NEIEP is moving ahead with plans to bring our program—both its content and its operations—squarely into the 21st century with advancements in Information Technology. Our ultimate goal is to provide full functionality for instructors, committee members, and others, allowing all to input information directly into the system via the web. Once our system is completely web-accessible and web-enabled, users will be able to obtain and provide reports and data in real-time, where the most current information is available almost immediately.

At the rate which we are progressing with technology development for our program, NEIEP hopes to move away entirely from the use of paper forms and certifications within the next couple of years; instructors and committee members will submit required paperwork exclusively via the web and will be able to see results of these submissions quickly.

The first step toward this reality is the functionality for instructors to submit attendance and grade forms via the website. As this issue of Conduit goes to press, we expect that online submission of grades and attendance will be available to NEIEP instructors by the first week of December.

The benefits of going online for all administrative functionality are obvious for a geographically dispersed program such as ours. We are able to draw together instructors and committees from across the country in a way that could have only been dreamed of when NEIEP was first conceived. Already we are able to gain useful information from the website, and it will continue to be a gathering place for seekers and providers of information about our program. Here is a short list of other upcoming technology developments:

* **neiep.org email addresses for all instructors and committee members.** Please look for notification very soon that your NEIEP email address is ready to access. We will ask that all NEIEP instructors and committees regularly check these addresses for important notices and information.

* **Continual posting of PowerPoint presentations and other Instructor Support Materials on the website.** Eventually, the entire curriculum will be supported with presentations and additional resources and activities for use in the weekly class meetings. The NEIEP website will serve as a repository for these materials.

* **The new NEIEP mail server allows us to offer news groups, discussion groups, or message forums.** Our instructors and committees will have the opportunity to communicate problems, concerns, ideas, suggestions, and solutions directly with one another via NEIEP-sponsored online groups. Look for more information on this exciting possibility in upcoming issues of Conduit and on the web at www.neiep.org.

Looking to get savvy with your computer skills? Instructors need to have a working knowledge of Windows-based applications, specifically Microsoft PowerPoint for use in the NEIEP classroom. Committee members and others may need to brush up on their MS Office application skills. There are currently a number of computer training vouchers available for CompUSA Computer Training. CompUSA offers training on a variety of Microsoft Office products, such as PowerPoint, Word, Excel, and Access in beginner, intermediate, and advanced sessions. Courses are offered during the days, evenings and on weekends as well. Vouchers are available to committee members, instructors, and apprentices of the NEIEP program. If you are interested in receiving a voucher, please contact Diana Chaffalo ext. 10 to ask for a voucher request form.
NEIEP was pleased to offer again this year the talents and enthusiasm of Doctors Andy DiPaolo, Ron Boehm, and Amos Patterson as leaders of the Basic Train the Trainer Course, held in Providence, Rhode Island.

The seminars, which took place on six separate dates in September and October, were well-attended by 92 NEIEP instructors, including first-timers in search of guidance as well as some “old pros” looking to brush up and verify their skills. Attendees came from nearby Connecticut and faraway Hawaii, as well as just about everywhere in between.

Despite the time constraints and anxiety that are a natural part of a two-day training course, all the participants seem to leave with a sense of accomplishment and some lessons well-learned. Here are some comments from past years’ participants:

“Ron and Amos did a great job of not only presenting an informative training seminar, but demonstrating how to be an excellent instructor. Great role models!”

“Andy and Amos – Competent and professional tag team!”

“Body Language, Class Control – Oh all right! It was all great!”

“Excellent points brought up which will assist us in our school teaching. The video sure opened my eyes! Thank you!”

“Learning how to use tools, such as the overhead projector and class participation strategies, to help us become effective instructors.”

“I came in a nervous wreck and left with confidence!”

Indeed, increased confidence is one of many improvements NEIEP instructors notice in themselves after attending BTTC. With a full schedule in the rest of their lives, our instructors need to manage their teaching and preparation time efficiently and effectively.

