

# EPEC REFERENCE GUIDE



**Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_

NAED welcomes you to EPEC and is committed to providing support during your training.

This guide is just one of many resources available to you. You will learn how to log into the NAED Learning Center, access your training, find helpful resources, use the Forum, and more.

This guide is hyperlinked for your convenience, so let's get started.

**Select a topic by clicking one of the buttons below:**

**The NAED Learning Center**



**Capstone Project and Program Completion**



**Program Versions and Process**



**EPEC Forum Walk-through**



**The Introduction Module**



**Helpful Forum Resources**



**Online Modules and Workbooks**



**The Academic Integrity Policy**



**The Final Exam**



**Forgotten Password and Additional Assistance**



**The Program Evaluation Survey**



**Your Member Profile**



# The NAED Learning Center

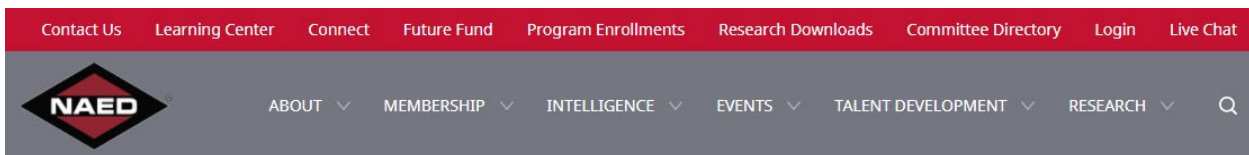
## Log In to the Learning Center

1. When your NAED Learning Center account is created, your login credentials will be emailed to you.

*NOTE: Your credentials will typically be your work email address and a system-generated password which you can change later.*

2. Click the provided link in the email or go to [www.naed.org](http://www.naed.org) and click **Learning Center** in the upper left.

*NOTE: If available, we recommend using Chrome or Firefox as your browser for the best experience.*



3. Enter your login credentials and click **Log In**.

*NOTE: If your company is an NAED SSO Partner, just click the Login using SSO button at the bottom of the page.*

The image shows a login form titled "Log In". It has two input fields: "Email" with a dropdown arrow icon and the text "johnsmith@acme\_supply.com", and "Password" with a dropdown arrow icon and a masked password ".....". Below the password field is a red "Log In" button. Underneath the button are two links: "Forgot your password?" and "Don't have an account?". At the bottom of the form is a grey button labeled "Login using SSO".

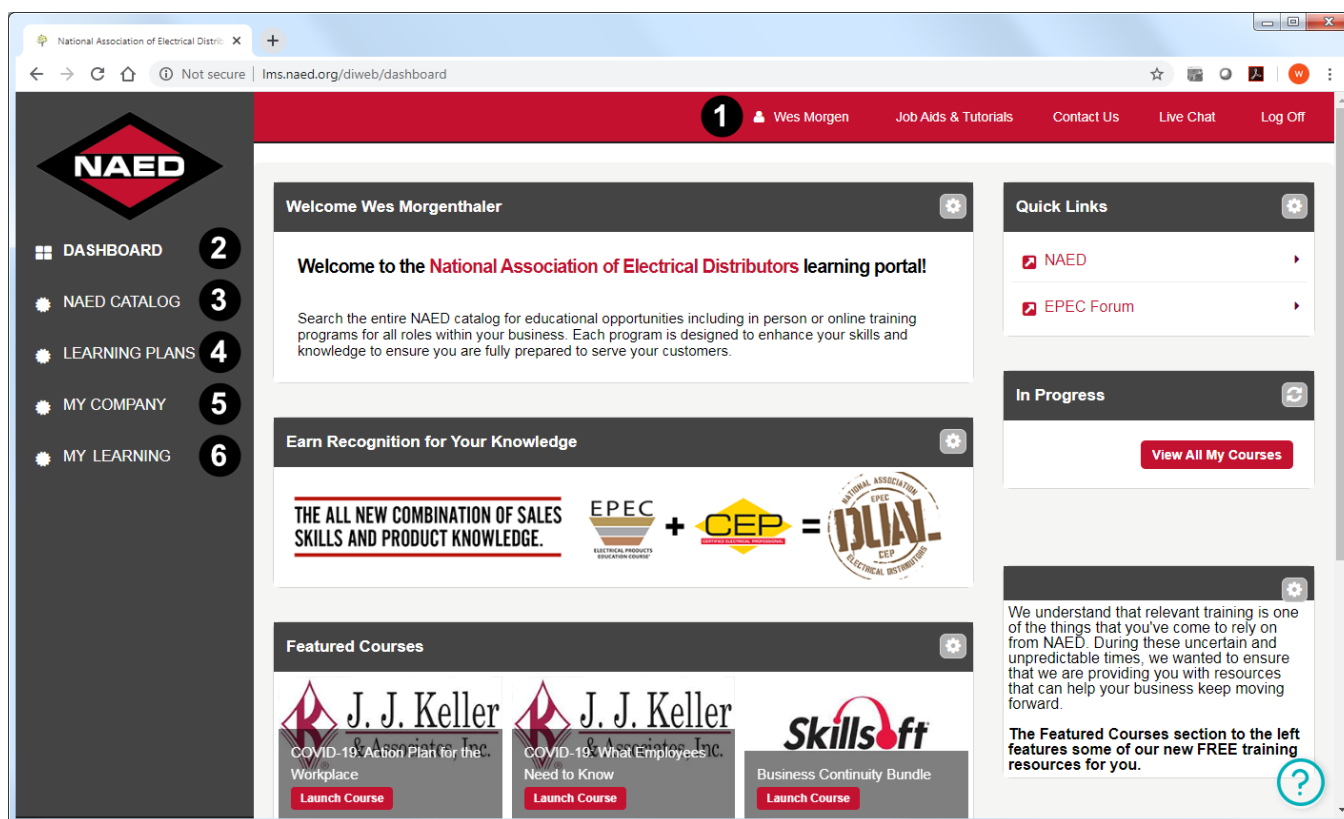
Once signed in, you will be redirected to your "Dashboard" page on the NAED Learning Center. All assigned training may be accessed from this page.

*NOTE: If you would like to learn how to change your password, click this "Forgot your password?" button.*

**[FORGOT YOUR PASSWORD?](#)**

# The NAED Learning Center (cont.)

## Your Learning Center Dashboard



- 1 **Global links:** Provide access to Job Aids & Tutorials, Contact Us information, Live Chat, and a link to Log Off.
- 2 **Dashboard:** Serves as the landing page for your learning. It includes In Progress courses, which gives you quick access to your current enrollments, Quick Links to important websites, and links to other NAED Featured Courses.
- 3 **NAED Catalog:** Lists all available NAED, manufacturer, and third-party courses. You can filter and search by Category, Topic, Learning Plan, Manufacturer Training and/or Keywords. Free manufacturer courses can be launched from here too.
- 4 **Learning Plans:** Provides access to any EPEC or CEP program enrollments. (This link only appears if you have been registered for EPEC or CEP.)
- 5 **My Company:** Displays available company-owned courses and allows you to search for a course and self-enroll.
- 6 **My Learning:** Displays two tabs of information about your enrollments:
  - Courses** - This tab displays enrollments that have not been completed. Here you can view course details, statuses, start/end dates, and you can re-launch courses to continue.
  - Transcript** - This tab lists any completed courses with dates and scores. You can also print certificates here.

