NEIEP is very pleased to announce that the Certified Signal Person and Rigger Levels 1 and 2 (CSPR-1/2) program for crane rigging and signaling has received a prestigious accreditation from the American National Standards Institute (ANSI). The accreditation was granted by ANSI’s Personnel Certification Accreditation Committee on Friday, December 12th, 2014.

The process used by ANSI to accredit certification bodies is based on an international standard (ISO/IEC 17011). Adherence to a rigorous internationally recognized accreditation process ensures that the ANSI process conforms to the highest accreditation standard and represents the best practices in accreditation. ANSI is the only personnel certification accreditation body in the United States to meet nationally accepted practices for accreditation bodies.

With the exception of a rigging and signaling program run by the National Commission for the Certification of Crane Operators (NCCCO), NEIEP is the only other organization in the United States to offer ANSI-accredited certification in Rigging and Signaling. This accomplishment is especially important for IUEC members in some jurisdictions (such as Philadelphia), where workers are required to have a card bearing the official ANSI logo to perform rigging and signaling tasks.

IUEC members may earn their certification card through NEIEP’s Certified Signal Person and Rigger Levels 1 & 2 (CSPR-1/2) program, which was designed specifically to meet the needs of the elevator industry.

To be eligible to sit for the CSPR exam, an individual must:

• be an IUEC member in good standing
• successfully complete a Rigging and Signaling course within six months of their application date
• apply to take the certification exam through the Elevator CSPR website (www.elevatorcspr.org)
• achieve a passing score on the written and practical portions of the CSPR exam

To prepare IUEC members to challenge the CSPR exam, NEIEP has launched a new hybrid online and classroom-based course in Rigging and Signaling for the elevator industry (CE021Prep and CE021). This course combines an overview of crane signaling and safety with a hands-on rigging course where students will practice rigging techniques used in the field (students must first complete the online CE021 prep course to register for the CE021 classroom course). Upon successful completion of CE021, students will receive a certificate of completion, which they may submit as documentation of eligibility when they register for the CSPR exam.

For more information about NEIEP’s Rigging and Signaling training or the ANSI-accredited CSPR-1/2 program, please contact Tim Daly, Certification Director, IUEC Local 12, 6320 Manchester Ave. #44, Kansas City, MO 64133 (816) 358-1312 certificationdirector@elevatorcspr.org or visit the program’s website at www.elevatorcspr.org.
Conduit  December 2014

RECONDITIONING PROJECT LAUNCHES FOR NEIEP’S WELDING TRAILERS

Just shy of five years ago, NEIEP introduced one of the most valuable hands-on training programs that ever put rubber to the road. The first of five Mobile Welder Training units debuted in the spring of 2010 and began providing training toward welding certification in IUEC locals around the country. Over those years, the trailers, with their practical, efficient approach, have helped thousands of IUEC members achieve 3G or 4G welding certification. With all of this activity comes the anticipated wear of equipment, and NEIEP’s response is a project that will ultimately refurbish all five units to bring them back to a pristine condition, as well as to enhance some of the existing equipment and training procedures to make the labs an even better experience moving forward.

Several individuals should be recognized for their efforts to refurbish the units. Donny Groh (Local 52 Business Representative), George Boecker (Local 7 Business Representative), Joe Medeiros (Local 39 Business Representative), Curt Devillers (NEIEP Area Coordinator), and Rob Perkoski (NEIEP Warehouse Manager) have all played a role in the reconditioning project. This crew sees their work as vital to maintaining the highest quality welding training experience for IUEC members across the country. “We’re going to be reconditioning all of the trailers in sequential order based on the dates they entered service,” Groh says.

The project includes a comprehensive overhaul of several key pieces of equipment as well as a concerted effort to provide more direction on trailer operation, which will culminate in a maintenance control program detailed in a manual of standard operating procedures (SOP) for the mobile units. “We found ways to make the units better,” Donny Groh adds. “Our goal with getting this project started has been to come to Attleboro Falls and take inventory of what needs to be done with this first unit to refresh the labs as well as find ways that the experience inside them can be improved,” he says. “The task is simple for all involved: make it happen.”

The Mobile Welder Training Lab refresh project includes general housekeeping as well as an update to the welding tables – re-wiring and upgrading the band saws, the installation of safety kill switches on all the welding machines, the fabrication of guards for the starter relays, the addition of new lights and signage, the replacement of the curtains for each station, a methodical cleaning of all filters, servicing of the generator batteries, and a re-design of the step configuration for ease of opening and closing the facility. These mobile welding labs have become a valuable asset for IUEC members, and the effort to recondition them will ensure that they continue to provide exceptional training for years to come.

