NEIEP is excited to announce a new program incorporating the use of computers in the classroom. Incoming students and qualifying existing students will receive a laptop computer with touchscreen capability. These computers will be preloaded with digital copies of NEIEP materials that students will use during their 8-semester apprenticeship. No longer will instructors or students need to spend valuable time trying to locate information in physical texts.

The included digital versions of NEIEP texts will be much easier to navigate so that time can be used by instructors to teach and answer questions in the classroom, as well as give students more power over their learning experience. These computers will allow NEIEP to create interactive features in the texts, allow instructors and students to highlight important concepts, make it easy to search for specific topics by keyword, play directly embedded videos and animations, and manipulate 3D models. Students will also be able to run NEIEP’s virtual courses from the classroom or at home, allowing for a more flexible learning environment.

NEIEP is currently modernizing all of its text materials. When a new version is ready for release, the text will automatically update on the student computer when connected to the Internet. This ensures students across the country are using the most relevant course materials. This technology will open up many new doors for both students and instructors, bringing the NEIEP classroom into the future.

**Student Computers Frequently Asked Questions**

**Who will get a computer?**

The initial shipment of computers, which is planned for the Spring semester of the 2016-2017 season, will be issued to classroom students who have completed 1, 2, 3, or 4 semesters of the apprenticeship program. A secondary shipment, planned for early in 2017, will provide computers for classroom students, as well as Distance Learning and Home Study students, who have completed 5 or 6 semesters of the apprenticeship program.

Student computers are intended to replace NEIEP’s print texts; therefore, the first computers will be distributed to students who have the most time remaining in the NEIEP program. For example, a student who has completed one semester in the NEIEP program and has seven semesters left to go will get much more use out of a computer than a student who has completed seven semesters and has only one semester left to go.

How will the computers be assigned to students/apprentices?

The NEIEP system will automatically determine who will receive a laptop. Students and Instructors should NOT contact the NEIEP office, their AC, or their Local to request a computer. All of the computers in the first shipment will be issued by the Area Coordinator. Students will be required to sign all of their paperwork BEFORE they receive a computer.

If an AC has not yet distributed a computer assigned to a specific student, and that student leaves the trade, can the AC give the computer to someone else?

No. All of the student computers have a serial number that is assigned to a particular student. If a student who has been assigned a computer becomes ineligible to receive it before the computer is issued, the AC must send an email to warehouse@neiep.org to request a prepaid UPS shipping label, and return the computer unopened, still in its original packaging, to NEIEP headquarters.

Will probationary apprentices get a computer?

Not while they are enrolled in the New Hire/Probationary course. Incoming students will be approved for a laptop

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Not while they are enrolled in the New Hire/Probationary course. Incoming students will be approved for a laptop
once they have enrolled in a classroom-based semester course.

What should a student/apprentice do if the computer doesn’t work or has problems?

There is a new help page on the NEIEP website at www.neiep.org/help. Based on the experience of students who participated in the laptop pilot, most of the problems experienced by students can be resolved by using the information on the help page.

For issues that can’t be resolved through the help page, students should call tech support at 1-844-342-4029.

What should a student/apprentice do if the computer gets lost or stolen?

If the computer is stolen, report the loss to NEIEP Controller Debra Rosenau at drosernau@neiep.org, who will provide you with information on how to purchase a replacement computer.

NEIEP will not provide replacement computers.

Will students receive a second computer from NEIEP?

Unless the first computer they are issued is defective, no second computer will be issued to any student. Students may purchase a second computer if their first computer is lost.

Can a student/apprentice buy a computer from NEIEP?

Non-probationary students can purchase the same model from Dell at cost through NEIEP. Contact NEIEP Controller Debra Rosenau at drosernau@neiep.org for information on how to purchase a computer.

Will the student/apprentice get to keep the computer?

After the student accrues five years of time as an IUEC member working in the industry, the computer becomes the property of the student.

Will instructors get a computer?

Instructors teaching a semester class will receive a computer from NEIEP. Some instructors will receive a different model computer than the student computers (with the same capabilities). NEIEP will provide more information about instructor computers as it becomes available.

