

OWM Mentor Training Requirements

The following are the mandatory OWM criteria for State Laboratory staff to conduct On-the-Job Training (OJT) in support of the “Fundamentals and LAP Problem Preparation” Interim course. Objective evidence for the mentor will need to be provided to OWM prior to staff being registered for the course.

NOTE: While this is a list of requirements to support this interim course, these items are recommended for all staff who have responsibilities for conducting on-the-job training and mentoring of new staff.

- Completed OWM Metrology Training (Fundamentals, Mass, Volume, OR have completed Basic and Intermediate seminars; attended at least one Regional Measurement Assurance Program (SEMAP, NEMAP, MidMAP, SWAP, WRAP, CaMAP); completed Fundamentals of Metrology LAP problems OR both Basic and Intermediate LAP problems.)
- 5 years experience in State Metrology Laboratory (performing measurements).
- Approved Signatory for Echelon III Mass (SOP 8) and Echelon II Volume Transfer (SOP 19).
- Completed Train the Trainer (T3) and On-the-Job Training (OJT) recorded sessions as noted below. (Attendance at the 2016 RMAPs is a bonus).
- Mentors also to attend the Introduction session to “Fundamentals and LAP Problem Preparation” webinar (as a minimum) *with* their registered trainee. Optional: may also attend SOP 8 and SOP 19 webinar sessions for refresher training to ensure following current SOPs in the same way as taught by NIST (unless completion of the current mass and volume seminars has been within the past 3 years).
- Use OWM-provided OJT tools and forms (or better, as a minimum).
- Submit evidence of all OJT activities.

Webinars to complete/review recordings (*Submit training record logs, student notes, and applicable reading outlines, or applicable transcripts and/or justification of equivalent and prior training.*):

Training Session and Link <i>(Contact OWM staff for Links and Passwords)</i>	Recording Date
Introduction to the ADDIE model	2016-09-27
Introduction to Bloom’s Taxonomy and Learning Objectives	2016-10-11
Designing and Implementing OJT for State W&M	2017-04-20
LAP Problem Reviews	2018-03-07
Best Practices of Laboratory On-the-Job (OJT) Training (Jim Gownley, PA; Benj FitzPatrick, MN; Robert Rogers, NC; Tony Gruneisen, CA); Georgia Harris, NIST.	2017-04-18
SOP 8 Recorded Webinar (evaluate against current SOP 8)	2015-04-01
Part I	2015-04-07
Part II	
SOP 18/19 Recorded Webinar (evaluate against current SOP 19)	2015-04-08
Part I	2015-04-09
Part II	
Lab Metrology Info Hour – On-the-Job Training (OJT) and Mentoring New Employees (To Be Completed in August 2020). Register for Class 5672 in the OWM Contact System. Will cover methods of presenting and assessing trainees, determining what is acceptable success, and providing feedback to trainees. Will include sample OJT worksheets pre-filled with learning objectives and outlines for SOP 8 and SOP 19. Recording available after this session.	2020-08-04