CE021PREP – NEW COURSE ON RIGGING AND SIGNALING FOR THE ELEVATOR INDUSTRY – LAUNCHES

A new process to gain eligibility to take the Certified Signal Person and Rigger Levels 1 and 2 (CSPR-1/2) exam is launching now.

CE021Prep is an online section of a comprehensive course that provides a basic overview of Crane Rigging and Signaling tasks for the elevator industry. Upon successful completion of CE021Prep, students may register for CE021, a classroom-based course with a hands-on rigging component. NOTE: students will not receive a certificate of completion for the online prep course alone. Students must take the hands-on classroom portion of the course in order to receive the certificate that will make them eligible to apply for the sig/rig certification exam.

The prep course portion of this blended learning offering is now available on neiep.org and can be found by visiting the Online Training and Licensing page and then clicking on the Continuing Education section. The classroom portion of the course will be scheduled in local classrooms, and interested students should contact their NEIEP Area Coordinator for more information.

Once students complete both courses, they will receive the certificate of completion, which they may use to register for the CSPR-1/2 exam. More information about the certification process can be found at elevatorcspr.org.
Richard Loeb, Region 1, New York City and nearby New Jersey
On November 13th, 2014, 123 apprentices jammed into our union hall and sat for the mechanics exam. Many of those have taken the test in the past and some were taking the exam for the first time. I am elated to say that Local One achieved its highest passing rate in the history of their apprenticeship program. 61 percent (actually 62 if you round up) achieved a passing grade and will be able to get their cards stamped JOURNEYMAN. Congratulations to those who persevered and passed. Once again the magic formula has been revealed. Hard work and commitment will never be denied. A special thanks of course goes out to our instructors. Day in and day out our teachers bring their ‘A’ game. Keep up the good work.

The fall 2014 semester is coming to an end. Over 25 RC classes will be created for the spring as well as several continuing education courses. There will be several CE025 classes being offered to help prepare for the 2015 mechanics exam. I as well as the JAC feel that these classes have been instrumental in producing our improved passing rate. Of the apprentices who participated in the CE025 last year, 80 percent achieved a passing grade on the mechanics exam. We are going to continue to promote this class as an integral piece of our curriculum.

Local One has hired dozens of apprentices off last year’s recruitment list. Several of those apprentices have successfully challenged various semesters. We are truly impressed with the quality of apprentices we see coming into the trade. Work in the big city seems to be an upswing and the expectation is that hiring will be also. I look forward to seeing new faces and helping them get off on the right foot.

I would like to thank the Local One JAC for their support on ALL matters concerning the apprenticeship program. Our monthly meetings always end with the program in better shape than the day before. Finally I hope everyone has a happy and healthy holiday season. Be safe and remember those who are less fortunate than us.

E. Ray Roche, Region 2, Northeast
Construction work has increased in areas of Region 2. Currently conducting an open recruitment in Local 6 Pittsburgh, PA. Three dozen new apprentices have been hired there during 2014. Local 84 Reading - Scranton, PA, added 8 new apprentices to the workforce this year. In Local 84, ThyssenKrupp employees attended NEIEP Rig & Sig course run by Tim Daly and Art Rodgers. Schindler employees from Local 84 & Local 59 attended NEIEP Scaffolding Course conducted by Instructor Dave Yeager. Pennsylvania Apprenticeship Coordinator Asso-

ication has created Regional Offices for all Building Trades Education Coordinators to share ideas concerning Apprenticeship Programs. Conducted Mechanics Exams for Local 6 JAC [pass rate 78%] and Local 59 JAC [pass rate 100%]. Anticipating arrival of NEIEP Welding Trailer to Local 84 in 2015.

Every Region 2 NEIEP Local JAC has endorsed the motto ‘take your job seriously’ and held CE Classes online or in the classroom. Thank you to all Region 2 JAC Members and Instructors. Happy Holidays to the entire NEIEP Staff. Merry Christmas and Happy New Year to all. Never forget to count your blessings every day.

Paul Johnson, Region 3, Southeast
Where to Start… As of Region #3’s Last entry to the Conduit, I have acquired some new locals and relinquished a few. It was great working with Locals 20,24,30,32 and 93. On the same note Locals 3, 12,16,63,79 and 83, I look forward to assisting and attending JAC meetings in these new locals.

I have completed a Recruitment in Local #3 St Louis/Evansville and currently have recruitments in various stages in Local #63 Oklahoma City, Local #79 Little Rock/Shreveport and Local #124 Mobile.

