

# LEADER'S GUIDE FOR DVD-99C

## *Lead Free Conversion in Electronics Assembly*

The Lead Free Conversion in Electronics Assembly (DVD-99C) training / certification program has been developed to provide a smooth transition to lead free soldering processes. This introductory material will allow your operators and technicians to understand how the switch to lead free affects their job. The following is a description of this IPC training certification program.

All of the training and testing materials for this program are available for download over the Internet at: <http://training.ipc.org/dvd/99c/>  
The URL for these download materials is also printed on the face label of the DVD.

These training support materials include *Review Questions*, along with a twenty-question *examination* and a printable certificate for students that score 70% or better on this test.

### **How to Use this Program**

This video training program is designed for continuous play. 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.

### **Review**

As you *play* the DVD, you can stop the video when appropriate and reinforce any information or specific requirements that are important to you.

When you complete the program you have the option of asking the *Review Questions*. Note that some of the review questions can be used to teach *company-specific* information. 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**

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 grading, 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-99C 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.

### **CEUs**

In order to assign *continuing education units* to each student... measure the total training time in reviewing DVD-99C, 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 DVD-99C training program.

Joel Kimmel  
DVD-99C Producer