The National Elevator Industry Educational Program is pleased to introduce an Associates of Applied Science degree in Elevator Construction Technology. NEIEP apprentices will enroll in this degree program beginning with the 2005-2006 school year. The program will be implemented via an articulation agreement with Ivy Tech State College in Indiana. The degree will be available nationally to all current apprentices as well as those who have completed the NEIEP program and are willing to complete the general education requirements for the Associates of Applied Science. These courses may be satisfied in a classroom environment or via distance education.

Overview: Ivy Tech State College
Based in Indiana, Ivy Tech is a 2-year state supported community college. Founded in 1963 by the Indiana General Assembly, the college offers Associate of Science and Applied Science degrees in 54 different subjects. Fully accredited by the North Central Association of Colleges and Schools, Ivy Tech’s emphasis is on technical education for initial employment or for job upgrade and retraining.

Woven Fabric of Articulation
The AAS in Elevator Construction Technology will be offered as a working partnership, with local NEIEP programs providing the technical education component, and Ivy Tech State College providing the general education for the academic courses of the degree. This AAS degree will be exclusive to NEIEP apprentices and mechanics only. No non-NEIEP students will be able to enroll in these courses. This joining together of education and training expertise provides for the delivery of a uniform associates of applied science degree, one that matches the consistency of the current NEIEP training and enhances the credentials of our members who are enrolled in or have completed the program.

Apprentice students will be enrolled in the Ivy Tech degree program from day one of enrollment in the apprenticeship program for all JAC delivered courses. The students are enrolled in Ivy Tech delivered general education courses that are within the AAS degree curriculum as they progress through the apprenticeship program. Apprentices with prior collegiate experience will be granted transfer for successful completion of coursework that matches Ivy Tech degree requirements. This program includes a “grandfather clause.” Any member who has completed the NEIEP curriculum may enroll in the degree program and complete the general education courses to earn the AAS. Additionally, those apprentices who are currently in the NEIEP program will be able to count the apprentice year credit they have completed toward the completion of the AAS and may enroll in the general education courses through Ivy Tech at their convenience.

Program Cost
As always, there will be no out-of-pocket student fees for JAC-directed courses. Apprentices will pay only for additional general education courses. The current tuition fee for apprentices and mechanics is $80.30 per credit hour; most general education courses are three credit hours. A $10 technology fee will be assessed per credit hour for Internet courses.

Continue towards the Bachelors Degree
Apprentices may transfer the entire contents of the Ivy Tech degree to one of the following institutions:

- National Labor College, Silver Springs, MD
  BA in Labor Studies
- Indiana State University, Terre Haute, IN
  BS in Industrial Supervision
- Sullivan University, Louisville, KY
  BS in Construction Management
- Indiana/Purdue University, Indianapolis, IN
  BS in Labor Studies

In all cases, these institutions provide the advanced degree via two-way televised courses, limited residency, or Internet mediated course offerings.

NEIEP is excited to offer this valuable educational opportunity to elevator constructors as we work to ensure the continuation of the highest quality craftsmanship that only union labor can provide. Please contact jhenson@neiep.org for more information about the AAS in Elevator Construction Technology.
AREA COORDINATORS’ REPORTS

James McGoldrick, Region 1, NYC and nearby New Jersey
Local 1 recently administered the Mechanic Examination, November 23rd. Congratulations to all those who passed.

Ray Roche, Region 2, Northeast
Ray Roche administered MX tests for Locals 6 Pittsburgh, 11 Cincinnati, 17 Cleveland, 37 Columbus, 44 Toledo, 45 Akron, 59 Harrisburg, and 84 Reading/Scranton. I’d like to extend a word of thanks to all instructors and JATC members for their help in the Apprentice program. Other news: Ray attended the Pennsylvania Apprenticeship Coordinator Conference and was appointed to the Recruitment Committee.

John Spinella, Region 3, Southeast
It has been very busy in Region 3 over the past several months. We have just finished up our mechanic exams and I’m currently doing recruitments for Locals 32, 49, 71, 74, 93, 124, and 139. Work is finally busting loose and the need for new-hires is evident. Committees, remember to register your new-hires with the state. Instructors, please remind the apprentices that they are required to fill out and submit their OJT forms monthly.