Congratulations to all the New Mechanics who passed the exam this year. Don’t forget NEIEP offers a multitude of CE Courses and online training that you can take advantage of. Stay warm this winter! I know I will have to rework my wardrobe with these new Locals. Region #3 Out.

Ray McCann, Region 4, Midwest
Congratulations to those apprentices who successfully challenged this year’s Mechanic Exam. A special thanks to all the Instructors, Committee Members, and NEIEP support staff.

All 4 locals in Region 4 have utilized their recruitment lists generated within the past 2 years. I might add at a slow pace, yet it’s a welcome direction. Local 15 will soon begin their next recruitment.

I believe we all agree that education is the edge we have over our competitors, but the effort to maintain that advantage is the challenge we face today. We need to utilize the education benefit proactively to obtain certain credentials that seem to be challenged often lately. Most importantly those credentials present a legitimate entitle ment to some of the article 4 work that we cannot afford to surrender for the lack of. You might even consider a recent addition to NEIEP’s catalog of courses that includes CPR and First Aid that not only benefit our members but also their families. I encourage everyone to take advantage of these courses, to add another tool to your toolbox. It can only enhance our market share and your marketability. In closing I wish everyone a very Merry Christmas and a SAFE and Prosperous New Year!

David G. Aranda, Region 5, Southwest
I want to acknowledge all of the NEIEP Headquarters staff, part-time administrators, instructors and Joint Apprenticeship Committee members who have worked so hard during the 2014 school year, facilitating the Apprenticeship Program and the Mechanics Continuing Education.

Local 21 Dallas/Fort Worth, Texas: The NEIEP #4 Welding trailer is finishing training all members who wanted to be certified in 3G & 4G. Great job by welding instructors Ryan W. Donnell, John D. Jordan & David R. White.

Local 31 Houston, Texas: Has instructors trained and ready to provide continuing education classes in Sig/Rig, OSHA 10, Scaffolding, as well as First Aid/ CPR/AED.

Local 81 San Antonio/Corpus Christie/Rio Grande Valley: A mail-in recruitment drive will begin February 2015. The local is preparing to add a welding lab to their facility.

Local 131 Albuquerque/El Paso: Will begin a recruitment drive after the first of the year.

Local 140 Phoenix/ Tucson: Recently added a computer lab at their new training site. I know the members will take advantage of all the continuing education offered by NEIEP.

Bobby Capuani, Region 6, Northwest
Hello from the cold Northwest. This time of year it is easy to get distracted with the holidays coming up. I just wanted to take a moment to remind everyone to work safe! Recruitments are finished in Local 25 (Denver), Local 28 (Omaha), Local 33 (Des Moines) and Local 38 (Salt Lake City). Thank you to all that helped out with them. By the time this is published, all of the mechanics test will have been administered. Thank you to all that helped with them. I want to congratulate all the new mechanics and wish them well in their new positions. We have just finished up a Signal Person and Rigger Level I Class in Local 25 with lots of positive feedback from the members taking the class. Welding classes have begun in Local 25, and the welding trailer is now in Local 28. The next stop for the welding trailer will be Local 33, but not sure at this time what the exact date will be. As this is my first article that I have written, I wanted to thank all of the NEIEP staff, Area Coordinators, Local JAC members, and everyone else who has taken time out of their busy days to lend me a helping hand. In closing, I want to wish you and your family a very safe and happy holiday season!
Steve Tsunemoto, Region 7, Hawaii and Pacific Islands

Aloha from Hawaii. On the NEIEP front, it’s been a busy fall semester for all involved. We have 18 probationary apprentices who are completing their NH002 course or have begun their RC100 course, and 22 apprentices enrolled among three other courses at the Honolulu Community College. Most of our instructors have attended training in Providence to enhance their repertoire of skills, which have included the Motor/Gen, Solid State, CPR and Valve Workshops. Our apprentices are doing well and the RC100 students have recently completed their OHSA 10 and competent person scaffold sections. Larry Morinaga completed the Mechanic Review Eligibility Course, which all of the apprentices prepping for the Mechanic Exam greatly appreciated. From previous experience teaching last year’s class, Larry structured the Mock Final Exam to allow for more review and discussion time at the end of the semester.

We have had several inquiries from veterans during the past few months, and currently have an interview scheduled at the end of November. Regarding employment, unfortunately, like many other locales, work is slowing down here in Hawaii during our “winter” months but we expect things to pick up sometime in the beginning of 2015.

