

LEADER'S GUIDE FOR DVD-46C

Introduction to Mechanical Assembly

Introduction to Mechanical Assembly (DVD-46C) has been developed to provide an overview of the mechanical assembly process. The following is a description of this IPC Training Certification program.

The program is divided into four sections – an introduction, tools, hardware and cabinet assembly.

All of the training and testing materials for this program are available for download over the Internet at: <http://training.ipc.org/dvd/46c/>
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-46C 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.

CEUs

In order to assign *continuing education units* to each student... measure the total training time in reviewing DVD-46C, 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-46C Producer