Training Committee
Meeting Summary
May 8, 2025

1. Roll Call:

   Calista Daigle, Chair, called the meeting to order at 1:30pm Eastern on May 8, 2025, by teleconference. The meeting was attended by 6 Voting Committee members and no Associate Members (see Attachment A). Jerry Parr was also in attendance.

   The agenda was reviewed and there were no changes made. It was approved by unanimous consent.

   The Committee reviewed the April meeting summary. A motion was made by Elizabeth to approve the April 10, 2025, minutes as written. The motion was seconded by Joe and there was no further discussion. The motion passed unanimously.

   The Committee reviewed the March meeting and attached February meeting summary. A motion was made by Joe to approve the March 13, 2025, minutes as written. The motion was seconded by Elizabeth and there was no further discussion. The motion passed unanimously.

2. Summer Meeting Registration – St. Louis, Missouri

   The meeting is scheduled for August 4th through the 7th and then there is a workshop on cybersecurity on the 8th. Registration is open. Register by June 21st for Early Bird registration.

3. Credentials Committee Update

   Jerry reported they will begin work on an instruction document so that the Asbestos, Microbiology, Radiochemistry and WET Expert Committees can help with KSAs for Technical Specialists in their areas. The group also worked on the Credential Exam training presentation.

4. Training Materials Review Workgroup

   An update has been sent to the Workgroup and they are planning to meet on May 13th next week. Elizabeth has joined as a new member of that group.

5. Training Classes

   The Request for Proposal (RFP) has been submitted to Jan for email distribution. It should be out in the next day or so.

   Tracy Szerszen (PJLA) commented that PJLA has training classes that she is willing to share with TNI. Tracy and Ilona will look to see what is available and see if there are any we would want to set-up as a TNI training class.

Jerry forwarded an email from Pittcon they use to get more training proposals. Consider using something like this on LinkedIn, the Newsletter, etc …

We are now accepting Short Course proposals for Pittcon 2026

Courses are being sought in all areas of analytical chemistry and applied spectroscopy in a variety of scientific disciplines.

Areas of special focus include:

Instrumentation

Statistics and Data Processing

Energy/Petrochemical

Artificial Intelligence

Chemical and Elemental Analysis

Method Development (Various Techniques)

Analysis of Biologics and Biopharmaceuticals

Environmental Analyses

Food Science

Cannabis Analytics

Laboratory Safety

Professional Development

Deadline to submit is June 1st

6. Credentialing Exam Training

Jerry has been working on the training presentation:
- 2 hours
- It is a "high stakes" exam – so questions will be difficult. Marlene commented that she did not like this term.
- Free for anyone signed up to take the exam in St. Louis.
- None of the example questions used in the class will be part of any exam. They will be presented as poll questions and answered and reviewed immediately.

- Students will have 40 seconds to answer the questions in the class – 27 questions.
- Everyone will be given the same exam in St. Louis.
- The class will be held on June 16, 2025.
- $50 for TNI members and $65 for non-members.

There are 5 people signed up to take the exam in St. Louis at this time.

7. How to Develop Providers for the Specific Knowledge Courses

Elizabeth noted that Seal Analytical may be a consideration for developing this type of training for TNI.

Everyone was in agreement that it would be OK to start talking to possible trainers and get started on more technical classes as we continue to develop the credential

8. New Business

LinkedIn

Ilona asked about starting to post information about credentialing on the LinkedIn page.

Jerry suggested posting an article that Lynn Bradley (PA – Credentialing Committee) wrote about the credentialing exam. He will look into this.

Training Website

Jerry noted that staff is looking at how to handle Group training with the new training database. How do you track training for people that attend in a group? This is a Webcast issue and is not a Webinar issue. As a result, Webcasts are not offering a Group rate. The Committee discussed this further and will continue to investigate this after the meeting. In addition, people can no longer purchase a Webcast by check.

Perhaps groups for webcast could do a custom training? Something like what Jack Farrell did for a Cannabis group.

Need to take a closer look at the Assessor classes to see which have homework or something special beyond taking just an exam.

9. Action Items

See Attachment B.

10. Next Meeting and Close

The next teleconference meeting will be June 12, 2025, at 1:30 pm Eastern.

Calista adjourned the meeting at 2:42 pm Eastern.

Attachment A

Participants
TNI Training Committee

Voting Members	Represent	Affiliation	Contact Information
Calista Daigle Chair **Present**	Lab	Pace Analytical Services, LLC.	Calista.Daigle@Pacelabs.com
David Fricker **Absent**	AB	A2LA	dfricker@a2la.org
Salima Haniff **Present**	Lab	Bureau Veritas Laboratories	salima.haniff@bureauveritas.com
Joe Manzella **Present**	Lab	Orange County Sanitation District	Jmanzella@OCSD.COM
Dee Shepperd **Absent**	Other	ddms, Inc.	ddbergere@gmail.com
Elizabeth Turner **Present**	Lab	Eurofins	4shley4at.turner@et.eurofinsus.com
Melanie Ross **Present**	Other	ANAB	mross@anab.org
Veronika Kerdok **Present**	Lab		kerdokv@gmail.com
Wanda Harney **Absent**	Lab	City of Cincinnati – Metropolitan Sewer District (MSD)	Wanda.Harney@cincinnati-oh.gov
Jerry Parr (ex-officio) **Present**	Executive Director / Ex Officio	TNI	jerry.parr@nelac-institute.org
Ilona Taunton **Present**	Program Administrator	TNI	Ilona.taunton@nelac-institute.org
Associate Members:	**Present**		
Robin Cook		City of Daytona Beach	cookr@codb.us
Alan Ching		Weck Laboratories, Inc.	alan.ching@wecklabs.com
Mike Michaud		City of Abilene, Water Utilities	mike.michaud@abilenetx.gov