We also have had the pleasure of a visit by John O’Donnell, Director of NEIEP, who proctored our Mechanic Exam, held on November 3, 2014, with seven apprentices sitting for the exam. John also attended the IUEC Local 126 JAC meeting held on the same day as the Mechanic Exam. Prior to the conclusion of the meeting, the JAC held a question and answer period with John, who discussed ongoing and future projects being developed and implemented at NEIEP headquarter, as well as clarifying various procedural issues pertaining to recruitment.

On a personal note, I would like to extend my appreciation to the staff at NEIEP for the many instances of assistance in the form of timely reminders, procedural clarifications, and all around watching over us here in Hawaii. Mahalo Nui Loa!

Roy Francesconi, Region 8, Northern California and Northern Nevada

The work situation in Region 8 has been excellent and promises to continue that trend. We currently have a little over 200 apprentices working in the area. Hiring continues as well, with approximately 65 probationary apprentices recently hired. Work has bloomed since last March. We will be starting a new recruitment the last week of January/first week of February. With all of the planned construction in the Bay area, the work situation looks very promising for the next four to five years. I’d like to thank everyone for their work this year and wish all a Merry Christmas and Happy New Year.

Ed Lackey, Region 9, Southern California

After a successful recruitment, approximately 1400 applications were taken and processed. Approximately 800 should have interviewed. 540 ended up on the new hire list. I believe that we are up to almost 50 new hires. Looks like more classes down the road.

Ronald M. McKay, Region 10, Great Lakes

Greetings from NEIEP’s Great Lakes Region! Work has finally begun to pick up in the Michigan area. This may result in a possible recruitment for Local 85, Lansing, in the spring of 2015. On more than one occasion, and in several different Local areas, I’ve received very positive feedback on the talent of new recruits recently hired. Interestingly, these comments were from journeymen, Union and company representatives! I attribute this to the hard work and tremendous focus by the interview committees while following recruitment guidelines. Now we need to challenge and educate them. Mentoring apprentices is rewarding and a good way to ensure a bright future for our trade.

Results are in from the 2014 Mechanic Exam. Congratulations to those who passed. NEIEP hopes you will continue your education with the many CE and certificate classes we have to offer. Once logged into the NEIEP website, use the “Students’” dropdown to find links to Educational Software, Eletctralab Simulator and, under Online Training and Licensing, you’ll find many more courses within the Continuing Education link. Stay connected to the NEIEP website to view new and informative courses as they are released.

I had the pleasure of working with trainers Roy Francesconi and Fred Yaniga at the recent HCL Instructor Workshop in Warwick, RI. As usual, very talented instructors from all parts of the country attended. The instructors learned how to present the popular HCL lab in the classroom. Their efforts at the workshop will be a great benefit to the students as they study troubleshooting techniques in Semester 700 or in CE006. This is the time of year to be thankful, so I would like to thank the four groups of NEIEP that make this program successful.

✓ The NEIEP Trustees have provided oversight and financial guidance necessary to keep our program growing.
✓ The entire NEIEP staff has put their heart and soul into development, clerical support and administrative activities that include leadership dedicated to making this educational program a model for all others.
✓ To the instructors, part-time administrators and JATC Committee members, thank you for your hard work and support of our program. Without your efforts at the Local level, NEIEP would not have the optimal method to deliver course content to the students and keep them on track for success.
✓ Finally, thanks to all the students for the hours you’ve invested improving your knowledge of this trade. Your increasing competence of our business and the skills you master validates the NEIEP program and makes all of us proud.

Merry Christmas and Happy New Year.

Bob Duffy, Region 11, SEC

Region 11 been busy. Local 51 got a 6 for 6 pass rate (100%) on the MX. I’m very proud of the students and instructors. We are finishing up recruitments in Locals 51 and 135 and will have new lists posted in early December. CPR classes are being scheduled in Locals 135, 52, 32, 24, with other CE courses coming up.

I worked along with Donny Groh (Local 52) back in Early October on a job fair / apprenticeship fair in Norfolk, VA, called "Scope Your Future Apprenticeship Expo." There was a lot of good info and feedback along with over 1500 in attendance. Thanks to Rob and Vinnie in the NEIEP warehouse for their help in getting us the displays and giveaways. We were the best booth there.

Curtis DeVillers, Region 12, New England

Greetings from Region 12. We have just concluded 2014 Mechanic Exams with some great results. Congratulations to all the new mechanics and never overlook the importance of continuing education. Fall semesters are wrapping up and I wish to thank all of our instructors, part time administrators, and JAC members for their dedication and support. Many new hires have been put to work in Region 12 and we are currently conducting a recruitment in Rochester, NY. NEIEP has rolled out some new Continuing Education courses: First Aid/CPR/AED, Sig Rig Level 1 and 2, just to name a couple. I cannot overstate the importance of adding another certification card to your portfolio, Brothers and Sisters, not only to protect the work but because education is what separates us from everyone else. Wishing you all a safe and happy holiday season.

