

LEADER'S GUIDE FOR DVD-44C

Component Preparation and Manual Insertion

DVD-44C has been developed to provide detailed training on component preparation and manual insertion. The following is a description of this IPC *Training Certification* program.

The program is divided into four sections – including an introduction; kitting and solder mask application; component preparation; and manual insertion of components.

All of the training and testing materials for this program are available for download over the Internet at: <http://training.ipc.org/dvd/44c>
The URL for these download materials is also printed on the face label of the DVD.

These training support materials include a fifteen 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

The *sections* of this video are separated by two seconds of *black*. After you *play* each section of the DVD, you may want to stop the video and ask if there are any questions. It's also 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 may give the students the IPC *Training Certification Test* -- containing fifteen 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-44C download page. This .pdf certificate allows you to type in the names of all the students that pass the test - and print out individual color certificates. *Training Certificates* can be provided to students who obtain a passing grade of 70% (**11 correct answers**) or better on the final test.

CEUs

In order to assign *continuing education units* to each student... measure the total training time in reviewing DVD-44C, 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-44C Producer