# Program Versions and Process

## Which version of EPEC do you prefer?

*In the new EPEC 2020 NEC/2018 CE edition, we are offering multiple ways to receive your EPEC content. You may view content online on the Learning Center, read the content in PDF eBook form, or read printed content modules.*

### Paperless Version:

EPEC goes green. In the paperless version of EPEC, the online course modules are provided on the NAED Learning Center site. You will also be provided with PDF (eBook) copies of the content modules that you can save for future reference. You will also complete all EPEC exercises using electronic PDF workbooks (no more handwritten work.) You will then submit your completed workbooks to NAED for review via Dropbox.

EPEC  
training is  
now tablet  
friendly!

### Printed Content & Online Version:

With this option, you will receive everything included in the paperless version as well as printed copies of the content modules (which are also available as PDF eBooks on the Learning Center).

Offline  
content now  
includes  
QR codes!

## The EPEC Process

Here are the steps you will follow as you work through the EPEC program:

1. You are assigned the appropriate EPEC program on the Learning Center.
2. You will complete the *EPEC Introduction* module and explore your EPEC resources.
3. You will then begin the first online module or read the eBook or printed module.
4. As you finish each chapter, you will complete the exercises in the PDF workbook.
5. When complete, you will submit your workbook to NAED for review via Dropbox.  
*NOTE: We'd also appreciate if you would complete a module evaluation survey. Or use the Feedback link within any online module to email us with your questions or comments.*
6. Your received module workbook is then assigned to an EPEC Reviewer to be evaluated.
7. The Reviewer evaluates your workbook and sends the results to NAED:  
*NOTE: On your transcript, the module status will now show "Completed" or "Incomplete."*
  - If your workbook is marked Completed, your work was acceptable so you can continue.
  - If your workbook is marked Incomplete, you will need to review the comments from your Reviewer, revise your workbook as needed, and then resubmit for another review.
8. Once all your module workbooks have been reviewed and marked completed, you will launch the *Final Exam*.
9. Once you have passed the exam, you will complete the *Program Evaluation* survey.  
*NOTE: Please be honest and detailed with your feedback, so we can improve the EPEC program.*
10. After you have passed your final exam and completed the evaluation, you will complete your *Capstone Project* workbook and submit it to NAED via Dropbox for evaluation by a Reviewer.
11. As soon as your Capstone Project is reviewed as acceptable, you are officially an EPEC graduate.

Click Here for  
more info about  
EPEC resources.



# The Introduction Module

*Before beginning the EPEC Bronze level, you will need to complete the EPEC Introduction module. This is a required module that provides a walk-through of the program, explaining the processes, expectations, training materials, and other resources you will need to successfully complete EPEC.*

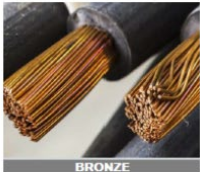
## Accessing the EPEC Introduction Module

1. [Login](#) to the NAED Learning Center.
2. Select **Learning Plans** on the left.
3. Click **Continue** for the *EPEC Bronze* program.
4. In the Not Started section, click the **EPEC Introduction** link to launch the module.

*NOTE: Once you begin a module, it will re-categorize as 'Started' on your EPEC Bronze Learning Plan page.*

*Once you complete the module, it will re-categorize as 'Completed' on your EPEC Bronze Learning Plan page.*

Learning Plans > EPEC Bronze 2020



### EPEC Bronze 2020

0 out of 8 required courses completed

[Refresh](#)

Welcome to EPEC Bronze Program


Below are resources that you will need to complete the program.

[EPEC Submission Tutorial Video](#)  
[EPEC Forum and Resources](#)


[EPEC Bronze Offline Module 1](#)  
[EPEC Bronze Offline Module 2](#)  
[EPEC Bronze Offline Module 3](#)  
[EPEC Bronze Offline Module 4](#)

Once you've launched the module, you will find the associated workbook and plans and specifications that you will need to complete this module within the **Assignments** tab.


#### Not Started




[EPEC 2020: Introduction](#)



[EPEC Bronze 2020: Module 1](#)



[EPEC Bronze 2020: Module 2](#)



[EPEC Bronze 2020: Module 3](#)

Courses		Transcript		
Title	Grade (%)	Time	Completion	Start Date
EPEC Introduction ★★★★★ (8 votes) <a href="#">View Details</a> <a href="#">Launch</a>		00:00:00	Started	6/4/20

*Once you launch a module, you will also find it on your My Learning page.*

# Online Modules and Workbooks

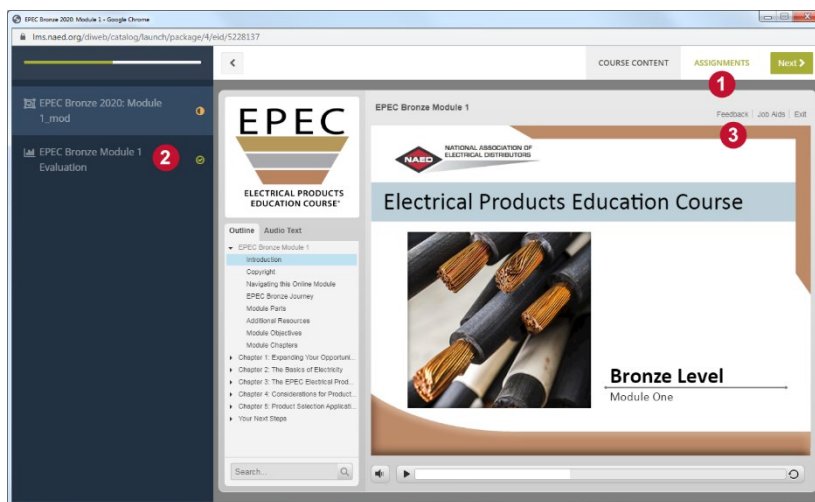
*You will launch the remaining EPEC modules from the Learning Plan page just as you did the Introduction module. You will locate the module and click the title link to launch the online course.*

## EPEC Online Module & Workbook Exercises

Once you have launched an EPEC module, you can view the content by navigating through the pages as instructed.

You will need to also download the associated Workbook and Plans & Specifications PDFs to complete the module exercises. To do this, follow these steps:

1. Select the **Assignments** tab (#1) in the top right of your course window.
2. Click on the listed assignment link to access the workbook and plans & specifications for the module.
3. Click both the **Workbook** and **Plans & Specs** buttons to download each PDF file to your computer.



- **Workbook PDF:** This electronic document contains the module questions and exercises you will complete for evaluation. Once downloaded, make sure to open this document with the free *Adobe Acrobat Reader*. You can download this application [here](#).
- **Plans & Specifications PDF:** This electronic document includes the plans, specifications, and drawings you will need to complete the module workbook exercises.

Once you complete a module, you can also complete the optional **Module Evaluation** on the left (#2). This brief online survey allows you to share your honest feedback about the module so we can continually improve it. Or you can click the **Feedback** link (#3) at the top of the module page to email us immediately with any questions or feedback.

On the EPEC Learning Plan page, there are other resources that can help you successfully complete your EPEC modules:

- **Submission Tutorial Video:** This video shows you how to complete and submit a module workbook for review.
- **EPEC Forum and Resources:** This website community allows you to post any questions so you can get help from the EPEC Reviewers. The site also contains numerous documents and links to help you complete your EPEC assignments.
- **Offline Module PDFs:** These electronic eBook PDFs contain the same information as the online modules if you prefer to read the content on your computer or tablet.





# Online Modules and Workbooks (cont.)

**Follow these steps to complete and submit your EPEC module workbooks.**

\*Verify you're using  
Adobe Reader BEFORE  
starting your workbook.

Click here for a  
free download!