Frank Lopez, Region 14, Miami

Greetings from the Sunshine State of Florida. The work situation has improved with Local #74 (Tampa) and Local #139 (Orlando) having to start new recruiting drives. At this time, Local
#71 has added over sixty new Probationary Apprentices and more to come. The Miami skyline is starting to grow with the addition of an 82-story building called Panorama. Also, Brickell City Centre, which covers 9.1 acres, has fifty elevators and forty escalators. Another job that’s called Porsche Towers has a special design car lift which parks your car by your condominium.

Congratulations to those individuals who have successfully passed the Mechanic Exam. Great job and remember that NEIEP has continuing education courses that are available for you online. The requirements for Florida State Licenses are: 2014 Florida State Code Course, 2014 Florida State Electrical Safety and 2014 Florida State Testing Traction Elevators.

I would like to acknowledge all the individuals who work so hard in all aspects to make this program so successful. The JAC members, Part Time Administrators, Local Unions and staffs, Local Union Members, Instructors, NEIEP Staff, Trustees and all Apprentices. Merry Christmas and a Happy New Year.

Seasons’ Greetings from the Nation’s Capitol. I hope all are enjoying the holidays with their loved ones. In Local #10 work remains really strong and in Local #48 it’s staying steady. At the present time we are preparing for final exams in 3 first year classes, 5 second year classes, 1 third and 1 fourth year class. We will be starting a new Year 1 class for the second semester in both Local #10 and Local #48. Continuing education classes are ongoing in both Locals with good participation. Local #10, thanks to its officers and members, will be holding its graduation dinner on February 7. Hope all enjoy the season.

Jeffrey L. Burns, Region 18, Midwest
Greetings from the Winter Wonderland! Local 9 just finished their recruitment; a BIG thank you to all who pitched in! Double thanks to Local 9 Top Chef Mark Marty for cooking on the last interview day and thanks to local 9 for providing the food for the week. Had a super meet and greet in Louisville with the first batch of probationary apprentices in quite a while. It was interesting to talk with everyone and get to hear their stories, like the organized apprentice stories. If you get a chance to talk with an organized member please do so; you get a real different viewpoint of our trade. Semester finals will be done when you read this. Those who passed the Mechanics Test are now tossing their hats in the air and everyone is looking towards the Holidays. Don’t forget to thank your instructors..... stay safe during the Holidays, we don’t need any more broken legs (talkin’ to Fargo here).

one in Mpls, Cincinnati, Cleveland, Louisville, Indianapolis, Columbus, Toledo and Akron; keep up the good work. It is my pleasure to work with you. Live long, prosper and work safe.

Art Rodgers, Region 19, Philadelphia, Baltimore, & Greensboro/Winston-Salem, NC
Greetings from Region 19. With Mechanic exam season over, here are the results from Region 19: Local 5 Philadelphia, 10 new mechanics; Local 7 Baltimore, 7 new mechanics; Local 80 Greensboro/Raleigh/Durham, 1 new mechanic; Local 93, Nashville, Knoxville, Chattanooga, 5 new mechanics. Congratulations to you all. Work safe and teach your apprentices. Also, NEIEP has a wealth of Continuing Education both in the classroom and Computer Based Training (CBT) for you to take advantage of at no cost to you. Your education should not end but continue to keep pace with all the new technologies that the companies are developing.

Recruitments have been completed in Local 30 with 18 new candidates and Local 80 with thirty-four (34) new candidates.

New apprentice hiring is still going strong in my region. Local 5 has 12, Local 7 has 27, Local 30 has 8, Local 80 has 14, and Local 93 has 19. It will be good to be starting RC100 classes in the spring and getting teachers back into the classroom where they belong. I hope everyone in the NEIEP family had a festive Thanksgiving with your family. Have a Merry Christmas and a Happy New Year.

Larry Engel, Region 20, Las Vegas, NV and San Diego, CA
Work in Las Vegas has yet to pick up as it has elsewhere. We are expecting it to pick up the first of the year. San Diego is seeing the work situation improve. We have completed recruitments in Southern California and southern Nevada over the summer, we have new hiring lists in both places. CE courses have been very popular in San Diego (the hydro valve course, CE006, OSHA courses and scaffolding) as well as in Vegas (CE006 and OSHA). We recently provided OSHA 10 training for 35 members in ThyssenKrupp’s office in Las Vegas. Thanks to everyone for their hard work this year. Merry Christmas and Happy New Year!

