Starting in the 2007 testing season, NEIEP began requiring a Pre-Registration for the Mechanic Examination with hopes to streamline the validation process. Please share the following information with your apprentices to help them understand how to determine their eligibility and register for the exam.

Am I eligible to sit for the exam? What are the minimum requirements?
These are questions your students might ask around this time of year. The following are requirements the apprentice must meet in order to be eligible to sit for the Mechanic Examination:

- 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).
- Must have completed all requirements within the timeline set for the course of study selected in order to maintain the required “remaining active” requirements after an unsuccessful attempt at the Mechanic Examination.

Classroom requirements include completion of all unit examinations with a score of 70% or higher, must meet the course’s hour requirements, and sit for and complete a final examination.

CBT requirements include completion of all unit examinations with a score of 70% or higher and completion of the final examination for the course selected.

How do they register for the exam?
In May NEIEP will provide a preliminary list of all the individuals who have successfully completed Years 1, 2, 3, and 4 along with those who have completed three years of curriculum (have a certificate for three years) and are enrolled in their last year of curriculum this season. It is the apprentice’s responsibility to contact their Local to find out what the Mechanic Examination registration process will be.

Requests to sit for the Mechanic Exam may take place in two ways:
1) In remote locations, apprentices may be required to submit their request to sit for the exam in writing.
2) If the Local holds a registration period, apprentices can submit their request at that time. If a registration period is used, Committees and instructors will post announcements in common areas and announce in class the dates and location for registering for the year’s Mechanic Exam.

Where can they find out more information?
Apprentices can check out the NEIEP website www.neiep.org and go to the Student Gateway to determine their eligibility by checking their student records. They can also contact their Local JAC.

What are the requirements for exam day?
Apprentices must bring the following items with them to 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.

To all instructors and JAC members, please be aware of an important update to the SOP.

After an apprentice has received certifications for Years 1, 2, 3, and 4 he/she has satisfied the classroom hourly requirements to sit for the next Mechanic Examination which is administered once each year by NEIEP in his/her Local. In the event the exam candidate fails or fails to sit for the exam he/she can maintain their eligibility for the next exam by participating in conventional classroom training or in the new Computer Based Training (CBT) program.

continued on page 2
As part of the growing number of Computer-Based Training Courses that NEIEP offers, Testing Hydraulic Elevators is the most recent addition to the Continuing Education Series. To stay competitive in the industry, it becomes imperative that elevator mechanics stay up-to-date with new trends and maintain their acuity on familiar ground.

This unit is meant to be used by those with previous instruction in NEIEP Year 3 material and experience in the field. A good understanding of safe inspection procedures and hydraulic systems is necessary before attempting tests that push them close to their limits. It may not be apparent that an unsafe condition is developing. Experience, common sense, and the foresight to predict the consequences of your actions are required.

Excerpt from the text:
*None of the duties performed by elevator maintenance and service personnel is more demanding of responsible and thorough inspection than the required periodic testing of critical components dictated in ASME A17.1 elevator codes. These rules are precise in the procedures to be followed for good reasons.*

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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: Customized 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 student’s 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.

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**NEIEP CALENDAR Important Dates for Spring 2009**

- **March 23** - Direct Deposit of Instructor Pay
- **April 3-7** - Advanced Train the Trainer Seminars – Warwick, RI
- **April 23** - Direct Deposit of Instructor Pay
- **May 22** - Direct Deposit of Instructor Pay
- **May 25** - Memorial Day Holiday – NEIEP closed

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