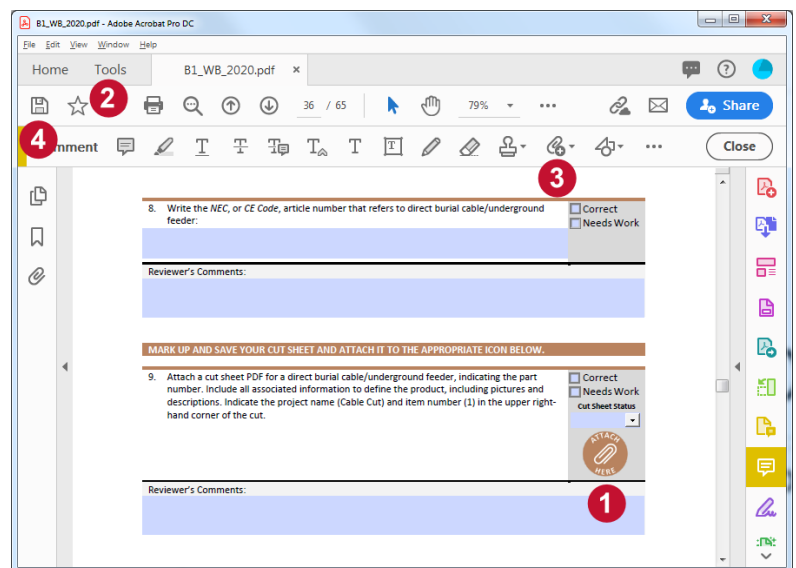


1. Download and install the free *Adobe Acrobat Reader* application on your computer.
2. Download the EPEC workbook from the online module's Assignments tab as shown on the previous page.
3. Open your workbook PDF in *Adobe Acrobat Reader*. *NOTE: Make sure you are in Adobe Reader before filling out. Do not complete the workbook online--it will not save your responses.*
4. For each question, select the appropriate answer(s) or type your response in the blue space provided below the question. *NOTE: There are certain areas reserved for Reviewers that you can ignore: the Correct and Needs Work checkboxes, the Reviewer's Comments below each question, and the Reviewer Comments on page 3. These fields will be used to provide feedback to you.*
5. Answer all the questions and complete all the exercises in the workbook.

Some of the workbook questions and exercises will require you to attach drawings, catalog cut sheets, and a bill of materials. Each of these documents will need to be scanned and saved as files on your computer with an appropriate file name based on the products or exercises they are referencing. When a question or exercise requires a cut sheet or drawing, you will see an *Attach Here* paperclip icon (#1).

Follow these steps to attach a file to the workbook:

1. With the workbook open, click the **Tools** tab (#2). Then click the **Comment** tool from the list. The Comment toolbar will appear (as shown here).
2. Click the **Add a New Attachment** icon (#3) and select the **Attach File** option. The cursor will change to a pushpin icon.
3. Click the pushpin cursor on the *Attach Here* paperclip icon (#1). A pop-up window will appear so you can find and select the file you want to attach.
4. Select the appropriate file and click **Open** and then **OK**. Your file is now attached to the workbook.
5. When you have attached all your files, click **Save** (#4).



When you are ready to submit your completed workbook for review, go to the second-to-last page and click the **Workbook Submittal** button and your browser will open the NAED Dropbox site.

1. Click **Choose files** and a pop-up window will appear.
2. Find and select your module workbook PDF and click **Open**.
3. Type your first name, last name, and email address and click **Upload**.

Click to watch the  
Submission video.



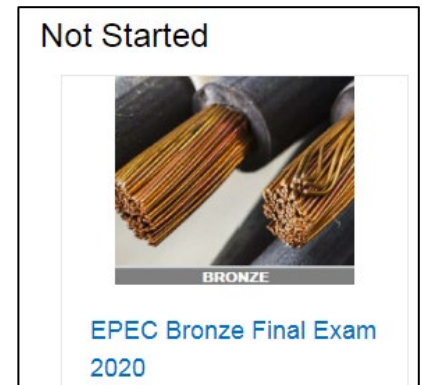
You will receive a submission verification email, and your workbook will be assigned to a Reviewer. Once evaluated, you will be contacted by NAED with your results and next steps.

# The Final Exam

*Once you have completed the EPEC Introduction module, and all your module workbooks have been evaluated as acceptable, the Final Exam will unlock for you to complete.*

## Accessing the Final Exam

1. [Login](#) to the NAED Learning Center.
2. Select **Learning Plans** on the left.
3. Click **Continue** for the *EPEC Bronze* program.
4. In the Not Started section, click the **EPEC Bronze Final Exam** link to launch the exam.



When you launch the exam, you will first see an introduction that explains that you will be presented with 100 random questions covering EPEC Bronze Modules 1 through 4. There is no time limit on the exam, but you must answer all the questions. To pass the exam, you must score 75% or higher, and your score will be posted on your transcript automatically.

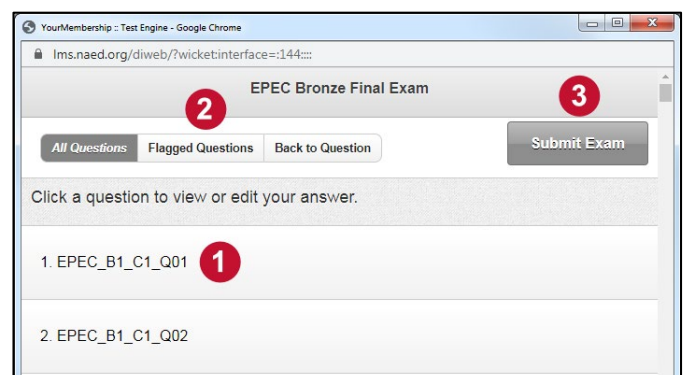
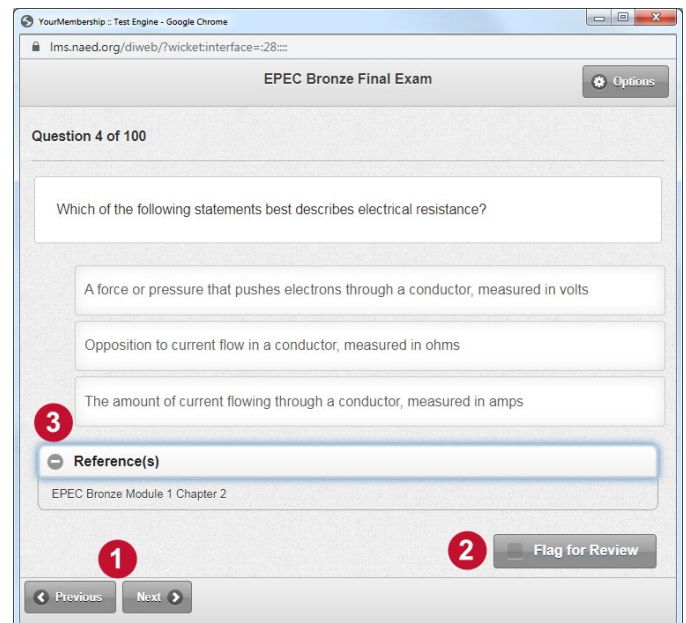
As you take the exam, you will be presented with multiple-choice, multiple-select, true-false and matching questions.

- You can freely move forward and backward in the exam using the **Previous** and **Next** buttons (#1).
- You can click the **Flag for Review** button (#2) on any question so you can return to it later before you submit for scoring.
- You can click the **Reference(s)** button (#3) to view the Module and Chapter that the question is addressing.