Scott McGinty, Region 21, Pacific Northwest
We are currently running two recruitments in Region 21, one in Local 23 (Portland) and one in Local 19 (Anchorage, Alaska). We have seen a significant uptick in hiring in Seattle, with lots of work going on. We have approximately 50 probationary employees working in Seattle and about the same number at work in Portland, with many soon finishing their probationary period. Both locals are doing quite well with work and are starting to see an increase in work in the outlying areas as well. We have no out-of-work apprentices in either local. Things are looking good for more work on the horizon. Thanks to all for your dedication and efforts on behalf of education this year. I’d like to wish everyone a Merry Christmas and a Happy New Year.

Tim Daly, Rig/Sig Coordinator
The ANSI onsite audit has been completed. We are waiting for the last meeting of the auditors and expecting approval by the time this newsletter goes to press. With this anticipated approval, NEIEP’s Rigging and Signaling program will have accreditation as a certification provider. We will continue forward with our offering of certifications for levels 1 and 2.

LIFT is NEIEP’s flagship publication on educational issues for the elevator industry. Our contributors deliver experienced insight and thorough research to provide our readers with real-world techniques and procedures that they can apply to situations on the job. NEIEP will publish the ninth issue of this magazine in 2015, and plans are underway to identify topics for articles as well as possible contributors. Selected article writers will be invited to attend an informational workshop this year to instruct on contributor expectations and to provide a springboard for successful article completion. We are looking for individuals who want to assist us in this effort of providing interesting educational content that extends beyond our standard textbooks.

Previous formal writing experience is not required. Elevator Constructors of all experience levels and backgrounds are welcome. If you’re interested in becoming part of the team of compensated LIFT contributors, please send a message to Jon Henson at jhenson@neiep.org or call (508) 809-6115.

WANTED: LIFT MAGAZINE CONTRIBUTORS

LIFT is a platform for raising educational issues for the elevator industry. Contributors deliver experienced insight and thorough research to provide our readers with real-world techniques and procedures that they can apply to situations on the job. NEIEP will publish the ninth issue of this magazine in 2015, and plans are underway to identify topics for articles as well as possible contributors. Selected article writers will be invited to attend an informational workshop this year to instruct on contributor expectations and to provide a springboard for successful article completion. We are looking for individuals who want to assist us in this effort of providing interesting educational content that extends beyond our standard textbooks.

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NEIEP’s online Instructor Professional Development Course (IPD) course just wrapped up in November with the highest completion rate of any section of the course to date. The participants were challenged to come together in a digital environment to facilitate advanced instructional learning and to develop a sense of community among their fellow veteran instructors.

The IPD course is a fully online, 10-week, facilitated learning experience. Participants are invited to a course site where they interact in a weekly discussion forum supported by a course schedule with a variety of digital resources for assistance. Course materials are provided in a web-friendly format and are easily accessible at any time of day or night, making the completion of the course flexible to fit each instructor’s changing schedules and demands.

The course is a mixture of discussion, self-reflection, and exploration based on various videos, podcasts, and readings presented each week. This results in a highly engaging learning environment that the instructors themselves create with the assistance of a course facilitator. Participants critically examine the elements of good teaching in order to apply them to their classroom. They are directed to discover planning strategies to develop or improve a lesson and to familiarize themselves with proven best practices for facilitating courses. The exploration culminates with each participant preparing his or her own instructional action plan.

The instructors who participated this year found strategies and ideas that will help shape their approach to teaching for years to come. When asked what they especially liked about the course, participants responded with some keen insights:

- “different ideas by other instructors”
- “interaction with other instructors and seeing that we share the same goals and frustrations”
- “video lectures” and “discussions”
- “the challenge to push yourself to stay on task with a deadline”
- “I liked the fact that I could work on the course on my schedule. It’s difficult these days to schedule an exact time to be set aside as life and work are ever changing.”

Some respondents had some good advice for other eligible NEIEP instructors considering taking the IPD course:

- “Go into it open minded. Don’t sweat it. It will be very interesting and fun.”
- “Stay on top of reading assignments. Read all discussions and reply as often as you can. Copy assignments and keep good notes.”
- “Set aside at least 2-3 hours for each week’s assignment. Be sure you can commit to the 10 weeks. It’s a long road, but worth the journey. I definitely see myself as an instructor in a different light as far as expectations of myself.”
- “You will be able to apply what you learn immediately in the classroom. Like anything the effort you put into it is the result you will get out of it in direct proportion.”

