

# LEADER'S GUIDE FOR DVD-57C<sup>v.2</sup>

## *Stockroom Materials – Storage and Distribution*

*Stockroom Materials – Storage and Distribution* (DVD-57C) has been developed to provide a detailed examination of stockroom responsibilities in the Electronics Assembly Industry. The following is a description of this IPC Training Certification program.

The program is divided into three sections – including an introduction, storage of materials and the distribution of materials.

All of the training and testing materials for this program are available for download over the Internet at: [www.ipctraining.org/dvd/57c/](http://www.ipctraining.org/dvd/57c/)  
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 download page as listed above. 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**

This DVD 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 programs are available for download, and may be run on your server 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 the DVD, 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  
Producer