With the New Year approaching, the Local committee should discuss your EEO-outreach plan. If there is anything we can do to improve our outreach, please let me know. Also, please remember documentation of any and all business of the committee is very important. If a complaint is filed, or if you have a compliance review by the state, proper documentation is a necessity.

Thanks for everyone’s hard work and dedication. It is taking our industry in the right direction, UP.

Ted Shank, Region 4, Midwest
As Fall is now the Mechanic Exam season, I and other Coordinators have been busy administering these very important tests. The Midwest had an overall pass rate of 67%, with the smaller Locals doing exceptionally well. Exit polls showed that many of those queried have expressed helpfulness and praise to their Review Instructors. Changes to the website and the inclusion of more information online have also been well received by both students and instructors.

Clint Matthews, Region 5, Southwest
New hires are still needed in Region 5.

Requests for an application will be accepted for Local 140 postmarked between December 1st and December 15th and for Local 21 postmarked between December 27th and January 10th.

Earl Baker, Region 6, Northwest
Currently, I have recruitments in the Denver, CO, Minneapolis, MN, Anchorage, AK, and Fairbanks, AK, areas. Probably within the next two months I will begin another recruitment in the Seattle, WA, area.

Thaddeus Tomei, Region 7, Hawaii
Aloha from Local 126. The Mechanic Examination was held on November 4. We congratulate all who passed the exam this year.

Roy Francesconi, Region 8, Northern California, Oregon, Utah
In my region I have just completed a recruitment for Northern California (Local 8). The recruitment for Oregon (Local 23) will be completed on December 9, 2004 and Utah (Local 38) will be completed on December 16, 2004. I will be opening up a recruitment for Northern Nevada (Local 8) during January 2005.

This is about it for my Region. I have been busy with the Mechanics Examination, EIA T, and interviews and haven’t had much time for anything else.

Ed Lackey, Region 9, Southern California, Nevada
I have just finished two recruitments, one in Las Vegas and one in Los Angeles. In Los Angeles 226 were tested. 176 Passed the aptitude test. Out of about 170 that interviewed only 84 scored 70 or above. This list hit the street two weeks ago, 46 of those have been hired. I have to start another recruitment this month for testing somewhere in February, because it is believed that by then the list will be used up. 76 tested in Las Vegas, 4 have already been hired. If Las Vegas is anything like Los Angeles and San Diego, I might have to start a new recruitment at the start of the New Year. I have 5 sites, 13 classrooms and 52 classes in session. In January that will change to 54 classes with the start of the Mechanic Exam Eligibility Course.

Quint Harmon, Region 10, Mid-Atlantic
Local 7 is preparing for a recruitment in February. We are hoping our next recruitment will yield a well qualified group of individuals.

Tom Breindel, Region 11, SEC
The JAC of Local 10 and I just completed a recruitment and interviews of 132 applicants. If I may say so myself, a job well done by all of the JAC of Local 10 and Elaine. Thanks for all of your help!

Recruiting by the JAC of Local 20, Louisville, Kentucky, is in process at this time. The EIA T (Elevator Industry Aptitude Test) was on December 3, 2004.

Also recruiting at this time is the JAC of Local 80, of Greensboro, Winston-Salem, N.C. The EIA T is on the 15th of December, 2004. The JAC of local 135 of Charlotte, N.C. will be having the EIA T on December 16, 2004.

The JAC of Local 51 of Richmond and Roanoke, VA, are accepting applications now with the postmark for requests due by December 18, 2004. Please send a S.A.S.E. to NEIEP 51, P.O. Box 790, Mt. Pleasant, S.C. 29465

The JAC of Local 52 of Norfolk, VA is also accepting applications now with the postmark for requests due by January 4, 2005. WOW 2005! Please send a S.A.S.E. to NEIEP 52, P.O. Box 790, Mt. Pleasant, S.C. 29465

I would personally like to thank all of the JAC members for their help and support, and wish everyone a Happy Holiday Season!