You can also exit the exam at any time and resume it later. When you relaunch the exam, you will be given a choice to either **Start New Session** from the beginning or to **Resume** from where you left off.

After you have answered all the questions, you will come to a review screen. From here, you can:

- Click on any question (#1) to review it and modify your answer if desired.
- Click **Flagged Questions** (#2) to view any questions you flagged. You can then modify your answers for any of these.
- When you are satisfied, you can then click **Submit Exam** (#3) to view your score and feedback.





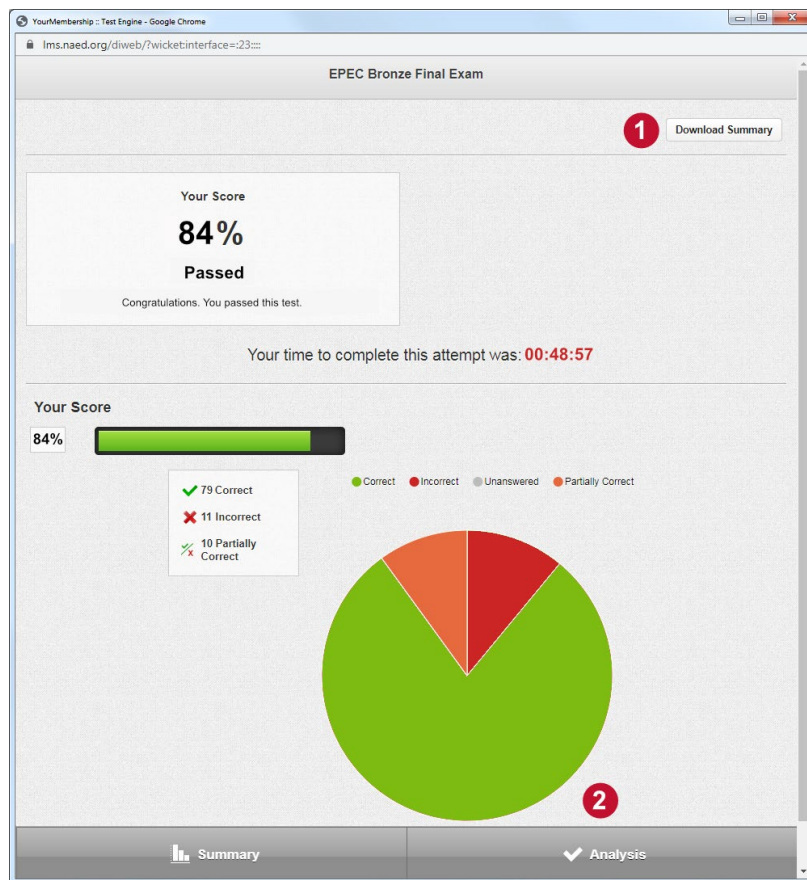
# The Final Exam

The exam results summary page displays your score and the amount of time it took you to complete the exam.

A pie chart will also visualize the percentage of questions you answered correctly, incorrectly, and partially correct.

Click the **Download Summary** button (#1) to download and save a PDF of this summary screen.

Click on the **Analysis** button (#2) for additional information about your performance on the exam.



The exam results analysis page will show you your score based on each EPEC module and chapter.

This information can help you identify where you need to focus your studies if you want to retake the exam to improve your score.

You can take the final exam as many times as you wish. Each attempt will be recorded on your transcript. You can relaunch the exam from either your EPEC learning plan page or from your transcript page.

Once you pass, the exam will be marked Completed on your transcript and your score will be posted.

You may now continue by launching the *Program Evaluation* survey.

The screenshot shows the 'EPEC Datcom & Video 2017: Final Exam ...' results analysis page. At the top right, there are two buttons: 'Download Summary' and 'Close this Window'. Below this, the section 'Pool Results' is displayed. It contains a table with two columns: 'Name' and 'Score'. The table lists scores for various EPEC D&V Module 1 chapters. At the bottom, there are two buttons: 'Summary' and 'Analysis'.

Name	Score
EPEC D&V Module 1 Chapter 1 Questions	0.0 of 5.0 (0.00%)
EPEC D&V Module 1 Chapter 2 Questions	5.0 of 5.0 (100.00%)
EPEC D&V Module 1 Chapter 3 Questions	4.0 of 4.0 (100.00%)
EPEC D&V Module 1 Chapter 4 Questions	3.0 of 3.0 (100.00%)
EPEC D&V Module 1 Chapter 5 Questions	4.0 of 4.0 (100.00%)
EPEC D&V Module 1 Chapter 6 Questions	4.0 of 4.0 (100.00%)
EPEC D&V Module 1 Chapter 7 Questions	4.0 of 4.0 (100.00%)
EPEC D&V Module 1 Chapter 8 Questions	4.0 of 4.0 (100.00%)
EPEC D&V Module 1 Chapter 9 Questions	2.0 of 2.0 (100.00%)

# The Program Evaluation Survey

*Once you have completed your Final Exam, you are ready to begin the Evaluation Survey. We truly value and consider your feedback as we continue to improve future EPEC editions.*

## Complete the EPEC Program Evaluation

1. [Login](#) to the NAED Learning Center.
2. Select **Learning Plans** on the left.
3. Click **Continue** for the *EPEC Bronze* program.
4. In the Not Started section, click the **EPEC Bronze Program Evaluation** link to launch the survey.

The evaluation will appear in a single browser window. You can respond to as many questions as you like.

Many questions include an area where you can type any additional comments you have.

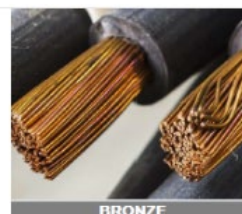
Be honest about what you liked and what you disliked. Your opinions matter and help us identify ways to improve the program for future EPEC learners.

At the end of the survey, you can select whether you would like NAED to contact you directly to discuss your feedback or not.

When you are satisfied with your responses, click the **Submit** button at the bottom of the page.

The *EPEC Program Evaluation* will be automatically updated as Completed on your transcript. You can then move on to the last section of the EPEC program, the *Capstone Project*.

### Not Started



### EPEC Bronze Program Evaluation

This EPEC program evaluation should take less than 5 minutes to complete. Your responses help shape the EPEC Program now and in the future. Thank you for your feedback.

**Question 1: Would you be willing to provide some feedback on your experience with the EPEC program?**  
(If you select No, skip the remaining questions and click Submit at the end of the evaluation.)