The seminar is filled with suggestions on how to get organized, adapt to student abilities, and foster group interactivity. Andy, Ron, and Amos really work to give the instructors options for planning and presenting information that avoid the old habit of reading “straight from the text.”

BTTC provides the instructor with tips and models for effective lesson planning and presentation. Steps in lesson planning include identifying student needs, setting clear objectives, studying the students and the classroom environment, developing strategies to involve students, designing instruction using adult learning theory, and evaluating the class in terms of how well the objectives have been met.

The BTTC program itself is a perfect example of effective presentation; the leaders model how to use questions to avoid lecturing for the full class time, how to ask questions to let the students do most of the talking (and learning!), and, importantly, how to use visuals such as transparencies, flip charts, and videos to keep students interested and to aid their comprehension of the topic.

The culmination of the seminar requires each instructor to present a five-minute lesson in front of his peers and our video camera.

The video gives each instructor some constructive criticism as well as the opportunity to see what works well. As one participant remarked, “the video is the ultimate tool for evaluation.”

NEIEP offered workshops this past fall for the DC Motor Lab, the Hydraulic Controller Lab and the Solid State Lab.

NEIEP manager Fred Yaniga coordinated and facilitated these events and the Workshop leaders included John Albert of Local #1, Roy Francesconi of Local #8 and presently a NEIEP Area Coordinator, Donnie Bacak of Local #18, Jim Bunning and Harry Whitted, both of Local #25, and Ron McKay of Local #36. Workshops were attended by a total of 91 instructors this season.
STICK WITH THE SCRIPT: CALENDARS & BENCHMARKS

The NEIEP classroom program has Standard Operating Procedures that must be followed. Referenced in the SOP, and included with Instructor Outlines, is a Course Calendar for each year of curriculum instructed, as well as a monthly benchmark schedule for Distance Learning meeting activities. The Course Calendar lists each week of the 36 weeks and the subject matter to be covered for that class.

The DL benchmark schedule lists each monthly meeting and the subject matter that distance learners are responsible for each month. Both the course calendar and the benchmarks also provide a schedule for when examinations are to be taken by the students.

Weekly Course Calendars and Distance Learning Monthly Benchmarks are designed to assist Instructors in pacing the presentation of the curriculum throughout the course of the year. Since we are introducing restructured print material for the curriculum in 7-week allotments this year, it is extremely important that both Classroom and Distance Learning Instructors adhere to the calendars and benchmarks.

Examinations received by NEIEP before the examination date on the Course Calendar or DL Monthly Benchmark will not be processed.

Distance Learning Policies

If a student has to go out of town for two weeks, leave the student in the classroom instead of transferring the student to Distance Learning. It would take those two weeks for the student to be transferred and receive the material.

DL Information from NEIEP SOP (with page references): SOP, Page 22

Distance Learning students will have ten (10) sessions per school year, one per month from September through June. Students will remain active after missing three (3) sessions. Missing more than three sessions in a school year will be cause for review by the local JAC.

If the JAC determines after a review that a student’s fourth absence is inexcusable, the student will be suspended from the Distance Learning program and will be required to re-enroll for the entire Apprentice year the following September.

SOP, Page 23

Unit Exams are administered by Distance Learning Instructors at the monthly meetings, according to the Benchmark schedule, for each apprentice.

The unit exams shall be sent to the Distance Learning Instructor three at a time per apprentice to allow for efficient completion of the yearly curriculum.

Distance Learning Makeup Classes

There will be (3) scheduled Distance Learning makeup classes (1) for each month of April, May, and June. If a student’s fourth absence is inexcusable, the student will be suspended from the Distance Learning program.

Thanks & Questions

Please make every effort to stay with the schedules for topics covered and exams given each week or month. Getting ahead of the assigned material per week or month makes it difficult for us to supply you with the text materials and exams in a timely manner. Again, examinations received by NEIEP before the examination date on the Course Calendar or DL Monthly Benchmark will not be processed. Your assistance in staying on course with the intended schedules for instruction is crucial for the system to operate effectively. Please contact NEIEP with any questions or comments about these policies. Thank you.