Instructors who have completed the Advanced Train the Trainer Course (ATTC) are eligible to take the Instructor Professional Development Course. The course is considered the capstone experience for the Master Certificate in Classroom Instruction from NEIEP’s Instructor Training Institute (NITI), offered in partnership with Roger Williams University. Eligible instructors should receive an invitation for the next session of IPD in early 2015, but please contact jhenson@neiep.org if you think you are eligible and would like to receive an invitation.

The holiday season is upon us, and a well-earned break from the classroom is in full swing. Time away from the routine also offers a chance for some self-reflection for NEIEP instructors. Do you have a plan for how you will maintain success in your classroom? Do you have goals to improve your approach to teaching?

The start of a new semester is the perfect time for NEIEP instructors to instill positive habits in the classroom—for themselves as well as for their students. Effective teaching begins prior to the instructor entering the classroom. Instructors must formulate their goals and think about how they will achieve them before facing the students. Once in the classroom, instructors must be able to apply a number of different methods of teaching to reach students with different learning styles. In order to encourage critical thinking and real life application, students must be pushed to think outside the box. This means teachers need to be able to create an environment for this to take place by using techniques such as motivational coaching and collaborative learning.

**Coaching for Success in the Classroom**

When you hear the words "coach" or "coaching," what comes to mind? For many, these words will bring back memories of participation in sports. The coach was the leader of the team, and his or her role was to guide the team towards success. The term "coaching" is also very appropriate for describing the function of educators. Today’s instructors are encouraged to spend less time lecturing and more time leading students in discussion and problem solving.

Coaching can be defined as a continuous process of providing students with feedback to enhance, maintain, or improve their performance. The coach observes performance, shares knowledge and expertise, and provides encouragement to assist students in reaching continuously higher levels of performance. Coaching enables students to develop their thinking and actions in response.
to differing situations. The coaching approach encourages learning, growth, and teamwork all at the same time.

The overall objective of coaching is to enable individuals and groups of individuals (teams) to broaden, develop and motivate each other to achieve improvement in their performance. Here are some tips on effective coaching:

- Make sure goals and objectives are clearly defined and reinforced.
- Provide opportunities for individuals and teams to further develop and improve their skills.
- Observe and identify ways to enhance both individual and team performance.
- Provide feedback on individual and team performance. Be specific when giving feedback. Do not just say that something is good or bad.
- Prepare students for difficult situations or new responsibilities by challenging them and making them leave their comfort zone of learning.
- Provide a supportive and non-threatening environment. Only allow constructive criticism in the classroom.
- Be supportive, enthusiastic, and positive. The coach’s attitude is a predictor of the attitude of the team.

Remember that coaching is a time-critical process so provide feedback promptly.

**Collaboration in the Classroom**

Collaborative learning should be included in almost every classroom, but some teachers struggle with having students work cooperatively. There are a number of reasons for this struggle, which include the need to develop good team exercises and the added difficulty in assessing the individual performance of the team members. This is where understanding how to teach effective teamwork becomes a crucial task for the teacher. Effective teamwork is produced when all the individuals involved harmonize their contributions and work toward a common goal.

**What is the Difference between a Group Exercise and a Team Exercise?**

One of the first things that an instructor must recognize is the difference between an individual working as part of a group and an individual working as part of a team. Below is a list of the differences that exist between these categories. After reading through the list, it should be clear what the difference is and which one would be ideal in a NEIEP classroom.

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<th>Groups</th>
<th>Teams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members work independently and they often are not working towards the same goal.</td>
<td>Members work interdependently and work towards both personal and team goals, and they understand these goals are accomplished best by mutual support.</td>
</tr>
<tr>
<td>Members focus mostly on themselves because they are not involved in the planning of their group's objectives and goals.</td>
<td>Members feel a sense of ownership towards their role in the group because they committed themselves to goals they helped create.</td>
</tr>
<tr>
<td>Members are given their tasks or told what their duty/job is, and suggestions are rarely welcomed.</td>
<td>Members collaborate together and use their talent and experience to contribute to the success of the team's objectives.</td>
</tr>
<tr>
<td>Members are very cautious about what they say and are afraid to ask questions. They may not fully understand what is taking place in their group.</td>
<td>Members base their success on trust and encourage all members to express their opinions, varying views, and questions.</td>
</tr>
<tr>
<td>Members do not trust each other's motives because they do not fully understand the role each member plays in their group.</td>
<td>Members make a conscious effort to be honest, respectful, and listen to every person's point of view.</td>
</tr>
<tr>
<td>Members may have a lot to contribute but are held back because of a closed relationship with each member.</td>
<td>Members are encouraged to offer their skills and knowledge, and in turn each member is able contribute to the group's success.</td>
</tr>
<tr>
<td>Members are bothered by differing opinions or disagreements because they consider it a threat. There is not group support to help resolve problems.</td>
<td>Members see conflict as a part of human nature and they react to it by treating it as an opportunity to hear about new ideas and opinions. Everybody wants to resolve problems constructively.</td>
</tr>
<tr>
<td>Members may or may not participate in group decision-making, and conformity is valued more than positive results.</td>
<td>Members participate equally in decision-making, but each member understands that the leader might need to make the final decision if the team cannot come to a consensus agreement.</td>
</tr>
</tbody>
</table>
This year has been marked by outstanding progress and exciting changes in the development department. A great deal of thought has been put into the projects completed this year, with an emphasis placed on online training and continuing education. Furthermore, there have been a number of extremely successful live seminars as well as an expansion of and addition to current programs for students and instructors. As this year comes to a close the development department would like to celebrate its achievements and share some of its success with union members.

