**Instructions for Completing the Report**

For items designated **Voting** by NCWM:

* Express regional support as written
* Express regional support with recommended modifications
* Express regional opposition or concern and a recommendation to downgrade to Informational, Developing, or Withdrawn, **OR**
* Take no regional position on the item.

For items designated **Informational**, **Assigned** or **Developing**:

* Provide comments and suggestions to improve the item and, if appropriate, recommend a status change,
* Recommend the item be withdrawn with justification, **OR**
* Indicate that the item was reviewed and there were no comments.

For **New Items** which have no assigned status:

* Forward the item to NCWM with comments and recommended status of Voting, Informational, Assigned, Developing, **OR**
* Do not forward to NCWM and provide justification for this action. In this instance, you will recommend a Withdrawal of the item in case it was forwarded to NCWM by another region, **OR**
* Select the final option of “No Recommendation”. This option is used when the region lacks insight on whether the proposal has merit. The proposal will not be forwarded to NCWM by your region.

1. Provide the recommendation to NCWM for each item along with comments to appear in NCWM Publication 15.
2. If your region receives any additional new items after this agenda was distributed, copy an item template and paste as needed at the end of this report to record them.
3. You may update the Table of Contents:
   1. Right-click inside the Table of Contents
   2. Select “Update Field”
   3. If prompted, select “Update entire table”
4. To indicate recommended item status:
   1. Double-click square next to desired status
   2. Under “Default value” select Checked
   3. Select OK
5. Make any corrections to the committee chair (on the first page) and the committee members (listed at the end of the report).
6. If you find any errors in the document, please submit a separate copy to don.onwiler@ncwm.com with track changes.
7. **Return final reports as soon as possible to don.onwiler@ncwm.com. Your reports will be posted on the regional website.**

**NEWMA Professional Development Committee (PDC)**

**2021 Annual Meeting Report Template**

Mr. Marc Paquette, Committee Chair

Vermont

**INTRODUCTION**

The Professional Development Committee (hereinafter referred to as the “Committee”) submits this Committee Interim Report for consideration by National Conference on Weights and Measures (NCWM). This report contains the items discussed and actions proposed by the Committee during its Interim Meeting in St. Pete Beach, FL, January 13 ‑ 15, 2021. The report will address the items in Table A during the Interim Meeting. Table A identifies the agenda items by reference key, title of item, page number and the appendices by appendix designations. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. The first three letters of an item’s reference key are assigned from the Subject Series List. The first three letters of an item’s reference key are assigned from the Subject Series List. The status of each item contained in the report is designated as one of the following: **(V)** **Voting Item:** the Committee is making recommendations requiring a vote by the active members of NCWM; **(I)** **Informational Item:** the item is under consideration by the Committee but not proposed for Voting; **(A) Assigned Item:** the Committee has assigned development of the item to a recognized subcommittee or task group within NCWM; **(D) Developing Item:** the Committee determined the item has merit; however, the item was returned to the submitter or other designated party for further development before any action can be taken at the national level; **(W)** **Withdrawn Item:** the item has been removed from consideration by the Committee.

Some Voting Items are considered individually; others may be grouped in a consent calendar. Consent calendar items are Voting Items the Committee has assembled as a single Voting Item during their deliberation after the Open Hearings on the assumption that the items are without opposition and will not require discussion. The Voting Items that have been grouped into consent calendar items will be listed on the addendum sheets. Prior to adoption of the consent calendar, the Committee will remove specific items from the consent calendar upon request to be discussed and voted upon individually.

Committees may change the status designation of agenda items (Developing, Informational, Assigned, Voting and Withdrawn) up until the report is adopted, except that items which are marked Developing, Informational, Assigned or Withdrawn cannot be changed to Voting Status. Any change from the Committee Interim Report (as contained in this publication) or from what appears on the addendum sheets will be explained to the attendees prior to a motion and will be acted upon by the active members of NCWM prior to calling for the vote.

An “Item Under Consideration” is a statement of proposal and not necessarily a recommendation of the Committee. Suggested revisions are shown in **bold face print** by **~~striking out~~** information to be deleted and **underlining** information to be added. Requirements that are proposed to be non-retroactive are printed in ***bold faced italics***. Please refer to www.ncwm.com/publication-16 to review these documents.

All sessions are open to registered attendees of the conference. If the Committee must discuss any issue that involves proprietary information or other confidential material; that portion of the session dealing with the special issue may be closed if (1) the Chairman or, in his or her absence, the Chairman-Elect approves; (2) the Executive Director is notified; and (3) an announcement of the closed meeting is posted on or near the door to the meeting session and at the registration table. If possible, the posting will be done at least a day prior to the planned closed session.

