Online Instructor Professional Development

In March’s issue of Conduit, we mentioned the opportunity for all Instructors to participate in Professional Development courses. Those courses are now available in the “Online Training” area of the NEIEP website under “Instructor Programs” or through the “Student Gateway.” The NEIEP Instructor Orientation Course is composed of 3 sections: website and administration; software; and hardware and can be taken in any order. These courses are designed to be flexible. If you’re unable to finish in one sitting, you can return to the same point where you left off.

Website Tutorial
The website and administration course will consider in-depth the online responsibilities of a NEIEP instructor. This course is designed to fill in the gaps from the time individuals are hired by NEIEP to be an instructor to the first time they step into the classroom. The videos will show how to correctly enter information in order to minimize the errors that ultimately take more time to fix on both ends—the instructor and the NEIEP administrative staff. Information is presented on the many resources available via the Instructor Support Material area of the site, submitting student attendance and exam data, make-up classes, transfer students, etc. This portion of the course is not only the perfect jumping off point for novice instructors but also acts as a helpful review for veteran instructors who need a quick refresher.

Software Tutorial
The second listed course is all about the software that an instructor typically uses both to prepare for class as well as in the classroom environment. The videos show how to use Adobe Acrobat Reader as a tool to search training manuals for terms and how to pull images or text into a PowerPoint presentation. Regarding PowerPoint, we start from a beginner’s perspective and explain how to open and use the PPT presentations that NEIEP provides to instructors, then we explore a more advanced level, where the user learns how to customize a design, create a presentation from scratch, and master shortcuts and useful tips on how to streamline and customize presentations for the classroom. This section also provides insight on how to use NEIEP’s custom virtual lab software. All instructors can find some use for these simulators, particularly Year 2 instructors.

Hardware Tutorial
The third portion contains a presentation on how to set up the projector and laptop in the classroom, covering the location of connections and the cables used as well as the process of ensuring the laptop and projector are communicating properly with each other.

Instructor Community Server
Another addition to NEIEP comes in the form of communication, that is, an improved ability to communicate with fellow instructors from around the country. For example, you may be a Year 3 instructor looking for ideas on how to deliver a particular lesson in class or how to demonstrate a concept for a struggling apprentice. Through NEIEP’s Community Server and its Discussion Forums, instructors across the country will be able to share such information, write about their experiences, pose questions, collaborate, and in general interact and communicate in ways that were previously unavailable.

NEIEP understands that the end of the year is quickly approaching and time grows limited; however, this would be a great opportunity to hear feedback from others about how to make your year end final reviews more effective or how to motivate your students. We urge you to network and work with one another to make your class time more successful.

Comments and feedback are welcome and encouraged. Please contact either Jon Henson (ext. 15 or jhenson@neiep.org) or Linda DuBois (ext. 21 or ldubois@neiep.org).

Direct Deposit of Instructor Pay
If you had your instructor pay direct-deposited last school season, your direct deposit will remain in effect. If any information has changed since your last deposit, please notify the Accounting Department at NEIEP immediately. Examples of such changes include a change in your account number, a bank change resulting in a new routing number, or perhaps you closed the account you used last season.

Instructors who are not currently signed up for direct deposit may do so by completing the Direct Deposit Enrollment Form in your Instructor Packet.

Leases, Lease Affidavits and W-9s
NEIEP Chairmen should be in receipt of the 2007/08 Pre-registration Packages at this time. We must remind you that it is extremely important to adhere to deadline dates regarding your lease materials. A memo from the NEIEP Accounting Department will be sent to you regarding these dates. We will be sending the Lease Affidavits to you, and W-9s (if new site) directly to the landlord, for signatures, upon receipt of the Lease or Rental Agreement.
NEIEP AREA COORDINATORS’ REPORTS

James McGoldrick, Region 1, New York City and nearby New Jersey

Things are going well in Region 1. Recruitments have completed and we have a big list of individuals to work with. Apprentices have started preparing for the Mechanic Exam—best of luck to them. I want to thank all Instructors for their hard work and dedication this past year.

E Ray Roche II, Region 2, Northeast

Completed recruitments for Local 6, Pittsburgh JAC and Local 14, Buffalo JAC. Current recruitments in Local 5, Philadelphia JAC and Local 59, Harrisburg JAC will begin interviews shortly. Local 5 had 531 applicants and we tested 446. Have tested and interviewed 6 Helmets to Hardhats applicants between Local 5 and Local 6. Local 62, Syracuse JAC recruitment will begin in August. The Pennsylvania Director of the Helmets to Hardhats has moved on to Washington, DC to work with the National Program and PA has a new Director. Local 5 JAC Motor/Generator Pilot Computer Lab is a great new teaching tool.

