

DVD-76C - LEADER'S GUIDE v.2

ESD Control for Non-Manufacturing Personnel

The *ESD Control for Non-Manufacturing Personnel* (DVD-76C) training program has been developed to provide industry-approved training for your managers and office workers.

All of the training and testing materials for this program are available for download over the Internet at: <http://training.ipc.org/dvd/76c/>

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

There is a sixteen question *examination*, answer key, and training certificate included on the download page.

How to Use this Training Program

This DVD training program is designed for continuous play.

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 test.

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.

Test and Certificates

After you complete all of the sections, you may give the students the *Training Certification Test* containing sixteen multiple-choice / true-false questions. Directions are provided on the first page of the test. You should review these directions with your students. This is a “closed book” exam; no other materials should be present when the students are taking the test. Successful completion of the exam does not require outside sources of information.

A *Training Certificate* can also be downloaded from the DVD-76C web page. This .pdf document allows you to type in the names of all the students that pass the test - to print out color certificates. Student with a passing score of 70% or better (11 correct answers) are entitled to receive the *training certification certificate*.

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.

CEUs

In order to assign *continuing education units* to each student... measure the total training time in reviewing DVD-76C, 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. 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-76C Producer