REFERENCE.

2) For Reference: To be used by apprentices who would like the opportunity to review a year for which they have already received a certificate. This mode is purely for reference and does not give the student credit for completing the course.

Starting in the 2007 testing season, NEIEP began requiring a Pre-Registration for the Mechanic Examination with hopes to streamline the validation process for both the Locals and the NEIEP office.

Beginning in the 2008 testing season NEIEP will continue the Pre-Registration process. However, the registration forms will be per local rather than per apprentice. In May NEIEP will provide a preliminary roster containing all of the individuals who have successfully completed Years 1, 2, 3, and 4 along with those who have completed Years 1, 2, and 3 and are enrolled in their last year of curriculum this season. Local Committees will be responsible for indicating whether or not the individuals on this roster intend to sit for the current seasons’ Mechanic Exam.

Apprentices will be responsible for requesting to sit for the Mechanic Examination. The “request” technique will be at the discretion of the Local JAC and in remote locations may result in the apprentice requesting to sit in writing or by the Local holding a registration period, the dates and location of which should be determined by the respective locals with the assistance of their Area Coordinator. If a registration period is used Committees and instructors must post announcements in common areas and announce in class the dates and location for registering for the year’s mechanic exam.

continued on page 2
Mechanic Examination Policy and Procedures (continued)

It is very important that all apprentices are notified of the process required by the Local. Once the current seasons’ Year-End Final Examination results have been released, apprentices who did not successfully complete their last curriculum Year of schooling should be removed from the preliminary roster. Once the roster has been completed by the Local Committee it must be promptly returned to the NEIEP office with a deadline of no later than July 31.

NEIEP will provide a final roster to the Local Committees on the NEIEP website. This roster will also be faxed to each Local Chairman along with a Mechanic Examination information sheet requesting the date, time, and location of the exam. The final roster and exam information sheet must be returned to the NEIEP office within five business days of receipt.

Apprentices must bring the following items with them on the day of the examination:

- Picture Identification
- No. 2 pencils
- A calculator that does not have memory or storage capabilities

Important Note: Cell phones, cameras, and all other personal digital devices are not allowed at the test site.

Additional Preliminary Requirements for Mechanic Exam Eligibility:

- Must have completed a minimum of 6800 hours of On-the-Job Learning.
- Must have a certificate for each of the NEIEP Curriculum Years (1, 2, 3, and 4).

CONTINUING EDUCATION:
ONLINE RACK & PINION HOISTS COURSE (CE013.1) LAUNCHED

Until recently only a hard copy of NEIEP’s Rack and Pinion Hoists was available. The online version of this continuing education course covers the same material including rack and pinion elevator components, hoist installation, maintenance, repairs, and safety but with user-friendly features such as clickable images and key glossary terms. Audio in the course adds another dimension for learners who find it helpful to hear the text being read.

This course is necessary to understanding the implications associated with the trend of building higher and faster in the elevator industry. Elimination of workforce downtime is crucial to maintaining fast-paced construction schedules. In years past when buildings reached the height of the low rise machine room, elevator constructors focused on the rapid completion of the first running construction car. Everyone realized the importance of time saved by passenger elevator service during construction.

The Rack and Pinion temporary hoist has taken over much of the duty of the building’s permanent elevators placed in service during the construction period. They are also being used in industrial applications at an increasing rate as permanent alternatives to traditional elevators. Buildings are now being completed without ever having used a building elevator for passenger service.

Learn more about this growing trend as IUEC members who see the importance of pursuing hoist construction work as work we claim.

Do you need help with a NEIEP website-related technical issue? Perhaps you are receiving an unknown error message or you are having a problem navigating the website or finding a particular resource. These issues can arise from time to time. When you have a technical problem with the NEIEP website, Renee Dupras is the person to contact. Renee is available to help with a variety of web-related concerns. When necessary, feel free to contact her at rdupras@neiep.org or 800-228-8220 ext. 20.
FROM THE WAREHOUSE: ELECTRIC HOISTWAY LABS

It is NEIEP’s goal to have our new Electric Hoistway Labs available for use at all classroom sites. If a lab is already on site, additional support may be available for Locals that have multiple classrooms as well as permanent storage space on hand. Please keep in mind that the total height of the lab, once fully constructed, measures 97 inches high and is set on casters to help move the lab when necessary (height includes casters).

Local Chairman and Co-Chairman may submit a written request including shipping information to Rob at warehouse@neiep.org.
MAKEUP CLASSES

Local Chairmen and co-Chairmen can submit makeup classes via the Classbuilder which is available at www.neiep.org. All makeup classes must be registered and approved by NEIEP prior to being held in order to provide funding. When scheduling these courses it is important to remember that students must make up all missed class hours and unit examinations in order to become eligible for the Year-End Examination. Students who are not eligible for the Final Examination on exam day will not be allowed to sit for the exam and will be required to repeat the year of instruction in the following season.

Classroom Makeup Classes:
Each Local may register four (4) four hour makeup sessions totaling sixteen makeup hours per site.

Distance Learning Makeup Classes:
Each Local may register three (3) four hour makeup sessions per site.

MISSING REQUIREMENTS

We cannot stress enough how important it is to begin correcting attendance and unit examination issues now. In an effort to assist Committees, Instructors, and students with this process NEIEP has created several convenient reporting tools.

The Missing Requirements Report is available to Committee Members and Instructors on the NEIEP website, www.neiep.org. This report is designed to list all of the seasons requirements not met to date. This includes hours and unit examinations.

Quick tip for Committee Members: Customize the report- Click on the column headers to sort the report results. (ex: click on the title “ClassName” to sort the information by class). You can click a second time to sort in reverse order or sort by multiple columns by clicking on multiple headers.

The Attendance Summary Report is designed to display student participation information by class. This report lists each students’ attendance and unit examination records to date for the season.

Please remind students that the NEIEP website is available to them and will allow them to track their own progress and missing requirements throughout the season.

NEIEP CALENDAR  Important Dates for Spring 2008

March 21
Direct Deposit of Instructor Pay

April 23
Direct Deposit of Instructor Pay

May 1-6
Advanced Train the Trainer Seminars – Warwick, RI

2nd Week
NEIEP mails out Pre-registration and Mechanic Exam Planning packets to Committees

May 23
Direct Deposit of Instructor Pay

May 26
Memorial Day Holiday – NEIEP closed