CERTIFIED PRODUCTION TECHNICIAN

MINERAL AREA COLLEGE

Check out Mineral Area College's Certified Production Technician (CPT) Program.

Through the MoSTEMWINs Grant, MAC is able to offer training to incumbent workers as well as the unemployed. The College has revised its manufacturing classes to follow the National Association of Manufacturer's training model. Curriculum and training includes hands-on skill training in MAC's Advanced Manufacturing Lab, e-learning and instructor-led classroom study.

Call today to get started!

Increase Your Skill Level & Opportunities

Getting Started is Easy.

1. **Contact Mineral Area College**
   Tina Miller
   MoSTEMWINs Program Support Specialist / Navigator
   tmiller@MineralArea.edu or (573) 518-3840
   Stacey Wideman
   MoSTEMWINs Program Support Specialist
   swideman@mineralarea.edu or (573) 518-2145
2. **Apply to Mineral Area College**
   Complete the MoSTEMWINs Application at www.MineralArea.edu/MoWINs.
3. **Complete the National Career Readiness Certificate**
   The National Career Readiness Certificate is offered at Mineral Area College. After completing the program application, call MoSTEMWINs Grant staff to schedule this job skills assessment.

For More Information

Contact the staff at MAC:
Mineral Area College
(573) 518-2145 or (573) 518-3840
5270 Flat River Road / P.O. Box 1000
Park Hills, MO 63601

MoSTEM WINs

jobs.mo.gov

Take a Look at these Features

- Qualified applicants pay **NO TUITION**
- Classes are held on a rotating basis, participants may take one or more classes each **8-week session**
- Classes are a combination of **classroom and hybrid**
- Successful completers earn:
  - A nationally recognized **Certified Production Technician Certificate** (certified by the Manufacturing Skill Standards Council)
  - **OSHA 30 Card**
  - **Twelve hours of college credit**

Valuable Training

Training is provided in 4 critical production functions common to all sectors of manufacturing:

- **Safety**
- **Quality Practices & Measurement**
- **Manufacturing Processes & Production**
- **Maintenance Awareness**

Detailed training functions are listed on the back of this flier.

(573) 518-2145 or (573) 518-3840 ▪ www.MineralArea.edu/MoWINs

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CRITICAL PRODUCTION FUNCTIONS COVERED BY MSSC ASSESSMENTS

The Manufacturing Skill Standards Council (MSSC) credentialing system leading to a CPT covers the four critical production functions, as defined by MSSC's industry-led, nationally validated skills standards, common to all sectors of manufacturing: Safety, Quality & Continuous Improvement, Manufacturing Processes & Production, and Maintenance Awareness. Each area is addressed with a separate assessment. MSSC assessments are organized around those four modules. An individual can earn a "Certificate" if they pass one or more assessments. However, they must pass all four assessments to earn the full "CPT" certification.

The four critical functions and their related key activities are described below:

SAFETY

1. Work in a Safe and Productive Manufacturing Workplace
2. Perform safety and environmental inspections
3. Perform emergency drills and participate in emergency teams
4. Identify unsafe conditions and take corrective action
5. Provide safety orientation for all employees
6. Train personnel to use equipment safely
7. Suggest processes and procedures that support safety of work environment
8. Fulfill safety and health requirements for maintenance, installation, and repair
9. Monitor safe equipment and operator performance
10. Utilize effective, safety-enhancing workplace practices

QUALITY PRACTICES & MEASUREMENT

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

MANUFACTURING PROCESSES & PRODUCTION

1. Identify customer needs
2. Determine resources available for the production process
3. Set up equipment for the production process
4. Set team production goals
5. Make job assignments
6. Coordinate work flow with team members and other work groups
7. Communicate production and material requirements and product specifications
8. Perform and monitor the process to make the product
9. Document product and process compliance with customer requirements
10. Prepare final product for shipping or distribution

MAINTENANCE AWARENESS

1. Perform preventive maintenance and routine repair
2. Monitor indicators to ensure correct operations
3. Perform all housekeeping to maintain production schedule
4. 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

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