☐ Sure  
☐ No thanks

**Question 2: I reviewed the content of this course:**

☐ Online  
☐ Offline  
☐ Online and offline

**Question 3: Did you experience any technical issues while taking the EPEC program?**

☐ Yes (please explain in the comment field below)  
☐ No

**Additional comments:**

**Question 4: If you had any questions or problems while taking the EPEC program, were they addressed to your satisfaction?**

☐ Yes  
☐ No (please explain in the comment field below)

**Additional comments:**

**Question 5: The content in the EPEC program was relevant to my business needs.**

Strongly agree ☐ ☐ ☐ ☐ ☐ Strongly disagree

# Capstone Project and Program Completion

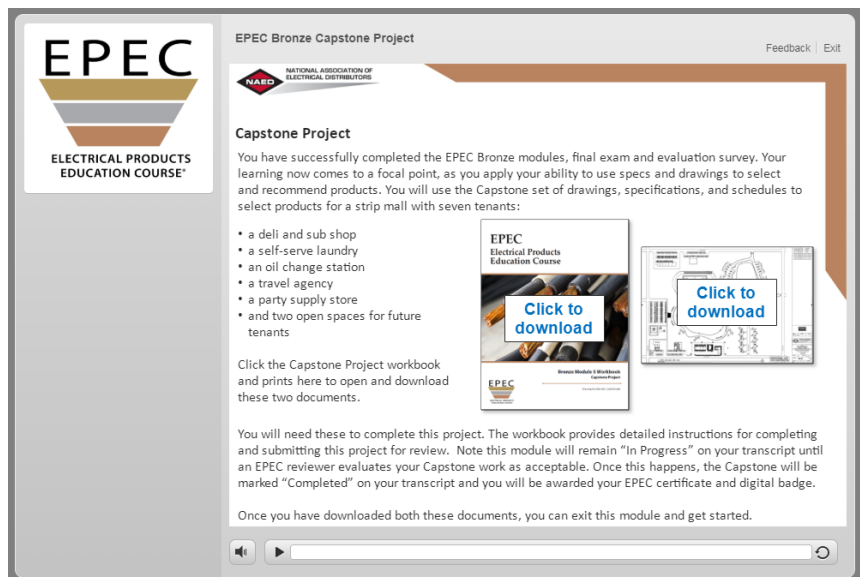
*Once you have completed the Evaluation Survey, you are ready to begin the Capstone Project. The Capstone Project is the culmination of your EPEC learning experience. You will review drawings and specifications for a typical customer job. You will then use all of your EPEC knowledge and resources to identify products that will best address the customer's needs and create a submittal package for review.*

## Complete the EPEC Capstone Project

1. [Login](#) to the NAED Learning Center.
2. Select **Learning Plans** on the left.
3. Click **Continue** for the *EPEC Bronze* program.
4. In the Not Started section, click the **EPEC Bronze Capstone Project** link to launch the module.

The brief online module will launch and explain how you can get started on the *Capstone Project*. You will follow these steps:

1. Download both the Workbook and Plans & Specs PDFs from the online module and save these files on your computer. Then exit the online module.
2. Like the other EPEC workbooks, use *Adobe Reader* to read about the project and answer the questions that are presented.
3. Review the plans and specs as instructed and then find and prepare electronic catalog cut sheets and a bill of materials to attach to the workbook.
4. Check your work for completeness and submit your workbook for review via Dropbox as you did for the other EPEC workbooks.
5. Once your Capstone Project has been reviewed and deemed acceptable, your transcript will be updated with a Completed status.



Once your *Capstone Project* has been successfully completed, you will be an EPEC Bronze graduate. You will be recognized in several ways:

- You will receive a framed Certificate of Completion in the mail.
- You will be sent a link to an EPEC Bronze digital badge which you can use on emails and social media.
- You will be recognized as an EPEC graduate in tED Magazine.



# EPEC Forum Walk-through

*NAED's EPEC Forum site is an important resource for you as you participate in the EPEC program. The Forum is a site where you can get answers to your questions from the EPEC Reviewers themselves. The Forum also offers a wide range of additional resources that can help you succeed in the EPEC program.*

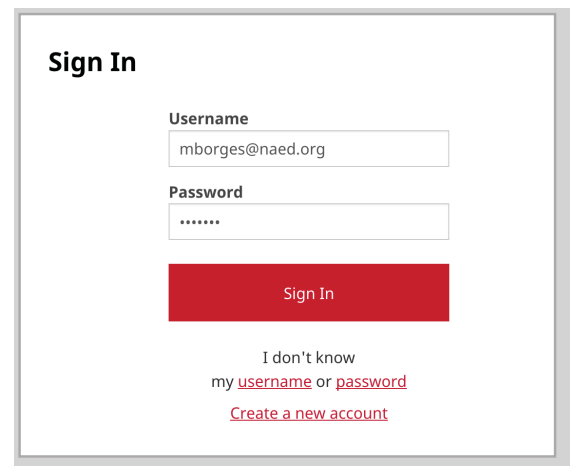
## Sign In to the EPEC Forum

Go to: <https://connect.naed.org/epec> and enter your NAED/Learning Center username and password. Click **Sign In**.

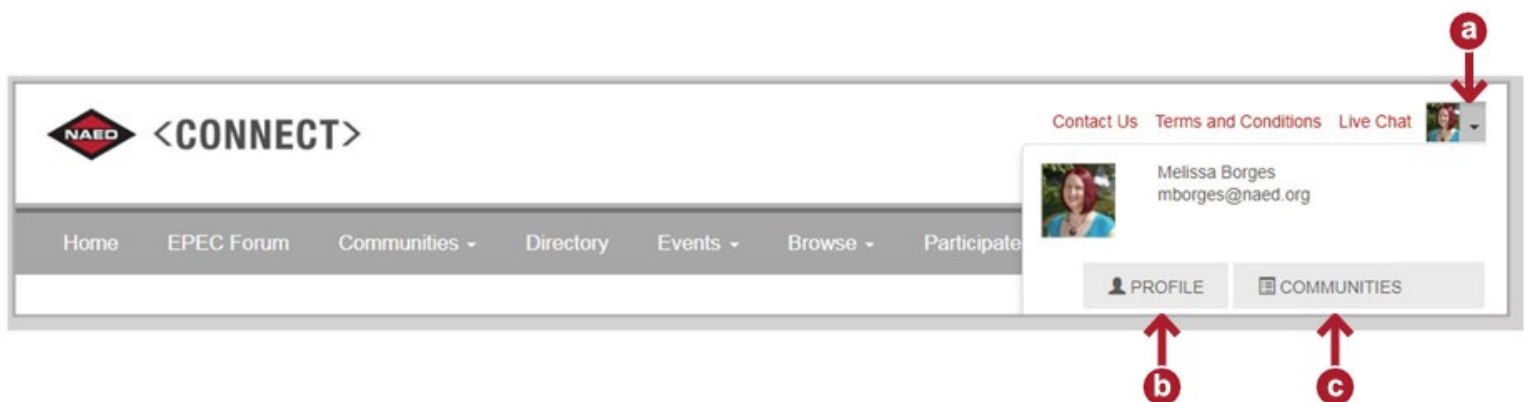
Your username is your company email address. If you don't remember your password, click the link below the Sign In button to receive an email with instructions to reset it.

When you sign in, you will be presented with the EPEC Forum home page. In the upper-right, you will see your profile menu **(a)**.

- To update your profile, click the triangle button on the right and select the **Profile (b)** option from the drop-down menu. On this page, you can add a photo of yourself and update your bio, education, and job history.
- To view your community subscriptions, click the **Communities (c)** option from the drop-down menu. This will list the EPEC Forum and any other NAED communities you participate in.

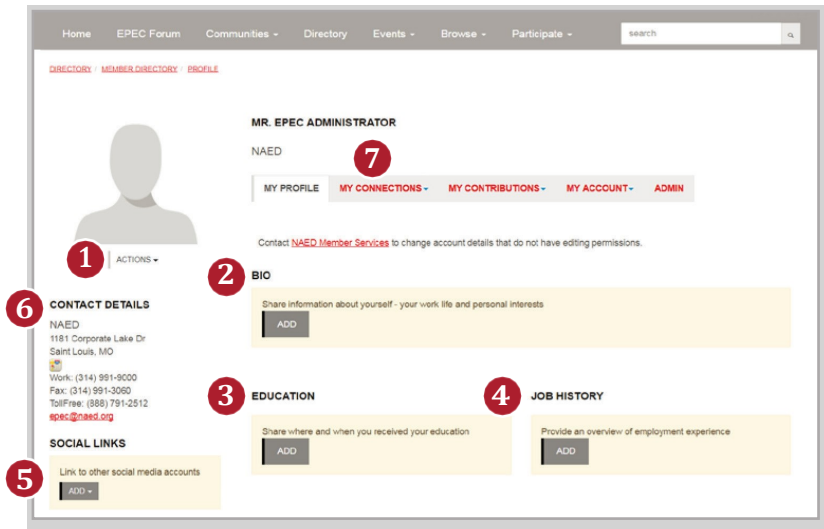


The screenshot shows the 'Sign In' page of the EPEC Forum. It features a 'Username' field with the text 'mborges@naed.org', a 'Password' field with masked characters '.....', and a red 'Sign In' button. Below the button, there is a link for users who don't know their username or password, and a link to 'Create a new account'.



