

LEADER'S GUIDE

ESD Control (IPC-DVD-54C)

This (DVD-54C) ESD Control training / certification program has been developed to provide industry recognized continuing education and training certification for your operators and assembly technicians. Following is a description of this IPC video training & certification program.

The DVD is divided into four sections: *Introduction, Personnel, The Work Area and Handling and Transport* – accessible through the main menu interface at the beginning of the DVD.

All of the training and testing materials for this program are available for download over the Internet at: <http://training.ipc.org/dvd/54c/>

The URL for these download materials is also printed on the face label of the DVD.

These training / support materials include *Learning Objectives* and *Review Questions* for each *section*. There is also a twenty-four question certification *exam* and a printable certificate for students that score 70% or better on the test.

How to Use this Training Program

This training program is designed for continuous play – beginning at Section One of the DVD – although the Main Menu can be randomly accessed to meet your specific review needs.

We recommend that you present and reinforce the material a number of times to support the learning process. Below are our recommendations for how best to use the DVD and training materials to help insure that your students will pass the certification test.

Objectives

After downloading the training support materials from the web at <http://training.ipc.org/dvd/54c/> you may wish to copy the Learning Objectives on clear acetate for use as an overhead transparency. Alternately, you may prefer to *read* the learning objectives before you review each section of the video - *to make sure your students know what they are expected to learn*. If you have a computer projector, you can display the *Objectives* from the digital files.

Review

After you *play* each section of the DVD, stop the video when appropriate and reinforce any information or specific requirements that are important to you.

When you complete each section, you can *project* the *Review Questions* that are applicable to each learning objective. Note that some of the review questions can be used to teach *company-specific* information. You can *project* these questions for the group, develop a consensus answer, and write down the answer – on your overhead transparency or computer-projected image. Seeing the written answer also helps reinforce the concepts in the video.

Training Certification Test and Certificates

After you complete all of the sections, you can give the students the *IPC Training Certification Test* containing twenty-four 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. Successful completion of the exam does not require outside sources of information on ESD.

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

An *IPC Training Certificate* is included on the DVD-54C download page. This .pdf document 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% (**17 correct answers**) or better on the final certification test

CEUs

In order to assign *continuing education units* to each student... measure the total training time in reviewing DVD-54C, 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 the DVD-54C training program. Association-sponsored certification is an excellent way for companies to recognize their workforce and demonstrate their commitment to industry-approved assembly practices.

Joel Kimmel
DVD-54C Producer