Joe Devlin, Region 12, New England & New York State
Area 12 has made extensive use of the Hats-to-Hardhats program in its Locals. Mike Morand, Local 35 Albany, has placed 5 candidates from the program with excellent results. Local 4 placed two marines and has had great reviews from their employers. Ken Harris in Local 138 was able to replace another candidate who has proven to be an excellent apprentice. In Local 91 there have been three placements recently. The consensus is that these candidates are highly motivated, skilled and assimilate extremely well into our industry.

Area 12 has also just completed recruitments in Rhode Island and Connecticut and has strong candidates in both Locals. In addition, the Local 4 JATC committee and area 12 coordinator have successfully established a full classroom program in Maine. There are four excellent instructors and a fantastic facility centrally located in Lewiston, Maine.

Tim Daly, Region 13, South Central
I have on-going recruitments in Locals 12, 16, 30, 63, 79. Happy Holidays to all.
September and October saw another round of NEIEP workshops and seminars, held once again at the Sheraton in Providence, Rhode Island. The Basic Train the Trainer Course, DC Motor Lab Workshop, Solid State Workshop, and Hydraulic Controller Lab Workshop introduced NEIEP instructors from around the country to ideas and practices that will help them to succeed in their classrooms.

Train-the-Trainer
The Basic Train the Trainer Course provides new NEIEP instructors with the basics of classroom management and adult education theory. The course offers 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 seminars, held on six different dates, were led by Drs. Andy DiPao-lo and Ron Boehm. The program has become a favorite of NEIEP Instructors, allowing individuals from different parts of the country to get to know one another, sharing their experiences, successes, and frustrations that inevitably occur in the classroom. New instructors are always very positive about what they learn in the process of completing this training. Here’s a sample of a few of the responses from this year’s participants:

“Ron and Andy covered an incredible amount of material in a very short time quite effectively and efficiently.”

“Ron and Andy were very personable and made us feel very comfortable.”

“Thanks for the opportunity to attend. This will make me a much better teacher for my Year 1 students.”

“Excellent! [Ron and Andy] really modeled for me how we should present a class.”

The train-the-trainer seminar serves as a great example of effective presentation; the leaders model how to use questions to avoid lecturing for the full class time and to let the students do most of the talking (and learning), and also how to integrate visuals with PowerPoint and other forms of media to aid in students’ comprehension of the topics.

Workshops
The DC Motor Lab Workshop, instructed this year by Jim Bunning of Local 25 and Jim McCormack of Local 1, prepared Year 2 instructors to facilitate lab work in their courses. This hands-on workshop provides an opportunity for instructors to setup and run the experiments in a comfortable environment. Outcomes, challenges and classroom presentation using the lab were explored.

The Solid State Workshop offered NEIEP Year 4 instructors the chance to become more proficient and prepared for their classroom work. Led by Local 18’s Donnie Bacak and John Albert of Local 1, the solid state workshop covers the basics and beyond of the lab used in the Year 4 curriculum. The setup and application of equipment such as the oscilloscope, frequency generator, digital bench meter, and power supply are integrated into actual execution of experiments using the lab’s basic and advanced components.

The Hydraulic Controller Lab, also a part of the Year 4 curriculum, requires extensive training and familiarity on the part of our instructors. The workshop leaders, Area Coordinator Roy Francesconi and Local 36’s Ron McKay, demonstrated instructional techniques unique to this lab. Instructors worked through the experiments using the five-step troubleshooting method, recording their progress as their students will do back in the classroom. This workshop provides instructors with experience using the lab so they can explain and interpret the outcomes of their students’ findings.

All in all, the seminars and workshops in 2004 were another successful opportunity for instructors to sharpen their skills and to network with their colleagues who share the same vital function of educating the future of the industry all around the country.

