Over the past four plus decades, NEIEP’s instructor training program has enhanced the skills of literally thousands of instructors willing to take on a very important role in our classrooms. The training program started with a consultant hired to demonstrate classroom presentation and adult learning skills. Over the years the program was facilitated in hotel meeting rooms in various locations across the country. For the past 30 years, instructor training has been mainly hosted close to the NEIEP offices and warehouse as a matter of practicality to provide support material and labs to the events. The program has significantly grown over the past decade, currently serving as host to more than 700 instructors a year over the past few training seasons.

Although adequate, utilizing hotel meeting space has presented challenges for efficient instructor training since the program’s inception. The quality of the facility, the adaptability of the space for our needs, the lighting, even the size of some of the meeting rooms, are evidence that we were “just making it work.” The deciding factor for me to find an alternative was during the 2017 instructor training sessions: I walked into one of the meeting rooms where 15 of our Instructors were tightly fit into a room that contained a temporary air conditioning unit also inside the space.

In August of 2018 the Board of Trustees budgeting committee discussed the cost and constraints of hosting our training events in hotel space. The other building trades have very impressive training centers for their industries, and we as a group decided that our trade deserves better. As a result, we began the search and found a building that would serve our industry’s needs. Last fall we purchased what will become the elevator industry’s national training center.

The facility is a 98,000 sq. ft. building located in Warwick, Rhode Island, one block from the TF Green (Providence) airport. The buildout will include dedicated seminar/workshop presentation rooms, a lecture hall, offices and a warehouse. The building will also become the new home for Local 39 in a dedicated section of the building where their offices and classrooms will be located.

Eliminating the exorbitant rates for the hotel we are currently using will provide a quick return on investment. But the greatest value for this investment is providing members of our industry a quality training facility that they can be proud of.
The fall 2019 session of NEIEP’s online Instructor Professional Development (IPD) course will launch on October 8 and will run through December 16. The participants are 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 on Roger Williams University’s Bridges learning management platform 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 course facilitators.

Participants critically examine the elements of good teaching in order to apply them to their classrooms. 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 participants preparing their own instructional action plans.

Instructors who have completed the Advanced Train the Trainer Course (ATTC) are eligible to enroll in IPD. 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 RWU. The fall session is still open for registration. Eligible instructors will see a notice to pre-register for this session on their profile pages when logging in to the NEIEP website. If you’d like more information on the course, or to preview a syllabus, please send an email to jhenson@neiep.org with the subject line, “IPD inquiry.”

Do you need to submit proof of completing continuing education courses to an employer or other interested parties? How about compiling a binder of printed certificates to display your educational achievements? NEIEP’s certificates page makes this process easy. PDF versions of all certificates indicating completion of CE courses as well as other eligible types of training you have taken through our program are available with a few mouse clicks at neiep.org.

To download certificates, login at neiep.org and visit the ‘Online Training and Licensing’ Link under the ‘Training’ tab.

State Licensing Certificates are not available through this portal because the states often require a “combined cert” or other types of specific information on the printout for submission with licensing applications. To print those certificates, visit the ‘Online Training and Licensing’ Link under the ‘Training’ tab on your home page, click the “State Licensing” tab, and select your state for specific license course requirements and to download course completion certificates.
REQUESTING A NEIEP TRANSCRIPT

Going back to school? Current and former NEIEP students may request an official transcript of their educational records.

**Request for Records**

Completing and returning a Records Release Form will allow NEIEP to release an official transcript of your educational records.

To get started, login to neiep.org and click on the “Forms” tab at the top of your screen. From there, select the “Request for Records” link and follow the directions.

Fill in all of the required fields in the form and print the document. To protect the privacy of your educational records, you must have the Record Release Form notarized (by a Notary Public) and then return the original notarized form to our Records Office at 11 Larsen Way, Attleboro Falls, MA 02763.

Once the NEIEP Records Office receives your notarized form, NEIEP will then release your records to you and the institution you have authorized on the form. Please note that incomplete or electronic copies of the Records Release Form are not accepted - only the original, signed, notarized document will allow us to release your records.

**NOTE:** If you are requesting a transcript for Thomas Edison State College, you will need to include a copy of your annual statement from the Benefits Office with your completed Records Release form. Thomas Edison State College will not accept a NEIEP transcript without this additional form. Contact information for the Benefits Office is available at neibenefits.org.

NEIEP may notify the Chairman of your current and/or last listed local JAC program of any requests for student records.

*For current students, you may also obtain an ‘unofficial’ transcript by logging into the NEIEP website and selecting 'Student Certificate' under the Students tab. Unofficial transcripts can be printed from your computer at any time, and do not require a request form or notarization.*

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LOOKING FOR YOUR SEMINAR OR WORKSHOP INVITATION? CHECK THE NEIEP WEBSITE

A reminder: NEIEP has a system for inviting instructors to training seminars and lab workshops. A paperless invitation is issued through NEIEP’s website, and each invitee will see a notification to RSVP once they log in at neiep.org.

