**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* Express regional opposition or concern and a recommendation to downgrade to Informational, Developing, or Withdrawn, **OR**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* Recommend the item be withdrawn with justification, **OR**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.

**Return final reports as soon as possible to don.onwiler@ncwm.com. Your reports will be posted on the regional website.**

**CWMA Professional Development Committee (PDC)**

**2024 Annual Meeting Report Template**

Mr. Brian Fuller, Committee Chair

Iowa

**INTRODUCTION**

The PD Committee will address the following 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 first four digits of an item’s reference key are assigned from the Subject Series List. The acronyms for organizations and technical terms used throughout the agenda are identified in Table B. In some cases, background information will be provided for an item. The fact that an item appears on the agenda does not mean it will be presented to National Conference on Weights and Measures (NCWM) for a vote. The Committee will review its agenda and may withdraw some items, present some items for information meant for additional study, issue interpretations, or make specific recommendations for change to the publications identified which will be presented for a vote at the Annual Meeting. The Committee may also take up routine or miscellaneous items brought to its attention after the preparation of this document. The Committee may decide to accept items for discussion that are not listed in this document, providing they meet the criteria for exceptions as presented in Section H of the introductions to *Handbook 44* and *Handbook 130*. The Committee has not determined whether the items presented will be Voting or Informational in nature; these determinations will result from their deliberations at the Interim Meeting

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 nonretroactive are printed in ***bold faced italics***.

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) NCWM Chairman or, in their absence, NCWM 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

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

[EDU – EDUCATION 352](#_Toc132183248)

[EDU-1 I Professional Certification Program 352](#_Toc132183249)

[EDU-2 I Training 352](#_Toc132183250)

[EDU-3 I Instructor Improvement 353](#_Toc132183251)

[EDU-4 I Recommended Topics for Conference Training 353](#_Toc132183253)

[PMT – PROGRAM MANAGEMENT 354](#_Toc132183254)

[PMT-1 I Safety Awareness 354](#_Toc132183255)

[PMT-2 I Skimmer Education Task Group 354](#_Toc132183256)

**Appendices**

A [EDU-2: Summary of NIST OWM Trainining Conducted in 2019 A3](#AppendixA)56

B [EDU-2: NIST OWM Training - Future Plans B3](#AppendixB)58

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| Table BGlossary of Acronyms and Terms |

|  |  |  |  |
| --- | --- | --- | --- |
| **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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| **CWMA Report: 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)* |
|  |

EDU-2 I Training

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| **CWMA Report: 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)* |
|  |

EDU-3 I Instructor Improvement

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| --- |
| **CWMA Report: 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)* |
|  |

EDU-4 I Recommended Topics for Conference Training

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| **CWMA Report: 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)* |
|  |

# PMT – PROGRAM MANAGEMENT

PMT-1 I Safety Awareness

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| **CWMA Report: 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)* |
|  |

PMT-2 I Skimmer Education Task Group

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| **CWMA Report: 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. Ethan Bogren, Westchester County, New York | Committee Chair

Ms. Valerie Forbes, Delaware | Vice Chair

Mr. Scott Simmons, Colorado | Member

Mr. Brian Terry, Arkansas | Member

Ms. Sherry Turvey, Kansas | Member

Mr. Perry Lawton, TESCO | AMC Representative

Mr. John Bell, Missouri | Safety Liaison

Ms. Tina Butcher, NIST, OWM | NIST Liaison

Mr. Jerry Buendel, Retired | Certification Coordinator

**Professional Development Committee**

**Appendix A**

**Summary of NIST OWM Training Conducted in 2023**

(PDC Agenda Item EDU-2)

