

Hello (*registrant*)

Thank you for registering for the following NIST MEP Workcred Virtual Focus Group. Registration is in process and you will receive more information once your request is reviewed.

Topic: NIST Manufacturing Extension Partnership Workcred Virtual Focus Group

Host: Janet Forte

Date: (*date of meeting chosen*)

Time: 1:00 pm, Eastern Daylight Time (New York, GMT-04:00)

Things to note:

Focus Group Confidentiality and Audio Recording Permission

1. This focus group is an important part of a research study sponsored by the National Institute of Standards Technology (NIST) Manufacturing Extension Partnership (MEP) to examine the quality, market value, and effectiveness of manufacturing credentials. Conducted in partnership with WorkCred, an affiliate of the American National Standards Institute (ANSI), the initiative will contribute to the body of knowledge for manufacturing-related skills credentials and identify skill gaps that could be filled by new credentials. We are going to be talking about why some of you may think credentials are considered important in your facility, and why and how they are used. Equally important, we will also talk about why some of you might feel that credentials aren't used or important and what might make credentials more useful. (In this context, credentials include industry certifications and certificates, licenses, badges, and apprenticeships.)
2. Participation in this focus group is voluntary. Participants are permitted to leave the focus group at any time. In addition, participants are not required to answer any of the questions.
3. The privacy of focus group participants will be protected. Names will not be used in any report that is published. The content discussed and recorded will be kept strictly confidential. Focus group participants are asked to keep what we talk about private. A digital audio recording will be used when questions are asked and responses will be recorded. The recorder is being used to allow researchers to later analyze the responses to the questions.
4. During registration, you acknowledged that any information concerning the identities and information shared by people participating in this focus group is to be kept confidential at all times. The only exceptions to the above confidentiality policy are as follows, when:
  - NIST and other affiliated partners are required to comply with court orders and properly issued subpoenas.
  - NIST staff and other affiliated partners discuss confidential information about the focus group and individual interviews with other project staff who have signed confidentiality agreements.
5. If you refuse to be digitally recorded, you understand that you will no longer be a participant. You provided your permission to be recorded during the registration process. If you wish to no longer participate, please use the cancellation link below, or contact Mary Ann Pacelli or Janet Forte.
6. If you have any additional questions about the focus group, you can contact Mary Ann Pacelli at (301) 975-4850 or [mary.pacelli@nist.gov](mailto:mary.pacelli@nist.gov).

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For assistance

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You can contact Janet Forte at:

[jfelts@ansi.org](mailto:jfelts@ansi.org)

1-2126424903

To cancel pending registration by (*cancel date to be 2 days prior to event*) 1:00 pm, click <https://goansi.webex.com/goansi/k2/e.php?MTID=t42b69740592b3c1efe7280d51e41e24f>

<https://www.webex.com>