

# LEADER'S GUIDE FOR DVD-74C

## *ESD Control for Electronics Assembly*

*ESD Control for Electronics Assembly* (DVD-74C) has been developed to provide industry recognized training / certification for understanding and controlling ESD in the electronics assembly industry. The following is a description of this IPC / EDSA Training Certification program.

The program is divided into seven sections – an ESD overview, personal grounding for seated operations, personal grounding for standing operations, continuous monitoring, static control smocks, controlling static charges in your work area and handling, packaging and transporting ESD sensitive devices.

All of the training and testing materials for this program are available for download over the Internet at: [www.ipctraining.org/dvd/74c](http://www.ipctraining.org/dvd/74c)  
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 unlimited 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* each section of the DVD, stop the video when appropriate and clarify and reinforce any information or specific requirements that are important to you.

When you complete each section, you have the option of asking the *Review Questions* that are applicable to that section. In discussing each question, the group can develop a consensus answer. Or you can simply print out the questions and allow the students to answer them individually.

### **Test and Certificates / Print-Testing**

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-74C 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% (**14 correct answers**) or better on the final test.

### **Automated Testing**

DVD-74C 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-74C, 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-74C Producer