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* Express regional opposition or concern and a recommendation to downgrade to Informational, Developing, or Withdrawn, **OR**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* Recommend the item be withdrawn with justification, **OR**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

**SWMA Professional Development Committee (PDC)**

**2023 Annual Meeting Report Template**

Mr. Paul Floyd, Committee Chair

Louisiana

**INTRODUCTION**

The PDC (hereinafter referred to as “Committee”) submits its Report to the Southern Weights and Measures Association (SWMA). The Report consists of the SWMA Agenda (NCWM Carryover and NEW items) and this Addendum. Page numbers in the tables below refer to pages in this Addendum. Suggested revisions to the handbook 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.***

Presented below is a list of agenda items considered by the SWMA and its recommendations to the NCWM Professional Development Committee.

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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 471](#_Toc132183248)

[EDU-1 I Professional Certification Program 471](#_Toc132183249)

[EDU-2 I Training 476](#_Toc132183250)

[EDU-3 I Instructor Improvement 481](#_Toc132183251)

[EDU-4 I Recommended Topics for Conference Training 482](#_Toc132183253)

[PMT – PROGRAM MANAGEMENT 484](#_Toc132183254)

[PMT-1 I Safety Awareness 484](#_Toc132183255)

[PMT-2 I Skimmer Education Task Group 487](#_Toc132183256)

**Appendices**

A [EDU-2: Summary of NIST OWM Trainining Conducted in 2019 A505](#AppendixA)

B [EDU-2: NIST OWM Training - Future Plans B507](#AppendixB)

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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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| **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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| **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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| **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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| **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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| **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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| **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. Paul Floyd, Louisiana | Committee Chair

Mr. Bryan Snodgrass, West Virginia | Member

Ms. Valerie Forbes, Delaware | Member

Mr. Hunter Hairr, North Carolina | Member

**Professional Development Committee**

**Appendix A**

**Summary of NIST OWM Training Conducted in 2021**

(PDC Agenda Item EDU-2)

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| **Summary of NIST OWM Training Conducted in 2021** |
| **Area/Course Name** | **Start Date** | **Location** | **No. of****Students** |
| **Laboratory Metrology** |
|  Fundamentals of Metrology & LAP Problems Preparation | 1/12/21 & 5/11/21 | Web-based | 6 |
|  **Regional Measurement Assurance Programs** |
|  MidMAP | 10/24/21 | Web-based | 25 |
|  NEMAP | 08/02/21 | Web-based | 21 |
|  SEMAP | 03/22/21 | Web-based | 32 |
|  SWAP | 08/30/21 | Web-based | 25 |
|  WRAP | 05/03/21 | Web-based | 22 |
|  **Webinars** |
|  Basic Uncertainty Concepts | 05/20/21 | Web-based | 8 |
|  Contract Review | 03/11/21 | Web-based | 8 |
|  Contract Review | 07/29/21 | Web-based | 5 |
|  Document Control and Record Keeping | 03/04/21 | Web-based | 10 |
|  Document Control and Record Keeping | 07/22/21 | Web-based | 6 |
|  Info Hour – Assessing Field Standards for Calibration & Use (3 sessions: 6/22/21; 9/21/21; & 11/9/21) | 06/22/21 | Web-based | 172 |
|  Software Verification & Validation | 06/10/21 | Web-based | 9 |
|  State Laboratory Annual Submission Process | 07/01/21 | Web-based | 58 |
| **Laws and Metric Program** |
|  **Packaging & Price Verification** |
|  Handbook 130 – Examination Procedure for Price Verification ***5 Sessions***: 1/21/2021; 2/16/2021; 4/14/2021; 7/14/2021; 10/1/2021 | 5 Sessions Jan to Oct 2021 | Web-based | Total 178 |
|  Handbook 130 – Overview of the Uniform Packaging and Labeling Regulation ***4 Sessions:*** 2/17/2021; 4/15/2021; 7/15/2021; 10/7/2021 | 4 SessionsFeb to Oct 2021 | Web-based | Total 156 |
|  Handbook 133 – How to Test Animal Bedding ***4 Sessions:*** 2/24/2021; 4/28/2021; 7/13/2021; 10/20/2021 | 4 SessionsFeb to Oct 2021 | Web-based | Total71 |
|  Handbook 133 – Overview of Handbook 133 ***5 Sessions:*** 2/18/2021; 4/19/2021; 7/27/2021; 8/26/2021; 10/14/2021 | 5 SessionsFeb to Oct 2021 | Web-based | 195 |
|  Weights and Measures Inspections – Evidence, Search and Seizure, and Due Process ***5 Sessions:***  1/26/2021; 2/23/2021; 4/22/2021; 7/1/2021; 10/26/2021 | 5 SessionsJan to Oct 2021 | Web-based | Total 183 |
|  LPG (Propane) -Verifying the Net Contents of 20 lb Cylinders (Part 1) - NEW ***4 Sessions:*** 6/30/2021; 7/26/2021; 8/24/2021; 10/21/2021 | 4 SessionsJun to Oct 2021 | Web-based | Total338 |
|  **Metric Education** |
|  Info Session – Metric Education Resources | 05/22/21 | Web-based | 5 |
| 09/11/21 | Web-based | 4 |
| 09/29/21 | Web-based | 6 |
|  Info Session – Metric Estimation | 08/14/21 | Web-based | 6 |
| 09/15/21 | Web-based | 3 |
|  Measurement System Basics – SI and US Customary Units for Regulatory Officials | 08/26/21 | Webinar | 23 |
| **Legal Metrology Devices** |
|  No training seminars were offered in 2021. | -- | -- | -- |

**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