*Note: It is policy to use metric units of measurement in publications; however, recommendations received by NCWM technical committees and regional weights and measures associations have been printed in this publication as submitted. Therefore, the report may contain references to inch-pound units.*

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| Subject Series List |

Education EDU Series

Program Management PMT Series

Other Items OTH Series

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| --- | --- | --- |
| **Table A Table of Contents** | | |
| **Reference Key** | **Title of Item** | **PDC Page** |

[EDU – EDUCATION 252](#_Toc66688967)

[EDU-1 I Professional Certification Program 252](#_Toc66688968)

[EDU-2 I Training 252](#_Toc66688969)

[EDU-3 I Instructor Improvement 252](#_Toc66688970)

[EDU-4 I Recommended Topics for Conference Training 252](#_Toc66688971)

[PMT – PROGRAM MANAGEMENT 253](#_Toc66688972)

[PMT-1 I Safety Awareness 253](#_Toc66688973)

[PMT-2 I Skimmer Education Task Group 253](#_Toc66688974)

**Appendices**

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| Table B Glossary of Acronyms and Terms |

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| --- | --- | --- | --- |
| **Acronym** | **Term** | **Acronym** | **Term** |
| CWMA | Central Weights and Measures Association | OWM | Office of Weights and Measures |
| NCWM | National Conference on Weights and Measures | PDC | Professional Development Committee |
| NEWMA | Northeastern Weights and Measures Association | SWMA | Southern Weights and Measures Association |
| NIST | National Institute of Standards and Technology | WWMA | Western Weights and Measures Association |
| SETG | Skimmer Education Task Group |  | |

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| **Details of All Items** *(In order by Reference Key)* |

# EDU – EDUCATION

EDU-1 I Professional Certification Program

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| **EDU-1** |
| **Regional recommendation to NCWM on item status:**  Recommend as a Voting Item on the NCWM agenda  Recommend as an Information Item on the NCWM agenda  Recommend as an Assigned Item on the NCWM agenda  *(To be developed by an NCWM Task Group or Subcommittee)*  Recommend as a Developing Item on the NCWM agenda  *(To be developed by source of the proposal)*  Recommend Withdrawal of the Item from the NCWM agenda  *(In the case of new proposals, do not forward this item to NCWM)*  No recommendation from the region to NCWM  *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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EDU-2 I Training

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| **EDU-2** |
| **Regional recommendation to NCWM on item status:**  Recommend as a Voting Item on the NCWM agenda  Recommend as an Information Item on the NCWM agenda  Recommend as an Assigned Item on the NCWM agenda  *(To be developed by an NCWM Task Group or Subcommittee)*  Recommend as a Developing Item on the NCWM agenda  *(To be developed by source of the proposal)*  Recommend Withdrawal of the Item from the NCWM agenda  *(In the case of new proposals, do not forward this item to NCWM)*  No recommendation from the region to NCWM  *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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EDU-3 I Instructor Improvement

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| **EDU-3** |
| **Regional recommendation to NCWM on item status:**  Recommend as a Voting Item on the NCWM agenda  Recommend as an Information Item on the NCWM agenda  Recommend as an Assigned Item on the NCWM agenda  *(To be developed by an NCWM Task Group or Subcommittee)*  Recommend as a Developing Item on the NCWM agenda  *(To be developed by source of the proposal)*  Recommend Withdrawal of the Item from the NCWM agenda  *(In the case of new proposals, do not forward this item to NCWM)*  No recommendation from the region to NCWM  *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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EDU-4 I Recommended Topics for Conference Training

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| **EDU-4** |
| **Regional recommendation to NCWM on item status:**  Recommend as a Voting Item on the NCWM agenda  Recommend as an Information Item on the NCWM agenda  Recommend as an Assigned Item on the NCWM agenda  *(To be developed by an NCWM Task Group or Subcommittee)*  Recommend as a Developing Item on the NCWM agenda  *(To be developed by source of the proposal)*  Recommend Withdrawal of the Item from the NCWM agenda  *(In the case of new proposals, do not forward this item to NCWM)*  No recommendation from the region to NCWM  *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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# PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

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| **PMT-1** |
| **Regional recommendation to NCWM on item status:**  Recommend as a Voting Item on the NCWM agenda  Recommend as an Information Item on the NCWM agenda  Recommend as an Assigned Item on the NCWM agenda  *(To be developed by an NCWM Task Group or Subcommittee)*  Recommend as a Developing Item on the NCWM agenda  *(To be developed by source of the proposal)*  Recommend Withdrawal of the Item from the NCWM agenda  *(In the case of new proposals, do not forward this item to NCWM)*  No recommendation from the region to NCWM  *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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PMT-2 I Skimmer Education Task Group

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| **PMT-2** |
| **Regional recommendation to NCWM on item status:**  Recommend as a Voting Item on the NCWM agenda  Recommend as an Information Item on the NCWM agenda  Recommend as an Assigned Item on the NCWM agenda  *(To be developed by an NCWM Task Group or Subcommittee)*  Recommend as a Developing Item on the NCWM agenda  *(To be developed by source of the proposal)*  Recommend Withdrawal of the Item from the NCWM agenda  *(In the case of new proposals, do not forward this item to NCWM)*  No recommendation from the region to NCWM  *(If this is a new proposal, it will not be forwarded to the national committee by this region)* |
| **Comments and justification for the regional recommendation to NCWM:** *(This will appear in NCWM reports)* |
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Mr. Marc Paquette, Vermont | Committee Chair

Mr. Angel Nazario, City of Boston, Massachusetts | Member

Mr. Ross Andersen, Retired | Member

Mr. Bill Callaway, Crompco | AMC Represesntative

**Professional Development Committee**