Practical exam proctors may receive a computer from NEIEP at some time in the future.

Will a Wi-Fi connection be required to access the NEIEP semester content?

Students may access the NEIEP semester content for up to a week at a time without connecting to the internet. After a week, the security software will need to “check in” with the NEIEP server via the internet to remain active and accessible. (This weekly check in happens automatically in the background, and is not something the user will notice.)

Should a student go several weeks or months without connecting to the internet, they will be able to re-connect to the NEIEP content as soon as an internet connection is established (note: the student MUST be active in the NEIEP system to access the content).

What if a student doesn’t have internet access in their home?

The student may make their weekly connection to the internet in a Wi-Fi-equipped NEIEP classroom, their public library, a coffee shop, a McDonald’s, a friend or relative’s house, or anywhere else that has internet access.

How will the content be updated?

The SSM app automatically checks for needed updates every time it checks in. Updated curriculum documents will appear in the SSM app as they are released.

Can students use their own personal computer instead of the computer provided by NEIEP?

Students enrolled in semester courses may access NEIEP texts on their own personal computers by logging in to the NEIEP website and downloading the SSM app.

Students issued a computer by NEIEP may not refuse to accept their NEIEP-issued computer.

What kind of features will the new computers offer?

The new laptops are a combination tablet/laptop with touch-sensitive screens. They are powerful enough to run virtual content such as the virtual escalator.

Can students/apprentices mark up, highlight, or keep notes in the digital text?

Yes. Students may visit neiep.org/help for instructions on how to use these features.

What if a student/apprentice leaves the IUEC within 5 years of accepting their laptop?

Once NEIEP is notified of a student’s status change, the material on their laptop will be disabled at the next check-in (within one week’s time).

The student will be required to return their laptop to their AC.

Will NEIEP stop using all paper texts?

No. CE courses and some lab manuals will still be in paper format.

What if a student/apprentice does not want a computer?

All students eligible to receive a computer will be assigned a computer. Students may not opt out.

What if a student uses their computer for illegal purposes?
All students are required to sign a computer use policy at the time they accept their computer. This policy prohibits the use of NEIEP computers for illegal purposes. Any violation of the policy will be referred to the student’s JAC for review and disciplinary action.

Can a student request paper texts instead of computer-based texts?

No. Only students who have not been issued a laptop will receive printed material.

How will a student/apprentice who does not get a computer complete their NEIEP work?

They will be issued standard paper texts. Eventually, all students enrolled in the apprenticeship program will have a computer.

How will the implementation of student/apprentice computers affect the instructor’s role in the classroom?

Access to digital resources will allow the instructor to have more hands-on time in the classroom. It should also encourage the student to be more prepared when they come to class (no more worrying about lost books, etc.).

Why is NEIEP giving students/apprentices laptops?

Digital training is becoming much more prevalent. Laptops will allow us to shift the culture in the NEIEP classroom to incorporate new technologies and methods of learning.

With the laptops, students will have access to new tools NEIEP is designing, such as the virtual escalator, virtual HCL, and virtual code courses.

NEIEP is in the process of updating the entire apprenticeship curriculum. The new curriculum will include multimedia features and digital resources.

When the new curriculum launches, students will have weekly homework assignments based on what is being taught in the classroom. Laptops allow instructors to assign and track homework.

In the future, laptops will provide more testing options.

LET NO ONE SAY 2016 HASN’T BEEN AN INTERESTING YEAR. CHANGE SEEMS TO HAVE BEEN A CONSTANT THEME THESE PAST MONTHS. WHILE THE DEVELOPMENT DEPARTMENT VALUES CHANGE, THIS YEAR WE HAVE FOCUSED MORE ON THE IMPROVEMENT AND ADVANCEMENT OF EXISTING CONCEPTS, AS WELL AS TRAINING, TRAINING AND MORE TRAINING. AS THIS YEAR COMES TO A CLOSE, THE DEVELOPMENT DEPARTMENT WOULD LIKE TO CELEBRATE ITS ACHIEVEMENTS AND SHARE SOME OF ITS SUCCESS WITH OUR MEMBERS.

