

Course Location

F. Donald Myers Education Center, WSWHE BOCES
15 Henning Road
Saratoga Springs, NY 12866

Course Schedule

September 24, 2012 – February 7, 2013

Classes will meet Monday-Thursday from 3:30-5:30pm

Make-up dates if needed: February 11-14, 2013

Fee

Tuition - \$2,025

Additional Information

Contact Linda Ernst at lernst@wswhiboces.org or
(518) 581-3555

Benefits of the MSSC Certified Production Technician Certification

Provides industry with a new set of tools to ensure that both entering and incumbent workers are flexible, easily trainable, and highly motivated knowledge workers able to keep pace with technological change - the "Industrial Athlete of the Future"

In addition to basic technical skills, employability and academics are embedded in each module of instruction

Improves career advancement opportunities and earnings by teaching high-performance skills

Improves job security through certification of proven skills

The Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) Certificate Course

This industry-recognized, nationally portable credential is preparing individuals to succeed in New York's Tech Valley. The course includes four modules (detailed below) and is completed over 140 hours of integrated instruction. The MSSC Certified Production Technician Certificate is awarded to individuals who pass all four production assessments in the modular areas.

Safety

- Work in a safe and productive manufacturing workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for all employees
- Train personnel to use equipment safely
- Suggest processes and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

Manufacturing Process & Production

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Perform and monitor the process of making the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

MSSC Quality Practices & Measurement

- Participate in periodic internal quality audit activities
- Check calibration of gauges and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality tests
- Communicate quality problems
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

Maintenance Awareness

- Perform preventive maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
 - Electrical systems
 - Pneumatic systems
 - Hydraulic systems
 - Machine automation systems
 - Lubrication processes
 - Bearings and couplings
 - Belts and chain drives



Registration Form

Training Location:

WSWHE BOCES - Saratoga

Name: _____

Address: _____

City/State/Zip: _____

Day Phone: _____

Evening Phone: _____

Email Address: _____

Please answer the following questions to complete your registration:

I have a high school diploma or equivalent (GED).

I have basic computer skills (an understanding of Windows applications and the Web.)

Please make checks payable to WSWHE BOCES

To register by credit card: MasterCard Visa Discover

Card #: _____

Expiration Date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

Registration Information



Attention: Linda Ernst
WSWHE BOCES Adult Continuing Education
27 Gick Road, Saratoga Springs, NY 12866



Phone: 746-3523 or 581-3555



Visit www.wswheboces.org/AdultEducation.cfm
and click "Online Registration with PaySchools"

Scholarships may be available for qualified individuals through your local One Stop Career Center.

For a listing of the One Stop Career Centers in the greater Capital Region, please visit the WSWHE BOCES Adult Education web page at www.wswheboces.org/AdultEducation.cfm.

Training Location

Washington-Saratoga-Warren-Hamilton-Essex BOCES

WSWHE BOCES

15 Henning Road

Saratoga Springs, NY 12866

www.wswheboces.org



For additional information regarding the MSSC Certified Production Technician Training, and for online registration, visit www.wswheboces.org

Manufacturing Skill Standards Council (MSSC) Certified Production Technician Certification



8/12

No student shall, on the basis of gender, race, color or national origin, disability or age, be excluded from participation in, be denied benefits of, or otherwise be subject to unlawful discrimination under any Career and Technical Education program or activity. The Washington-Saratoga-Warren-Hamilton-Essex BOCES is an equal opportunity employer. The BOCES does not discriminate on the basis of race, color, creed, sex, national origin, religion, age, economic status, marital status, or disability. The designated district compliance officer will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. The BOCES Compliance Officer can be contacted through the Director of Human Resource Services, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12838-1134, phone (518) 581-3350.