Chrystal Sheaff		Energy Laboratories	csheaff@energylab.com
Ashley Larssen		City of Derby, KS	5shley.larssen@kcmo.org
Cindy Story		Gulf Coast Authority	cstory@gcatx.org
Marlene Moore		Advanced Systems, Inc	
Jennifer Best		EPA	
David Feist		ANAB	
Michella Karapondo		EPA	
Jessica Jensen		City of Derby, KS	

Attachment B: Training Committee Action Item Summary 2024/2025

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
5	Develop Marketing Plan			TBD		3/12/21			The Sept and Oct 2020 meetings both discussed the need to evaluate marketing because a number of ABs are not aware of the classes available. 11/13/20: Committee decided not to form this Workgroup at this time. 3/12/21 – Committee started talking about marketing. 5/21/21: Work on social media presence.
9	Prepare TNI handout for assessment opening meetings or to send prior to the assessment. It can include a brief segment where the assessors show the lab where to find information related to training courses offered, SIRs, PT tables and other information on the TNI website that new labs may not know how to access.		Jerry	Jerry		2/12/21			11/20/20: DRAFT to be discussed at next meeting. 1/15/21: Jerry is working on this. 2/12/21: Jerry is working on tri-fold brochure. 3/12/21: Combine with #6 – are talking points for ABs needed?

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
13	Prepare webcast to help with Training Application process.		Ilona			4/1/21			PowerPoint completed. Need to record and post. On Hold until updates are made to Catalog that may impact information trainees need to provide. Dec 24 – Ilona will prepare a presentation for the winter forum. Feb 2025 – Presentation done in Jacksonville. Will be redone when website is operational to accommodate any new procedures.
14	Reach out to vendors for possible training opportunities.		Jerry			3/12/21			Discussed: 3/12/21 Placed on Hold – 5/21/21 4/10/25: Discussion Started.
21	Develop Training Catalog			Elizabeth Turner			Feb 2025	COMPLETE	4-8-22: Elizabeth to lead this effort. 6-24-22: Shared template. Need to work with Training Opportunities Workgroup to make course descriptions more consistent. 2/17/23: SOP 1-128 will need to be finalized. 6/23/23: Continue work on SOP. 8/3/23: Review comments from 8/3/23 meeting and incorporate into SOP as needed. Update and Committee vote needed.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
									9/28/23 – Calista, Elizabeth and Ilona assigned to review comments and finalize SOP for a vote in October. 10/27/23 – Reviewed and will be sent out for email vote. 12/19/23: SOP 1-128 was approved by the Board and implemention is being worked on. Feb 2025 – New website presented in Jacksonville. COMPLETE
25	Trainer Evaluation – Charter					TBD			3/17/23: Started discussion. Will start work on this topic in Fall 2023. 12/27/23: Question whether this is still needed. Survey is done at the end of the class.
26	Follow-up on LASEC proposal to have mentor and assessor forums be managed by the Training Committee.			Calista Ilona Jerry		TBD	Complete		On hold. LASEC is not sure they want to do this anymore. 12/1/23: Will begin managing it after the Winter Forum. 12/19/23: Will be part of Winter meeting agenda.
27	Update SOP 1-129 Rev 1	SOP 1-129	Jerry	Ilona		12/1/23	7/8/24		12/1/23: Needed to be updated with integrity related features. The Committee approved the changes, but it needs to go to Policy since it was a revision and just editing. 12/19/23: Still in progress.

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
									4/11/24: Edits were presented. No quorum. 7/8/24: Final SOP approved.
29	Develop new course Survey process. Old system is no longer working.		Ilona						4/11/24 – Ilona presented the Microsoft Forms Survey program.
30	Update Charter to include Mentor Session and Assessor Forum.					4/11/24	7/8/24		4/11/24: Started editing Charter. No quorum. 6/13/24: No quorum. Worked on survey for Assessor Forum and Mentor Session. 7/8/24: Completed and sent to Policy Committee.
31	Prepare Survey for Mentor Session and Assessment Forum		Ilona			6/13/24	11/21/24		7/8/24: Survey questions completed and Ilona will prepare for Garden Grove meeting. 11/21/24: Complete – see October minutes.
32	Complete Strategic Planning Pakcage		Ilona	Calista		11/21/24	2/2/25	COMPLETE	Due early January. Complete at January Committee meeting. 2/2/25: Plan submitted and discussed at TNI 5 year strategic planning meeting.
33	Work with Vendors to provide technical training courses.		Ilona/Jerry		12/12/24				On hold NEMC 2025 meeting.
34	Help Develop Credentialing Exam Preparation Course		Jerry		4/10/25	4/10/25			

	Task Description	Doc Number	TNI Contact	Committee Contact	Action Item Added	Start Date	Complete Date	Communication	Notes
35	Newsletter article about instructors for Technical training classes.		Ilona		4/10/25				