

# LEADER'S GUIDE FOR DVD-24C v.2

## *Handling in Electronics Assembly*

*Handling in Electronics Assembly* (DVD-24C) has been developed to provide a comprehensive discussion on the proper ways to handle circuit board assemblies and electronic components. The following is a description of this IPC Training Certification program.

The program is divided into two sections – one that consists of an introduction and an explanation of contamination, and one that discusses other handling issues such as the stacking of circuit board assemblies, ESD, and concerns about components and packaging.

All of the training and testing materials for this program are available for download over the Internet at: <http://ipctraining.org/dvd/24c/>  
The URL for these download materials is also printed on the face label of the DVD.

These training support materials include a twenty-question *examination* and a printable certificate for students that score 70% or better on the final test.

### **How to Use this Program**

Below are our recommendations for how best to use the DVD and training materials to help insure that your students will pass the exam.

### **Review**

After you *play* the DVD, you may want to ask if there are any questions. It's a good idea to clarify and reinforce any information or company-specific requirements that are important to you.

### **Test and Certificates**

After you complete the DVD, you can give the students the *IPC Training Certification Test* containing twenty multiple-choice questions. You may print as many copies of the *test* as necessary. Directions regarding how to take the test, how to mark answers, change answers, etc. are all provided on the first page of the test. Please review these directions with your students.

An *Answer Key* is also provided for grading the *test*. After you grade the tests, you may wish to return them to each student so they can review any incorrect answers.

A *color* version of an IPC *Training Certificate* is included on the DVD-24C download page. This .pdf certificate allows you to type in the names of all the students that pass the test, and print out individual certificates. *Training Certificates* can be provided to students who obtain a passing grade of 70% (**14 correct answers**) or better on the final test.

### **Automated Testing**

DVD-24C includes *online testing* to reduce paper usage, eliminate grading tests and automate certificate generation. IPC-hosted testing is free and requires no setup.

*Customizable* assessment software is available for download, and may be installed on your server to run behind your company firewall.

Details on both types of automated testing programs can be found at:

[www.ipctraining.org/ovt/test](http://www.ipctraining.org/ovt/test)

### **CEUs**

In order to assign *continuing education units* to each student... measure the total training time in reviewing DVD-24C, group discussion and testing. Each one-hour increment of training translates into 0.1 CEU. Therefore, if you spend 2 hours in classroom training and evaluation, each student would earn 0.2 CEU. You may need to provide written documentation for student CEU records.

Thank you for purchasing this IPC training program.

Joel Kimmel  
DVD-24C Producer