Attended Career Day Program at Hanover Area and spoke to vo-tech students about apprenticeship with the Elevator Constructors. I would like to thank all the JATC members in my Region for their cooperation and dedication to the Apprenticeship Program.

John J. Spinella, Region 3, Southeast

As the 06/07 school year comes to an end, the work in region 3 has finally leveled off. The southeast has been running wide open for the past several years due to planned growth and hurricane damage. We actually have ranking lists that are stable due to members on the bench.

While work was booming, we had the opportunity to recruit several very highly skilled and motivated apprentices. They have taken on the challenges of the job as well as the classroom and are in reach of the ultimate goal, the Mechanics Card! They will be an asset to the industry. Unfortunately, there are still some who are coasting; the coasters will get passed over. It's time for the coasters to step up and get the job done.

Again, I'd like to thank the instructors, committee members, and all the dedicated apprentices, for their hard work and dedication this year. I'd also like to thank the NEIEP staff on their efforts to keep the program moving forward by solving problems that arise.

All is good in region 3!

Ted Shank, Region 4, Midwest

Since the Revised Apprenticeship Standards now allow for direct entry of Helmets to Hard Hats candidates, 12 veterans have been hired in the Midwest Region. All but one are going through or have completed their Probationary Period with rave reviews from both Employers and NEIEP Instructors alike. Even though one "washed out," the success of those remaining is quite encouraging.

All four major branches of the military—Army, Air Force, Navy, Marines—are represented in this "Band of IUEC Brothers." Some were electricians, helicopter mechanics, electronic specialists, and even aircraft carrier elevator mechanics. Others were involved in various support positions. All served our country with pride and are continuing that strong work ethic and pride as Elevator Constructor Apprentices.

Tom Lee, a newly retired Local 2 (Chicago) member, has recently accepted a position with Helmets to Hard Hats. We intend to partner with Tom to recruit even more quality vets to become Elevator Constructor Apprentices in the Heartland.

Before the New Year approaches, recruitments are due to begin in Local 2 (Chicago) and also Local 55 (Peoria). The other Four Locals of the Midwest Region—Local 15 (Milwaukee), Local 33 (Des Moines), Local 34 (Indianapolis), and Local 132 (Madison)—have had recent recruitments, which should be sufficient for projected manpower needs in the near future.

David Aranda, Region 5, Southwest

Work is going really well! Presently there are 3 recruitments taking place: Local 131, Albuquerque; Local 21, Dallas; Local 81, San Antonio. In June we'll be holding recruitments in Local 140, Phoenix and Local 133, Austin.

It's been a busy time flying to several locations, getting organized, and settling into my new responsibilities. I've been in the industry for 12 years and am a member of Local 133; have been with Otis for 11 years; and have been a Year 2 and Year 4 NEIEP Instructor.

I want to wish all apprentices good luck on their upcoming exams and would like to thank all the instructors for their time and effort. My thoughts are with you. And let's not forget the JAC members for allowing NEIEP to work structured and organized in their Locals. Special thanks to Clint Matthews for being very helpful in my transition to this position.

Earl Baker, Region 6, Northwest

Recruitments were completed in Seattle, WA on January 11, 2007; Montana on March 19, 2007; Spokane, WA on March 21, 2007; and Minneapolis on May 8, 2007. There are currently two recruitments in Region 6: the State of Utah and Idaho.

Since the last Conduit article the Revised Apprenticeship Standards have been accepted by the Washington State Apprenticeship Council on April 19, 2007. Compliance audits have been completed for the states of Montana and Washington. I am scheduling a compliance review with Sandra Husband (Washington ATR) for the last part of July.

I would like to thank the NEIEP staff, the JAC committee members and the NEIEP instructors for their hard work and dedication.

Thaddeus Tomei, Region 7, Hawaii and Pacific Islands

No recruitments will be held in the immediate future. The current list of prospects will take some time to get through. Good luck to all apprentices.

Roy Francesconi, Region 8, Northern California, Oregon, Utah

Northern Nevada: A Recruitment was just completed May 2, 2007 with 34 successful applicants making the ranking lists. Work, however, is slow in Northern Nevada and no one has been hired.

Northern California: We are in the middle of a recruitment. There were 1500 requests for applications and 594 sat for the ELAT. Work is good in Northern California. The last applicant list has been completely exhausted at this time.