UNIT EXAMS TO BE ADDED

Year 3 instructors may have noticed the absence of exams for 3.2 units 5, 6, 7, and 8. Your eyes do not deceive you; the exam schedule here does skip from Unit 4 to Unit 9. The reason? The units without exams are the additions to the apprenticeship curriculum from the texts for the Mechanics Technical Review Series, and no exams have yet been written for those units. In Year 2, the new Elementary Technical Math book will require formal examinations; Year 3, in addition to the Doors and Operators units in chapter 2, also has Chapter 4 Units 4, 5, 6, and 7 (Escalators) that need exams. Plans are now in the works to address these needs. In the meantime, please follow closely the Weekly Course Calendar, and we apologize for any confusion that may have been caused by the absence of these exams.

TWO POLICY CHANGES

Recently there have been two modifications in NEIEP policy, which will be reflected in forthcoming revisions to the SOP.

* Recruitment Testing Fee. Applicants will now be charged a $25.00 fee, payable with money order only, on the day of the Elevator Industry Aptitude Test. Applicants must pay the testing fee in order to be eligible to sit for the exam. Notification of this fee is now included in the recruitment letter and should be included in all local advertisements for open recruitment.

* Program Alcohol Tobacco, and Drug Use Policy. NEIEP has clarified its stance on alcohol and drug use in the classroom environment by adding the following item to the Classroom Policy section of the SOP:

NEIEP has a zero tolerance policy on the use of alcohol and other drugs while participating in the program, and NEIEP classrooms are smoke-free environments. The consumption of alcoholic beverages or the use of illicit drugs immediately before and/or during class as well as smoking in the classroom are expressly prohibited.
KEEPING UP THE LABS

Many of the local training programs keep their training labs onsite from season-to-season. This helps NEIEP keep our shipping costs down, while making it convenient for the local programs to ensure they have equipment when needed.

One concern with this system is our need to keep the labs fully outfitted and in good condition. To help with this problem, NEIEP sends lab inventory sheets. Each lab audit sheet lists all required components for that particular lab. These sheets are primarily designed to help the locals identify problems and/or missing components and request replacements without having to ship the entire lab back to the warehouse.

For example, the Solid State Labs have many small, discrete, and integrated circuit components. The inventory sheet will have a layout that mirrors the storage board components. Any missing items from the board can be checked off and the results can be sent back to NEIEP. We will assemble and ship the missing items at a much lower cost than returning and refurbishing the units. If the tunnel lab or oscilloscope need service or calibration, we can have just those items recalled when it is convenient, fix the problem, and then return it to your local.

This same process would apply to any other lab you may have in your inventory. Our warehouse manager, Rob, will follow-up on the inventory sheets that need to be completed. If the checks are not completed in a timely manner, we will recall the entire system for refurbishment. By taking the time to do this check at the end of the season, you can ensure that the equipment will be fully ready to support your classes when the next season starts. If you have questions or concerns regarding lab inventories and maintenance, please contact Rob Perkoski at 800-228-8220 ext. 30.

NEIEP CALENDAR  Important Dates for Winter 2003/2004

DECEMBER

1st Week  Area Coordinators’ Meeting
Dec. 7    Monthly Payroll Time Report and Classroom Attendance and Grade Forms due
3rd Week  Merry Christmas

JANUARY

1st Week  Happy New Year
1st Week  Chairmen/co-Chairmen Mtg. WEST, Jan. 6-7
Jan. 7    Monthly Payroll Time Report and Classroom Attendance and Grade Forms due
4th Week  Chairmen/co-Chairmen Mtg. MIDWEST, Jan. 27-28

FEBRUARY

2nd Week  Chairmen/co-Chairmen Mtg. NORTHEAST, Feb. 11-12
Feb. 7    Monthly Payroll Time Report and Classroom Attendance and Grade Forms due
3rd Week  President’s Day, Feb. 16, NEIEP closed
4th Week  Note: Chairmen/co-Chairmen Mtg. SOUTHEAST, scheduled for March 2-3

Conduit

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