OUR FOCUS ON TRAINING THIS YEAR LED US TO DEVELOP SOME NEW COURSES TO GIVE MORE GUIDANCE AND INSTRUCTION FOR THOSE IN DECISION MAKING ROLES. THIS YEAR WE WERE ABLE TO RELEASE A TRAINING COURSE AND VIDEO FOR THE JOINT APPRENTICESHIP COMMITTEE AROUND RECRUITMENT TRAINING, AS WELL AS A SEPARATE GUIDE AND CBT COURSE FOR AREA COORDINATORS. THESE COURSES ARE NOW MANDATORY FOR ALL JAC MEMBERS AND AREA COORDINATORS.

To continue the theme of advancing education, we were pleased to announce a new partnership with Rowan University. NEIEP has partnerships with several colleges across the country (and online) which will accept a mechanic’s credit hours, helping mechanics to use the coursework they have completed in our program toward a college degree. Checkout the College Options for NEIEP Graduates page for forthcoming info about Rowan University, as well as info on existing partnerships: https://www.neiep.org/News/bst-CollegeTransfer.aspx.

This year NEIEP held 54 seminars and workshops, including a new Practical Exam Proctor workshop which trained over 100 instructors on how to administer NEIEP’s new practical exam for semesters 500 and 700. We are excited for apprentices to show their understanding of hands on skills in these new exams. Throughout our many seminars, NEIEP has granted over 800 certifications in specifications such as Welding, Scaffolding, OSHA instructor training, and CPR. Our instructors have gained valuable knowledge for how to teach advanced skills and safety procedures, which they can now pass on to mechanics and apprentices working in the trade.

In addition to our live seminars, NEIEP has developed an online Instructor Professional Development course which, in 2016, saw its highest retention rate yet. This is an advanced skill teacher training course for classroom instructors who want to go beyond the Basic or Advanced Train the Trainer courses. The ten week, online collaborative course was completed by 28 participants. We hope to see the level of interest and participation rise even further in 2017.

NEIEP has been partnered with the American Heart Association to offer CPR, First Aid and AED training since 2014, and we are proud to announce that training courses have now been held at 100 sites across the country. We want to thank our excellent instructors, always, for their dedication to making jobsites safer.

On the road this year, the Development team met with Area Coordinators and members in Chicago to be part of the IUEC-sponsored Global Conference.
While attending, we also met with employees of the Occupational Safety and Health Administration, many of whom work at the OSHA Training Institute in nearby Arlington Heights, IL. Check out our September issue to read more about this event, or log into the NEIEP website to view pictures from the fair. Pictures can be found at https://www.neiep.org/Gallery.aspx. Scroll down to “NEIEP Fair at the Global Conference- August 2016.”

As 2016 wraps up, Development feels confident in saying we have worked hard at making sure our members have the training and support needed to carry them into 2017. What surprises and challenges we will face there we have no idea, but we will continue to work to improve and expand our existing programs and training, as well as adapt to whatever new needs arise. Thank you for an excellent year, and please continue to check the NEIEP website and Conduit for more news and updates.

A familiarity with ASME code is an essential part of responsible and safe work practices in the elevator industry, yet studying the code can be a tedious endeavor. Now, a new reference offering from NEIEP makes the pursuit of code knowledge much more palatable for IUEC members.

Welcome to the NEIEP Virtual Code Courses (CE035). This new program provides a unique virtual experience where students can explore escalators and hydraulic elevators with a focus on the code requirements that govern them. After registering and opening either the Escalator or Hydro Code course from the Online Training and Licensing CE page at neiep.org, students find themselves in a virtual representation of the work environment where they can maneuver to all parts of the equipment. The courses cover the ASME A17.1-2013 Safety Code for Elevators and Escalators as well as ASME A17.2-2014 Guide for Inspection of Elevators, Escalators, and Moving Walks.

To navigate through either of these courses, students can move their computer mouse over any menu item in the list on the left of the screen. Clicking an item opens its corresponding list of components. These components can be viewed in any order. Once a component is selected, the box to the left of the item becomes green to give students the ability to track their progress. The screen will then show an image of the content along with its description and ASME code, and they can hear the description in a voiceover. Students can use the table of contents to proceed through the entire course, and they can take a break by simply closing the browser to exit the program. When returning to either course later, students will automatically pick up where they left off without losing any progress.

