NEIEP Student Identification Number

Welcome to the 2009/2010 school year! As part of an effort to fortify our security measures, NEIEP is removing most form fields requesting Social Security numbers and replacing them with a field for NEIEP Student Identification Numbers or NSI. This number is assigned when students are first enrolled in NEIEP and does not change.

The NSI will be the student’s identifying feature on any NEIEP form, exam booklet, answer key, etc. and will correlate with the information in the student’s records.

Instructors, please remember at the beginning of the school year to provide students with their NSI. It is then the student’s responsibility to remember his or her NSI. Remind them to provide their NSI on any NEIEP document.

In any case where there is still a form in circulation requesting Social Security numbers, please have the students fill in that field using their NSI. Any form not containing the student’s NSI cannot be processed.

Student Profile Page

To simplify the process for students to update their personal information, NEIEP created the Student Profile Page.

This page contains the student’s name, NSI, address, email address, and contact information. This is the fastest method of updating this information and allows NEIEP to have real-time access for important mailings and grade results.

To access the profile page, log in to the NEIEP website (www.neiep.org) and in the upper right hand corner click on the link “View Your Profile” located under the student’s name. Instructors, please remind your students to review their profile pages if they have not already done so. If there is any inaccurate information, they can notify the NEIEP office by using the Update Info Request box located at the bottom of the profile page.
A new course, “Rigging Safety in Construction Environments,” will be available in October as part of the Self Improvement Series. This interactive multimedia course will make elevator mechanics aware of the potential risks they face when working with or around rigging including electrical hazards and drops, proper hitches, proper hand signals, and traveling and landing a load. Included in the course are videos demonstrating proper procedures and techniques when rigging various types of equipment.

Excerpt from course:

“Faulty equipment is not the only potential danger to confront a rigger.

Another common hazard is electrocution. It is most often caused by contact with electrical equipment and overhead power lines.

So you need to know the height of any power lines near your worksite, as well as the location of all electrically powered equipment.

The second major source of electrical hazards is lightning. You should always keep close track of the weather, and stop all crane operations during electrical storms.

Another hazard that a rigger can face is an “accidental drop.” These are most frequently caused by problems with the “angle of load”...the angle between the load and the level ground.

Ideally, the load angle should be zero degrees, with the load parallel to level ground. Never let the angle exceed 10 degrees, or the load could slip and fall, resulting in damage or injury.”

Be sure to check the NEIEP website www.neiep.org in October to access this course. Once you have logged in, click on the “Online Training and Licensing” link located in the yellow “Students” box, then scroll down to the “Self Improvement Presentations” section to find the course.

If you have questions, please contact NEIEP at 800.228.8220 or email support@neiep.org.
As we continue to update NEIEP instructional material, you will be receiving a new Instructor Support Disc version 2.0. This 2.0 version reflects the most up-to-date changes made to the four-year program. The following are noteworthy changes:

**Year 1**
- There is a new book in the Smart Mark series.

**Year 2**
- There are updates to all Elementary Technical Math PowerPoints.
- Unit 2.1.4 has two new videos.

**Year 4**
- Updates and clarification of course calendar.

Also new this year you will find the NEIEP Instructor Handbook and forms that are relevant to instructors. These forms include:

- New videos added to 1.6.2 Rigging and Hoisting and 1.10.4 Elevator Cab Modernization.
- Student Correction Request
- Instructor Correction Request
- Lab Parts and Repair Request
- Make-Up Time Verification Form

These forms are available to print from your computer when internet connection is unavailable. As with the previous update, these new discs are designed to install with a few mouse clicks. Please note that just as with the first two discs, you must have internet connection to sign in before the new disc will install. As always, we look forward to any feedback.
2009/2010 SEASONAL REMINDERS FOR INSTRUCTORS

To help us here at NEIEP to ensure a smooth school year for you and your students by keeping in mind the following administrative and instruction duties asked of you.

• **Review and refer to your Instructor Handbook throughout the season** for useful information to guide you through a successful school year.

• **Attendance and Exam Scores must be entered WEEKLY.** This process is done by instructors via the NEIEP.org website. Weekly submission is REQUIRED. Remember, students, Instructors, Area Coordinators, and NEIEP support staff can check the website daily for information. Timeliness ensures student record accuracy and can avoid payroll discrepancies or delay in pay for instructors. Distance Learning attendance and exam scores must be submitted within one week of the date a class was held.

• Included in the **weekly requirements is the submission of attendance and exam scores that are done as make-up or re-take.** This information must also be submitted within one week of the date it was completed. The accuracy of the student database depends on timely submission of information.

• Submitting make-up/re-take attendance and exam scores can only be done online by the instructor if the attendance or exam date has **not** been processed by NEIEP Support Staff. If the attendance or exam information has already been processed (or archived), you must submit the appropriate form to the NEIEP office to have make-up or re-take results updated in students’ records.

• **Actual Make-up Classes are held between March and June each season.** This does not mean students have to wait to make-up time or exams. Arrangements should be made for students to makeup attendance and exams (or re-take failed exams) ASAP. Suggestion: have students sit in another class to make-up missed hours. Re-take or make-up exams must be arranged immediately with the students’ assigned instructor. **Please remember to have the proper forms completed.**

• **Useful Instructor FORMS:** Student Correction Request (SCR), Instructor Correction Request (ICR), Make-Up Time Verification (MTV).

• June 30th is the close of the school season. However, **all students must be eligible to sit for their final exam on the date it is scheduled for.** Therefore, they must have all requirements met **before** the date of their scheduled final exam in order to sit for the final exam.

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### NEIEP CALENDAR  Important Dates for Fall 2009

#### SEPTEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept. 7</td>
<td>NEIEP Closed, Labor Day</td>
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<tr>
<td>Week 1</td>
<td>2009/2010 School Season Begins</td>
</tr>
<tr>
<td>Week 2</td>
<td>BTTC 1 &amp; SSLWS 1, Providence, RI</td>
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<tr>
<td>Week 3</td>
<td>BTTC 2 &amp; SSLWS 2, Providence, RI</td>
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<tr>
<td>Week 3</td>
<td>SCFLWS 1, Providence, RI</td>
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<tr>
<td>Week 4</td>
<td>SCFLWS 2, Providence, RI</td>
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<tr>
<td>Week 4</td>
<td>ATTC 1 &amp; HCLWS 1, Providence, RI</td>
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#### OCTOBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Oct. 7</td>
<td>Class Attendance and Grades due to NEIEP</td>
</tr>
<tr>
<td>Week 1</td>
<td>ATTC 2 &amp; HCLWS 2, Providence, RI</td>
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<tr>
<td>Oct. 12</td>
<td>NEIEP Closed, Columbus Day</td>
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#### NOVEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Nov. 7</td>
<td>Class Attendance and Grades due to NEIEP</td>
</tr>
<tr>
<td>Week 2</td>
<td>ATTC 3 &amp; MOTLWS 1, Providence, RI</td>
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<tr>
<td>Week 3</td>
<td>ATTC 4 &amp; MOTLWS 2, Providence, RI</td>
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<tr>
<td>Nov. 26/27</td>
<td>NEIEP Closed–Happy Thanksgiving!</td>
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