This system allows NEIEP to see instantly who will be participating and what their travel plans are. It also allows participants to post notes or ask questions related to the event and their attendance. It is important for you to check the NEIEP website from time to time to make sure you’re not missing out on an invitation for training.

Once participants go to the Seminar Invitation, they can respond whether they plan to attend, and they will be given information on how to contact the travel agent to arrange for air travel, as needed. Once all questions have been answered on this invitation, be sure to submit your response by clicking on the button at the bottom of the page.

If you have been invited to a training event and have requested air travel, the travel agent (ABC Travel) will email you at your neiep.org email address with a proposed itinerary. **Important:** When you receive the itinerary message from the agent, you must respond to the email to confirm the travel plans or to ask about other options. The itinerary is not confirmed until participants respond to this message.
Representatives from NEIEP will join with Carisa Barrett, National Coordinator for the Elevator Industry Work Preservation Fund, to attend the 9th National Trades Women Build Nations Conference, October 4-6 in Minneapolis.

Sponsored by the North American Building Trades Unions (NABTU), Trades Women Build Nations is the largest conference of its type in North America and growing each year. In 2018, more than 2,300 tradeswomen representing every craft in the building trades came together for this powerful event. The many attendees at the conference create a unique community that fosters a supportive environment, embracing and celebrating diversity and strengthening each other in the process.

Trades Women Build Nations is for women of all ages and skill levels who work—or aspire to work—in the construction trades. The conference provides opportunities for networking, learning, and leadership development for all attendees, from pre-apprenticeship to seasoned journeyperson. Trades Women Build Nations speaks to every tradeswoman’s needs, offering workshops and plenary sessions facilitated by tradeswomen and featuring union leaders, apprenticeship coordinators, contractors and politicians. This information-packed (and fun-filled) weekend will leave attendees with a renewed sense of purpose in their careers, as well as new friends and memories to carry through life.

NEIEP and Local 9 will host a booth on Sunday, October 6, during the workshop sessions, showcasing tools for the trade. In conjunction with the Conference, the Tradeswomen Policy Forum will be held in the afternoon on Sunday as well. Participants will discuss how to increase women’s participation and retention in the skilled trades and find collective strategies to help tradeswomen thrive in the construction industry.

For more information about the Trades Women Build Nations Conference, visit www.nabtu.org/twbn.
Earn an Associate of Applied Science in Engineering Technology (AENT) from Wentworth Institute of Technology while you complete your NEIEP apprenticeship.

Wentworth Institute of Technology, a leader in education for the built environment, offers members of the International Union of Elevator Constructors (IUEC) the opportunity to earn an Associate degree in Engineering Technology while completing their apprenticeship.

In this 60-credit program, students can enroll in classes as early as the first month of their apprenticeship. And, with up to 20 credits transferred from the apprenticeship program, students can complete their degree in as little as 2 years.

But, why stop there? Graduates of NEIEP’s apprenticeship program are also eligible for transfer credits and tuition discounts towards a Bachelor of Science in Project Management from Wentworth. Depending on the credits transferred, you could complete a Bachelor’s degree in less than 2 years.

Benefits of the AENT program include a flexible, part-time schedule, as well as classes taught by industry experts, and resources to ensure your academic and career success including academic advisors, career counseling and more.

For more information on these IUEC-eligible programs, contact an Admissions Counselor at: 617-989-4300 or cpce@wit.edu

Or visit our website: www.wit.edu/continuing-ed

CPCE | The College of Professional and Continuing Education
**NEIEP CALENDAR**  Important Dates for Fall 2019

**SEPTEMBER**  Sept. 2  
Reminder to Instructors, Area Coordinators, & JAC

**NEIEP CLOSED**  
**Check Missing Requirements Report**

**OCTOBER**  Oct. 14  
Reminder to Instructors, Area Coordinators, & JAC
Week of: Oct. 21

**NEIEP CLOSED**  
**Check Missing Requirements Report**

**NOVEMBER**  Nov. 11  
Week of: November 11, 2019

**NEIEP CLOSED**  
Nov. 28/29  
Reminder to Instructors, Area Coordinators, & JAC

**NEIEP CLOSED**  
Make Up Class #1

**STUDENT Correction Requests (SCR):**  
The form used to report student attendance & grade changes to class dates that have already been approved.

**INSTRUCTOR Correction Requests (ICR):**  
The form used to report instructor attendance, class date or substitute instructor changes to class dates that have already been approved.

**DECEMBER**  
Week of: December 2, 2019  
SCRs/ICRs submission deadline

Week of: December 9, 2019  
Dec. 25  
Make Up Class #2

**NEIEP CLOSED**  
Please submit SCR & ICRs as soon as possible and have all submitted prior to date of final exam.