# EPEC Forum Walk-through (cont.)

## Updating Your EPEC Forum Profile



You may update your profile with additional information in these sections:

- 1 **Picture** (click **ACTIONS** > **Change Picture**)
- 2 **Bio** (click **ADD**)
- 3 **Education** (click **ADD**)
- 4 **Job History** (click **ADD**)
- 5 **Social Media Links** (click **ADD**)

*NOTE: The Contact Details section (6) can only be changed or updated by an NAED staff member. If you wish to have this information changed/updated, please contact NAED Member Care at: [membercare@naed.org](mailto:membercare@naed.org) or call (888) 791-2512.*

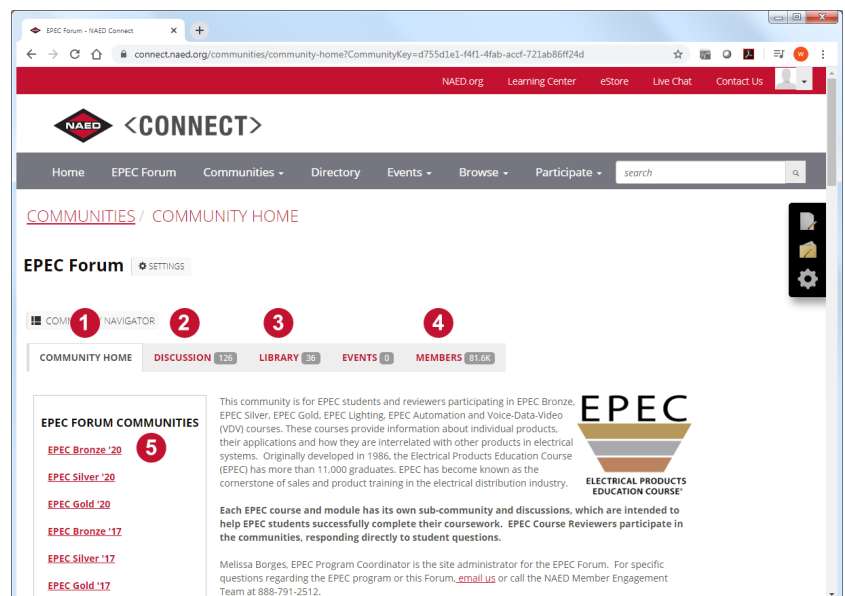
*For your privacy, your contact information is only visible to you or to those you accept as a contact. To view your contacts, go to My Connections (7).*

## Navigating the EPEC Communities

When you sign in, you will first see the main EPEC Forum community. Like all communities, this community has several tabs:

- Sub-community links (#1)
- Discussion (learner questions and answers) (#2)
- Library (helpful documents and links) (#3)
- Events (not currently used)
- Members (other EPEC participants who you have permission to contact) (#4)

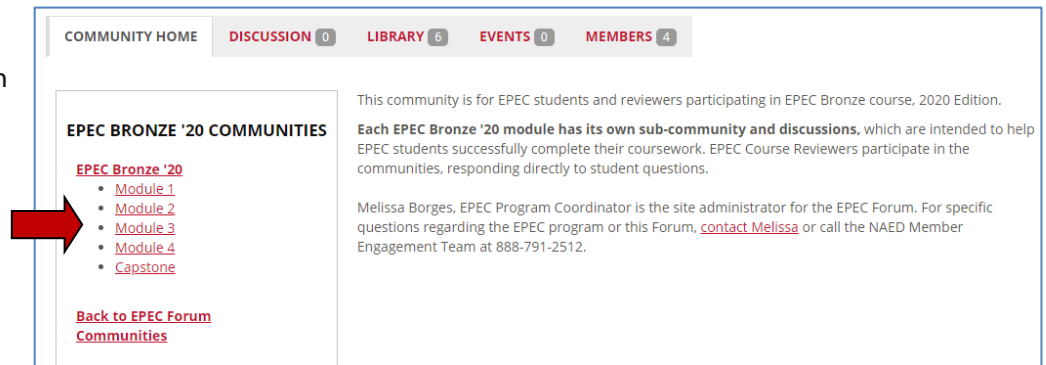
To use the EPEC Forum, you should first access the appropriate community you need. For example, if you are enrolled in *EPEC Bronze 2020*, you should click the **EPEC Bronze '20** community (#5).





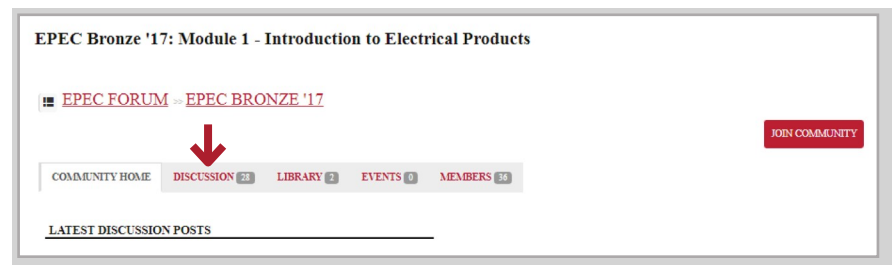
# EPEC Forum Walk-through (cont.)

Once you have selected a specific EPEC Community, you will see its own sub-communities (for each module), and the Discussion and Library tabs. You can view/subscribe to forum discussions at the Bronze program level or select a specific module community to view/subscribe to discussions about that module only.



## Viewing Forum Discussions

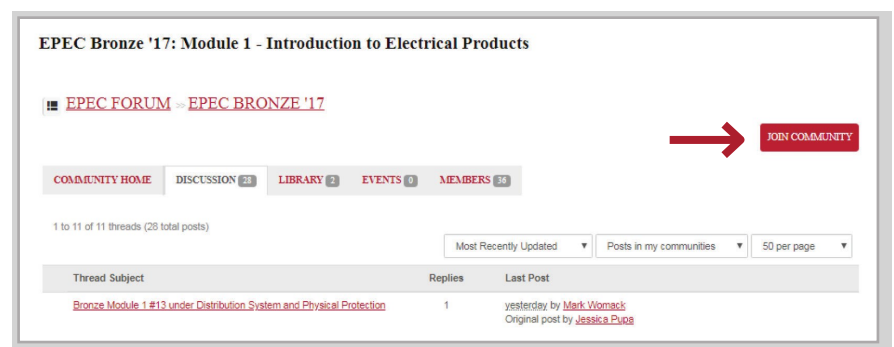
For any program or module community, click the **Discussion** tab to view the associated questions and answers that have been posted.



## Subscribing to Forum Discussions

If you'd like to post a question to a discussion forum or be notified of any questions and answers posted, you must join the community.

To do this, click the **Join Community** button on the right. You must do this for each community where you want to post and receive responses.