The school season has come to a successful close for the 2006-2007 school year.

Ed Lackey, Region 9, Southern California, Nevada

In California I am in the process of completing a recruitment. There were 800 applications and
Area Coordinators (continued)

approximately 500 tested. All but 51 interviews have been completed. At the next meeting of the committee they will decide when to finish those interviews and complete the ranking list. The new ranking list will be between 200 and 300. The committee has asked permission from the state to amend their standards to allow recruitments quarterly.

I am currently scheduling a recruitment for Las Vegas. Applications will be taken for a two-week period starting on July 2 through the 13th, Monday through Friday. The hours for application will be from 1 pm in the afternoon until 7 pm at night. In August the aptitude testing will begin.

Ron McKay, Region 10, Great Lakes

The Great Lakes region has completed four recruitments since the beginning of the year.

Columbus, Local 37, ranked 34 recruits on their new-hire list, finalized on February 21st.

Cleveland, Local 17, completed interviews on April 12th and have 130 ranked individuals ready to begin a career in the Elevator Industry.

Akron, Local 45, finished interviewing on April 19 and now has a new-hire list of 45 possible recruits.

Toledo, Local 44, has a new-hire list of 61 potential apprentices after completing interviews on May 16th.

While work is still slow in our region, we all remain hopeful that it will pick up soon. Once the out-of-work lists are clear, new hires can get an opportunity to see just how rewarding this industry can be.

During my JATC Committee meeting visits, it’s been nice to see that the instructors appear to be utilizing all of the NEIEP provided labs. Worn lab cases, hoistway labs in various stages of erection, and motor labs with circuits still hooked up, are a few signs that NEIEP funds are well spent. More importantly, this is so vital to the development of apprentices who don’t always have direct involvement with every aspect of our industry on the job sites. As a reminder to the instructors, this is the point of the school season where you should take inventory of your labs and order whatever is needed to complete the labs for the Fall classes.

Finally, I would like to congratulate the “Instructor of the Year” from Region 1, Randy Kape. Randy is one of the outstanding instructors from Local 85, Lansing, Michigan. Based on the input from his current as well as past students and Randy’s continued efforts to raise the standards of the education of Elevator Constructors, Business Manager, Bill Kogelschatz submitted Randy’s name. This award is well deserved. All of the apprentices of Local 85, as well as we at NEIEP, hope that Randy continues to teach for a long time.

L. Thomas Breindel, Region 11, SEC

Recruitments in #51 Richmond, VA and #80 Burlington, NC have completed.

Future recruitments are on the way for #32 Atlanta, GA and #135 Charlotte, NC.

I have completed challenges for Locals #32, #51, #52, #135.

DOL audit in Atlanta, GA passed with flying colors—good job by the JAC in HOT ATLANTA!

The DPOR in Virginia has approved the continuing education for the certified elevator mechanics. Thanks to the staff at NEIEP and Local’s #10, #51, #52, as well as all the help from John O’Donnell and Ken Harrrrrrrrrrrrr O’JD too!

Congratulations to the new AC for #20, #48, #51, #52—Mr. B. Dowdy. GOOD LUCK! BEEP! BEEP! BEEP! BEEP!

One more thing, Mr. Clint Matthews, good luck on your journeyfriend!!!!

GOD LOVE YA!

Joe Devlin, Region 12, New England

We have been very busy in Area 12 with recruitments, apprentice issues, and continuing education requirements. Local 4 accepted 537 applications in April and I tested 431 candidates of which 326 were successful. Local 4 JAC will be conducting interviews in June. Local 4, Springfield, MA is recruiting as well and it looks like we will take almost one hundred applications there. Testing shall be completed on May 31, 2007 and interviews should be done before the end of June. I anticipate recruitment for Poughkeepsie later this summer. As you know we have not had much activity in that area and the current list has been in place for quite some time due to an extension granted by the New York DOL.

The school year is winding down and most instructors have their apprentices prepared for their finals. A note to all apprentices, use the NEIEP website to track your progress. Do not count on someone else telling you that you missed a unit exam or need a make up class. That is your responsibility!

NEIEP offered Continuing Education Programs are presently in the process of being approved in Vermont and Massachusetts. Ken Hart has done a masterful job creating and producing good code based programs. Thanks Ken.

To all Area 12 apprentices and instructors: “Have a safe summer.”

Tim Daly, Region 13, South Central

Greetings from Region 13.