W-2s FOR INSTRUCTORS

NEIEP Instructors’ W-2s for 2004 will be mailed no later than January 31, 2005, to all who instructed during the past year. If you are expecting a W-2 and do not receive one from us in the mail by the second week of February, please contact Bridget at extension 16 to inquire about your paperwork.
NEIEP INSTRUCTOR NEEDS ASSESSMENT

Recently, NEIEP Instructors have noticed in their webmail inboxes a survey that attempts to discover the advanced training needs of those who administer our program on the classroom level. NEIEP’s instructional development consultants are attempting to assess the needs and skills of our instructors who have received basic instructional training. The results of this survey will be used in the development of an Advanced Train the Trainer Course. We hope to measure our skills, identify areas of instruction that need attention, and strengthen the quality of the classroom experience in the program.

If you are a NEIEP instructor that did not receive the survey, please email jhenson@neiep.org to request one. For those who have not yet completed the survey, please help us determine the needs for advanced instructor training by returning a survey to us as soon as possible.

GATEWAY LAPTOP SUPPORT LINE DIRECTIONS

NEIEP instructors have enjoyed the ability to prepare for and present class lectures and discussions with greater ease since the introduction of the Gateway laptop. From time to time, problems may arise with hardware or software for these computers. Remember that these devices are leased by NEIEP, and part of the contract includes coverage for any issues or malfunctions you may encounter. For technical support and troubleshooting problems with your Gateway laptop, follow these steps:

1. Call (800) 237-0697.
2. Select option #2 and enter the six-digit pin #542002.
3. If it is determined that the laptop needs to be returned for servicing, Gateway will send a box to you in which the laptop must be shipped.
4. The customer service representative on the phone may attempt to convince you that there is a $44 charge for the box. Inform the individual that, NO, ours is a lease program that is not subject to this charge, and ask that they look it up.
5. The box will then be sent to you free of charge and you may return the laptop to be serviced. Remember: if your computer goes in for service, it may need to be reformatted, so be sure to save any important data to a different storage device or disk before sending the laptop in to be repaired.

MECHANICS EXAM INFO

As most know, the Mechanics exam is now given in locals across the country during the three-month period of September through November. NEIEP appreciates all the efforts of those involved in making this process as smooth as possible. Of the approximately 1500 individuals who challenged the exam this year, a solid majority successfully achieved the level of mechanic. We wish to congratulate these folks who have proven their skills to be elevated to that level.

Apprentices who were not successful this year may be wondering about the requirements to remain eligible to sit for the exam next fall. Anyone who did not pass or was eligible to sit for the exam and did not, must be enrolled in the Mechanic Exam Eligibility Course starting in January or must be enrolled in a full year’s curriculum in order to retain the status of a Year 4 apprentice. The bottom line is that students are responsible for completing 144 hours of classroom time and 1700 hours of OJT in order to remain eligible. If students are in this category and are not enrolled, they must contact their Local committee as soon as possible.

What are the criteria for Mechanic exam eligibility? In order for your Local committee to recommend you to enroll in the Mechanic Exam Review Course and to sit for the Mechanic Exam you must meet the following minimum requirements: You must be a registered apprentice having completed all the required curriculum, Years 1 through 4, and have accrued 6800 hours of on the job training. Students who have questions or are uncertain about their status are encouraged to contact their local committee as soon as possible.

NEIEP CALENDAR Important Dates for Winter 2004/2005

**DECEMBER**

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<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Dec. 7</td>
<td>Monthly Payroll Time Report and Classroom Attendance and Grade Forms due</td>
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<tr>
<td>3rd Week</td>
<td>Merry Christmas</td>
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**JANUARY**

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>1st Week</td>
<td>Happy New Year</td>
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<tr>
<td>Jan. 7</td>
<td>Monthly Payroll Time Report and Classroom Attendance and Grade Forms due</td>
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<tr>
<td>3rd Week</td>
<td>Area Coordinators’ Meeting</td>
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**FEBRUARY**

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<tr>
<td>Feb. 7</td>
<td>Monthly Payroll Time Report and Classroom Attendance and Grade Forms due</td>
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<tr>
<td>3rd Week</td>
<td>President’s Day, Feb. 22, NEIEP closed</td>
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