*NOTE: Subscribing is not necessary if you only want to view existing posts made by others. However, should you wish to be updated on new questions posted or to post a new question yourself, you will need to subscribe.*

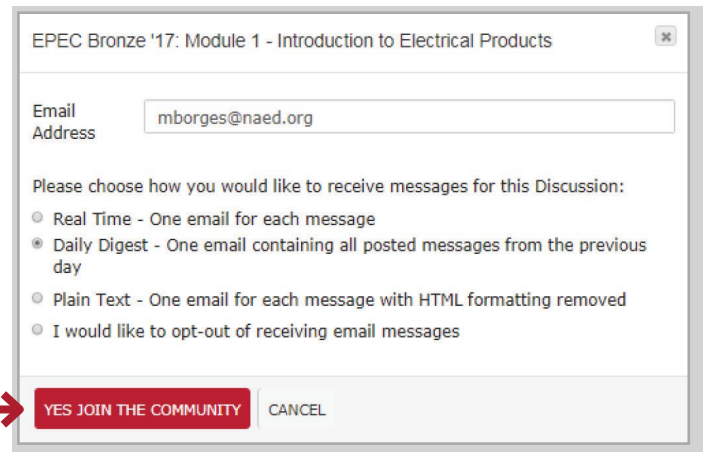
# EPEC Forum Walk-through (cont.)

When you join a community, a pop-up box will ask about your notification preferences.

1. Select how often you would like to be notified via email when activity occurs within that community.

*NOTE: We recommend choosing at least 'Daily Digest.' If you 'opt-out' of email messages, you will not be notified at all, even when your own posted questions are answered.*

2. Click the **Yes Join the Community** button to confirm.



EPEC Bronze '17: Module 1 - Introduction to Electrical Products

Email Address: mborges@naed.org

Please choose how you would like to receive messages for this Discussion:

- ☐ Real Time - One email for each message
- ☒ Daily Digest - One email containing all posted messages from the previous day
- ☐ Plain Text - One email for each message with HTML formatting removed
- ☐ I would like to opt-out of receiving email messages

**YES JOIN THE COMMUNITY** CANCEL

## Posting to Forum Discussions

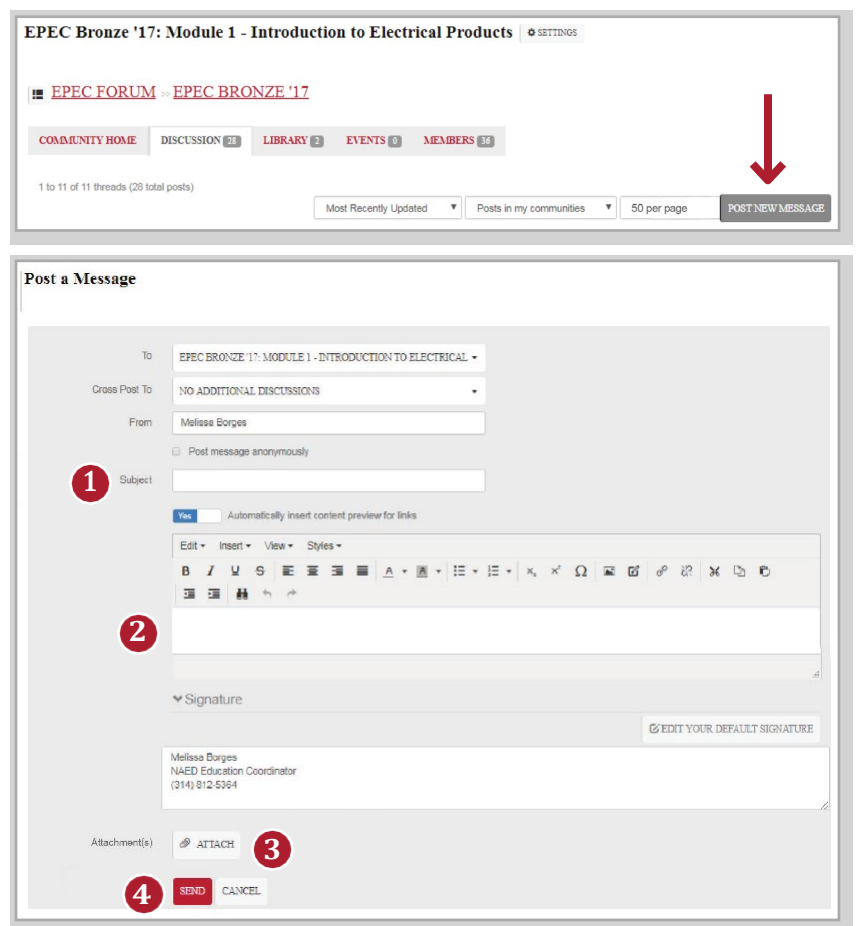
When you have a question, first search the appropriate discussion thread to see if someone has asked your question before and received an answer.

If you don't see the answer to your question, you may post a new question (if you have subscribed to the community).

To post a new question, click the **Post New Message** button to open a form that will allow you to submit your question:

- 1 Title your post in the 'Subject' line.
- 2 Type your question as clearly and specifically as you can.
- 3 Attach any documents if needed.
- 4 Click **Send** to post your question.

Your post will be answered by an EPEC Reviewer or NAED staff, and you will be notified if you have subscribed to the community.



EPEC Bronze '17: Module 1 - Introduction to Electrical Products

**POST NEW MESSAGE**

**Post a Message**

To: EPEC BRONZE '17: MODULE 1 - INTRODUCTION TO ELECTRICAL

Cross Post To: NO ADDITIONAL DISCUSSIONS

From: Melissa Borges

☐ Post message anonymously

1 Subject

2

3

4 **SEND** CANCEL

# Helpful Forum Resources

## Resources Available on the EPEC Forum

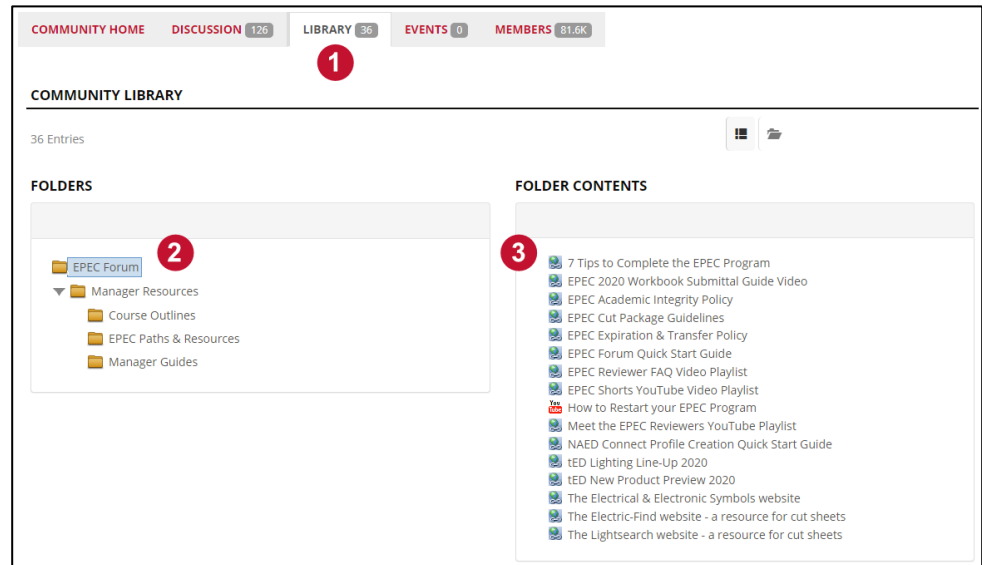
Every Forum community has its own library which contains relevant documents and web links. These resources have been collected over time and are designed to help you succeed as you work through the EPEC program.