Upon successful completion of these courses, students will gain familiarity with the ASME codes for safety and inspection and will be able to apply the code to any work being performed on escalators or hydraulic elevators. Passing these courses will result in CE Certificates for 10 contact hours for the escalator course and 12 contact hours for the hydro course. If you would like to explore the content without committing to the goal of receiving a certificate, you may select the “For Reference” versions of either of these courses. The “For Credit” versions contain multiple exams that must be passed to have an overall passing score for the course. The “For Reference” versions do not have those exams and will not result in a CE certificate. To access the Virtual Code Courses, login at neiep.org, use the Students drop-down menu, select Online Training and Licensing, then click on the Continuing Education button and scroll to CE035.
Automated Instructor Activation Form on NEIEP’s website

To provide a smoother process for enrolling an instructor, Area Coordinators or JAC members are required to submit a request with the Automated Instructor Activation Form on NEIEP’s website. Please note, Instructors must be “active” in order to teach classes or attend seminars, so this process has been optimized for efficiency.

To get started, login to neiep.org and click on the “Forms” tab at the top of your screen. From there, select the “Instructor Activation Form” link. On the Instructor Activation Form page, select the hyperlink, “Click here to launch the electronic request form.” A new window will pop open with instructions. When filling out the fields, please, be sure to review the Instructor’s information for accuracy.

Once the online form has been submitted, a packet of paperwork will be sent in the mail. This packet must be completed by the prospective instructor. Included in this packet is a business reply envelope so that paperwork can be sent back to NEIEP as quickly as possible.

Please note that submitting incomplete packets will delay being hired as an Instructor and he or she may NOT teach until we receive all paperwork. To check an instructor’s status or request another Part-Time Employment Agreement Packet be sent, return to the “Instructor Activation Form” page and scroll down to the Instructor name. Click on the hyperlink “Manage” to see all options for pending instructors. The status can only be seen by the submitter and his/her Locals.

New Form I-9 Released

Starting On January 1, 2017, NEIEP began requiring that those applying to become instructors complete the online version of the I-9 Form. This form is a required part of the Part-Time Employment Agreement packet for newly hired or re-hired employees. Employees are required to complete part 1 of the I-9 Form, also known as the Employment Eligibility Verification form. Authorized Representatives such as Area Coordinators, JAC members or Local Administrators, must complete part 2 of the I-9 Form to verify their employee’s identity and authorization to work in the US.

The form I-9 is required to be completed within 3 business days of starting work. Please note that without correct information and documentation the hiring process may be delayed. Newly or re-hired employees are required to comply with all the requirements to be enrolled as a NEIEP Instructor. Again, Instructors are not permitted to attend a seminar or teach if this form has not been received.

The new I-9 Form required by NEIEP and updated instructions are available on the U.S Citizenship and Immigration Services website at https://www.uscis.gov/i-9. NEIEP has also created a tutorial for how to fill out the new version of the form. Log into the neiep.org and select the “NEIEP Videos” option from the Media dropdown menu. Click on the NEIEPCasts button for a full list of tutorials which will play directly on the NEIEP website.

NEIEP’s focus is to help Instructors, Area Coordinators and JAC Committee members to minimize complications and errors to improve clarity and consistency when completing the I-9 Form.

Our Automated I-9 Form is under construction and will be released within the upcoming months. New details coming soon and information will be updated on our NEIEP website.

If you have any questions or concerns, or need further clarification, please contact Karla Ponce, HR Coordinator, at kponce@neiep.org, or Kristel Henry, HR Manager, at khenry@neiep.org.
FROM THE WAREHOUSE

A reminder - now is an excellent time to make sure labs are in working order for the spring semester. Don’t wait until you’re mid-way through the semester -if your labs are in need of repair and you don’t realize until it’s time to use them in the classroom, missing parts might not get to you in time. Go to http://www.neiep.org/instructors/Labs.aspx for a listing of all the labs, parts, and accessories you’ll need for a successful semester.