An important first step was taken this year to revalidate the Mechanics Exam. Development has completed Phase 1 Part A of the revalidation process, a draft item writing session for new multiple choice exam questions. We have also begun the process of crafting practical assessments for many of the semesters that will ultimately become a part of the exam process. Part B will be to refine and finalize the exam questions written during Part A and will begin in 2015.

Development has created new courses for mechanics across the board, from a New Hire Program tailored specifically to help apprentices, to Continuing Education labs that allow hands-on training with hydraulic valves and piping and wiring. We have also released a new Virtual Escalator Lab which allows mechanics to become familiar with the structure and function of an escalator system, and an online Rigging and Signaling Training course. Both of these courses allow mechanics to train on and become familiar with complex systems from their home computers. In addition to the Rigging and Signaling Training course, development has received approval and recommendation from assessors for the American National Standards Institute for the accreditation of the Certified Signal Person and Rigger Levels 1 and 2.

In addition to new courses, the Development department has released several videos to help students and instructors. For instructors there is the new NEIEP Instructor Training Programs Promotional Video, an informational video about NEIEP’s new CPR and First Aid trainings, as well as Course Navigation Videos designed for the Virtual Escalator and Instructor Professional Development courses. We also have a new training video for Area Coordinators and JAC members, explaining how to fill out I-9 forms for New Hires.

Development has continued to focus this year on instructor training and continuing education for instructors. Between the Basic and Advanced Train the Trainer seminars, and the Instructor Training Workshops held in 2014, over 185 NEIEP instructors have had the opportunity to improve their skills as educators. Additionally, 49 instructors completed a new online orientation, and another 16 completed the capstone Instructor Professional Development course, making them our largest class to date.

Computer Based Training courses have been developed for Alabama, Georgia, Florida, Illinois, Montana, Utah, Wisconsin, and Nebraska. With these additions the total number of State Licensing courses available on the NEIEP website is now up to 18.

The development department has also hosted two traveling road-shows, the NEIEP Fair, in Boston and Baltimore this year. This event allowed NEIEP staff and Area Coordinators to speak with members and company representatives about NEIEP’s new and upcoming labs and courses, as well as NEIEP’s growing number of partnerships with colleges and universities. Be sure to log onto our website and check out the overview and time-lapse videos showing the events and participants at the fairs.

This year has been especially exciting for NEIEP students looking to further their education. Development has created a partnership with The Community College of Baltimore County. The program is a credentialing agreement for NEIEP graduates to transfer directly into the Community College of Baltimore County’s Construction Craft Professional Associate’s degree program. Furthermore, we’ve expanded the existing college transfer agreement with Thomas Edison State College so that NEIEP apprentices may enroll in college courses while completing their apprenticeships. For more information on these, and other, partnerships, check out NEIEP’s college partnership video series on the website. Three of six videos were completed in 2014, and Goddard College’s video, now in post-production, will be released soon.

We’ve had a whirlwind year of expansion and improvement, and the development department hopes to carry that energy and excitement into 2015. We will continue to work to improve the tools and the opportunities they create for mechanics, students, instructors, and everyone involved in the trade.

DEVELOPMENT PROJECTS COMPLETED IN 2014

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NEIEP CALENDAR Important Dates for Winter 2014/2015

December
25 Merry Christmas! – NEIEP Closed

January
1 Happy New Year! - NEIEP Closed
Weeks of 1/19 & 1/26 - Orientation

February
2 Spring Semester Begins
16 Last week for students to enroll
16 President’s Day – NEIEP Closed

Friendly Reminder: Student grades and attendance are due to the NEIEP office within seven (7) days from the date the class was held. Also, keep in mind that payroll closes the 7th of the month.