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| **Summary of NIST OWM Training Conducted in 2023** |
| **Area/Course Name** | **Start Date** | **Location** | **No. of****Students** |
| **Laboratory Metrology** |
|  Advanced Mass Seminar (Rev 2015) | 07/17/23 | Gaithersburg, MD | 6 |
|  Fundamentals of Metrology (3 sessions) | 1/30/23; 2/27/23; & 8/7/23 | Gaithersburg, MD | 26 |
|  Fundamentals of Metrology – IAOO Participants | 5/22/23 | Gaithersburg. MD | 11 |
|  Mass Metrology Seminar (2 sessions) | 2/6/23 & 4/10/23 | Gaithersburg, MD | 16 |
|  Volume Metrology Seminars | 8/14/23 | Gaithersburg, MD | 5 |
|  **Information Hours** |
|  Training Requirements for New Metrologists | 9/07/23 | Web-based | 32 |
|  **Regional Measurement Assurance Programs (RMAPs)** |
|  SEMAP | 3/27/23 | Nashville, TN | 17 |
|  WRAP | 5/15/23 | Anchorage, AK | 16 |
|  NEMAP | 6/12/23 | Albany, NY | 17 |
|  SWAP | 8/28/23 | Little Rock, AR | 21 |
|  MidMAP | 9/25/23 | Chicago, IL | 22 |
|  **Webinars** |
|  Basic Uncertainty Concepts | 9/14/23 | Web-based | 11 |
|  Calibration Certificate Evaluation | 6/22/23 | Web-based | 10 |
|  Document Control and Record Keeping | 8/17/23 | Web-based | 11 |
|  State Laboratory Annual Submission Process | 7/6/23 | Web-based | 55 |
|  **Metric** |
|  Info Session – Metric Education Resources | 2/9/23 | Web-based | 16 |
|  Info Session – Metric System Estimation (2 sessions) | 2/23/23 | Web-based | 6 |
| 8/31/23 | Web-based | 9 |
|  Measurement System Basics – SI and US Customary Units for Regulatory Officials | 3/02/23 | Webinar | 11 |
| **Laws and Regulations** |
|  **Packaging & Price Verification** |
|  NIST Handbook 130 – Examination Procedure for Price Verification (2 Sessions) | 1/03/23 & 5/02/23 | Web-based | 124 |
|  NIST Handbook 130 – Overview of the Uniform Packaging and Labeling Regulation (3 sessions) | 1/19/23; 2/27/23;5/01/23 | Web-based | 160 |
|  NIST Handbook 133 – How to Test Animal Bedding (2 sessions) | 1/04/23 & 4/25/23 | Web-based | 54 |
|  NIST Handbook 133 – Overview of Handbook 133 (2 sessions) | 1/17/23 & 4/20/23 | Web-based | 149 |
|  Weights and Measures Inspections – Evidence, Search and Seizure, and Due Process (2 sessions) | 1/25/23 & 4/24/23 | Web-based | 121 |
|  LPG (Propane) -Verifying the Net Contents of 20 lb Cylinders (Part 1) (2 sessions) | 1/24/23 & 4/19/23 | Web-based | 91 |
| **Legal Metrology Devices** |
|  Retail Motor-Fuel Dispensers - Part 0 – Course Overview, Blended Course (Pilot Session) | 7/19/23 | Web-based | 6 |
|  Retail Motor-Fuel Dispensers - Part 0 – Course Overview, Blended Course (Pilot Session) | 7/21/23 | Web-based | 6 |
|  Retail Motor-Fuel Dispensers, Blended Course - Part 4 – Test Notes (Pilot Session) | 7/24/23 | Web-based | 10 |

**Appendix B**

**NIST OWM Training: Future Plans – Updated Information**

(PDC Agenda Item EDU-2)

**No current commitments to in-person training for 2021**

* All in person field inspection classes postponed until further notice

**Training in FY 2022**

* Travel restrictions may lift later this summer
* Continuing to assess as the situation unfolds
	+ Local pandemic restrictions
	+ Travel restrictions for training staff and students
* Unclear how pandemic related restrictions will affect NIST OWM’s future in-person training for all programs
	+ Impact of social distancing requirements on classroom size, configuration, and ability to present to groups of students
* Lab Metrology Program closely watching NIST OWM policies regarding hosting events in-person

**Training Going Forward**

* Will continue to offer virtual training
* Plan to expand available virtual training topics
* Experimenting with available technology and tools to best incorporate elements of “hands on” in-field inspection training

**Virtual Training Space**

* Significant progress on outfitting a virtual training space at NIST for OWM’s use in delivering virtual training
	+ Small group within OWM has been working with their NIST staff to plan this effort
	+ Space has been allocated and equipment purchases are in progress
	+ Significant support from the Physical Measurement Laboratory (OWM’s larger operating unit)
	+ Looking forward to beginning work on this space

**OW­­M Trainers**

* Participating in a variety of training courses as part of their professional development
	+ Virtual training design, development, and delivery

**Considering Development of Hybrid Courses**

* For uses during and after pandemic
* Virtual sessions coupled with hands-on sessions using virtual technology and/or local on-site trainers to help facilitate

**See OWM Calendar of Events for Upcoming Training**

* [www.nist.gov/newsevents/upcomingevents/org/6436](http://www.nist.gov/newsevents/upcomingevents/org/6436)
* Note: A series of three new webinars planned on the topic of LPG Cylinder Refilling
	+ LPG (Propane) – Verifying the Net Contents of 20 lb Cylinders (Part 1)” already in progress with several upcoming sessions