Another school year will be ending soon but please remember that training doesn’t stop.

This burden falls on the shoulders of all of us—journeymen and apprentices alike. We must pass on our skills and knowledge if we are to survive.

Recruitments are starting to level out. Local 30 has just ended with some good candidates in the hiring pool. The ELAT for Local 63 will be in the middle of July. Local 3, Evansville, IN will be interviewing during the middle of June. A couple of challenge tests here and there and my travel miles keep adding up. Thanks to all of my JACs but remember, just around the corner another new school year awaits. The New Year will bring new hurdles to overcome but in recent years they’ve gotten smaller and soon will be barely noticeable at all.

Remember 8 for 8. Work safe and go home all in one piece and enjoy life.

Frank Lopez, Region 14, Miami

Things are very busy in South Florida, with a new skyline of towering cranes covering our beautiful sunset. With our school year coming to a close, there are a lot of thanks to be handed out. Thanks to all instructors, JAC members, agents, and NEIEP staff for their hard work and dedication to the program. Their efforts are deeply appreciated. We just had our first recruiting drive of the year, which had 242 applicants on the first day of a walk-in drive at the local union hall. After four days of taking applications the final number of applications handed out was 784. With seven days and 13 sessions of testing, our final number of applicants who passed the ELAT test was 262.

With a new school year starting soon, there’s always a lot of planning and scheduling going on. This year will have a New Pre-Registration Period continued on page 4
Area Coordinators (continued)

for all apprentices who are eligible to take the mechanic exam. A new Mechanic Exam Registration form will have to be filled out and all requirements will have to be met to be eligible to sit for this year’s Mechanic Exam. Dates and locations for the registration period will be posted soon. Mechanic Exam is schedule for the third week of November.

Sonny Yeatman Jr, Region 15, Washington, DC

In region 15 we had a recruitment drive on March 22. 251 individuals filled out the application. After all was said and done Local 10 ended up with 99 prospective apprentices. Local 10 has taken the first 10 from that list. There will be another recruitment drive on August 14 from 7:00 am through 10:00 am. The pre-hire test will be on August 28, with the interview date still to be determined.

Bailey Dowdy, Region 17, Dominion

It’s exciting to be a part of the NEIEP organization. My name is Bailey Dowdy, Area Coordinator for Region 17. I started as an elevator constructor in 1972 in Local 51. I’m a second generation elevator constructor and have served as a Business Manager for six years as well as chairman of the JAC.

I look forward to meeting all the NEIEP staff, many of whom I have worked with via the phone and never had the opportunity to meet.

Kris Katz, Region 18, Minnesota

The 2006/2007 school year is fast coming to an end, and I would like to thank all the Local 9 instructors on doing an outstanding job this year. Also, hats off to our JAC for providing great leadership and guidance in assisting our apprentices in furthering their education and careers.

The work outlook in our area looks good and many of our MXE students will be sitting for the mechanics exam in November. Good luck to all who are planning to take the test. Our future depends on our success!

We have just concluded our 2007 recruitment and interviews. The process went very smoothly. We now have a large and talented pool of new prospective apprentices. Many thanks to Earl Baker for all of his help over the past four years as Area Coordinator. We have built a solid program and appreciate the work Earl has done for us at Local 9.

If you haven’t heard, I have recently been hired by NEIEP as Area Coordinator/Local Administrator for Local 9. I have instructed for 18 years and look forward to the challenges of helping the apprentices and assisting the JAC as needed. I wish to send special thanks to the NEIEP support staff for helping in my first month on the job and also want to recognize the fine job you do all year long helping our instructors and students. Good luck to all on year end finals.

2007/2008 COURSE PLANNING AND REGISTRATION

Pre-registration packets were mailed to all Local Chairmen and co-Chairmen in the third week of May. This packet includes the instructions and materials needed to register and build classes for the 2007/2008 school season.

The Classbuilder for the 2007/2008 school season will be available to JAC Chairmen and co-Chairmen on the NEIEP website, www.neiep.org, on July 16, 2007. If you have any questions about class registration, please do not hesitate to contact the NEIEP office. Please keep in mind that the Seminar/Workshop instructor invitations are on a “first come, first served basis” and are based upon the classes submitted to the NEIEP office.

ATTENDANCE AND YEAR-END EXAM RESULTS

Please assist us by making sure all 2006/2007 class attendance and grades are submitted to NEIEP on or before the June 30, 2007 deadline. Year-end results will not be released until all class attendance and grades, including make-up attendance, have been received by NEIEP.