Once you have selected a library for a community (#1), you will see its folder structure on the left (#2).

A library will have a main folder which may also contain sub-folders, as shown here.

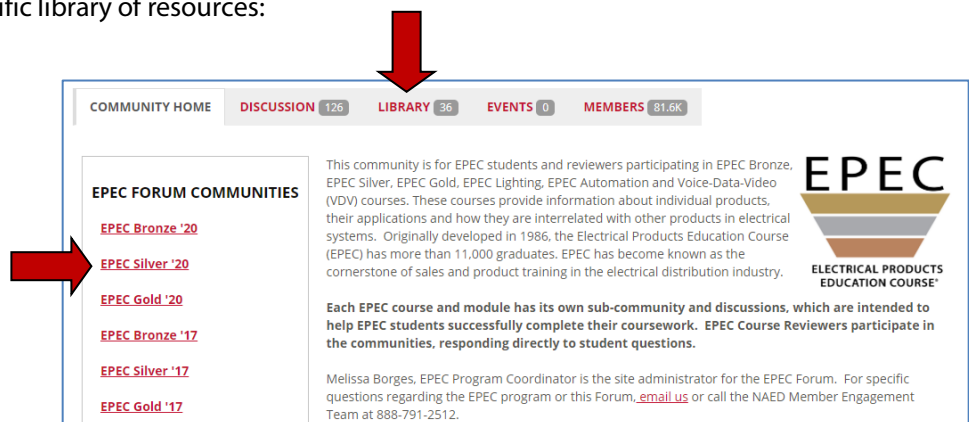
When you click on a specific folder, you will see its contents on the right (#3).

In the **Folder Contents** view, click on any title to view the resource. It may be a link to a website, a PDF document, or a video link.



Remember that each EPEC community has its own library, so navigate to the appropriate EPEC program community and/or module community first to view its specific library of resources:

1. Navigate to the desired community (EPEC Program).
2. Navigate to the desired sub-community (EPEC Module).
3. Click the Library tab to view the associated resources.



# Helpful Forum Resources (cont.)

## Resources Available on the EPEC Forum

### Locate Catalog Cut Sheets:

Having trouble locating cut sheets for the workbook assignments or *Capstone Project*? We recommend you use your company's supplier catalogs first; however, if you cannot locate appropriate products, the Forum offers links to several websites to assist. The main EPEC library offer links to the *Lightsearch* or *Electric-Find* websites.

### Understand Electrical Symbols:

Need help understanding an electrical symbol? The main EPEC library offers a link to the *Electrical Symbols & Electronic Symbols* website which can help you identify and interpret symbols on EPEC diagrams, plans and specifications.

### Complete EPEC in 6 Months:

Need help staying on track with EPEC? Read the *7 Tips for Completing the EPEC Program*, located in the main EPEC library. This guide will help you develop a plan, set deadlines, and graduate EPEC Bronze in just six months.

### Ask Questions and Get Answers:

If you find yourself stuck during your training and need some assistance with a question or exercise, every Forum community offers a discussion forum where you can search previously answered questions or ask a question of your own. EPEC Reviewers and NAED staff monitor these forums and answer your questions in a timely manner.

### Manage your Time and Resources:

These job aids, located in each EPEC program library (e.g. Bronze, Silver, Gold, Lighting), list the resources you will need to complete the questions and exercises for each chapter. So, when you plan to continue your training at home or work, you know ahead of time which resources you will need in order to complete each chapter, such as the *NEC*, *CE Code*, and supplier catalogs, etc.

### Understand Electrical Terminology:

Are you unfamiliar with a term in your module? Check out the *EPEC Glossary* for a quick definition. From any page on the EPEC Forum, click the **Browse** menu at the top and select the **Glossary** option from the drop-down list to search.

### Apply What You Have Learned:

Overwhelmed by the chapter content in the modules or looking for a way to retain your online training? Check out the EPEC job aids that can be found in each EPEC program and module library on the Forum. They are also available from the Job Aids link within each online module. These highlight important concepts and strategies presented in EPEC.

### Understand the EPEC Learning Path:

Curious about what each EPEC program has to offer? Want to prepare yourself for the lessons ahead? The main EPEC library has detailed outlines for every EPEC program. These are located in the Manager Resources > Course Outlines folder.

### Locate Module Plans and Specifications:

The plans and specifications for each module are available on the Learning Center along with the online modules, but you can also download these plans and specifications on the EPEC Forum from the appropriate module library.

### Watch EPEC Videos to Learn More:

Watch our video shorts to meet your Reviewer, get answers to frequently asked questions, or to learn more about an important topic. Links to these can be found in the main EPEC library on the Forum.

Get to Know  
Your Reviewers



Frequently Asked  
Questions



Supplementary  
EPEC Training



# The Academic Integrity Policy

## Academic Integrity Policy

At NAED we believe that honest work builds self-esteem, knowledge, and skills. Although we would like for you to collaborate with other EPEC students, we expect you to still maintain separate work, including original module work and cut packages.

EPEC is an opportunity to develop several qualities, including: learning new skills, demonstrating creativity, improving flexibility, seeking solutions, and expanding your leadership abilities. Only by pushing yourself during your training and submitting your own work do you have the opportunity to learn and develop from the critiques of our Reviewers. You will not learn anything from the Reviewers' comments if it is not your work being reviewed.

Discussing EPEC with your colleagues, suppliers, and customers is encouraged, as long as you do your own work. Any submitted written or copied work, including all submitted modules and cut sheets, that is not one's own and has in fact been copied in whole or in part from the work of another person or persons, will result in disciplinary action by NAED.

Should we detect any signs of cheating or plagiarism, we reserve the right to contact the management of the student(s) involved, request re-work and re-submittal of any modules, assignments, or final exam, and/or deny the EPEC graduation of any student found to have cheated, committed plagiarism, or to have aided another student in cheating or plagiarism.

### Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Examples of cheating include, but are not limited to the following:

- Copying answers from another's original work, including modules, either in part or in whole
- Copying another's project, including any and all cut-sheet submittals
- Discussion at any time of answers or questions on the final examination, unless such discussion is specifically authorized by NAED
- Taking or receiving copies of the final examination without the permission of NAED
- Allowing someone other than the officially enrolled student to represent the student either in work submissions, including modules, or the final examination.

### Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Examples of plagiarism include, but are not limited to the following:

- The submission of a work, including modules, either in part or in whole completed by another
- Failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another
- Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof
- Close and lengthy paraphrasing of another's writing without credit or originality
- Use of another's project or part thereof without giving credit. This includes making any copies of another's cut-sheet submittal(s) and submitting them as one's own.

Such an act is not plagiarism if it is ascertained that the ideas were arrived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary.



# Password & Additional Assistance

## Forgot Your Password?

1. Go to: [www.naed.org](http://www.naed.org) and click the **Login** button in the upper right.
2. Click the 'Forgot your password?' link, and you will be prompted to enter your login email address.  
*(Remember this should be your company email address.)*
3. Click the **Reset Your Password** button. You will receive an email with a link that allows you to create a new password.
4. Click the link in the email to view a page that prompts you to enter a new password. Retype your new password and click **Submit**.
5. You will see your member profile page. From here you can access any of the NAED member resources, such as the Learning Center, by clicking any of the links or menus at the top of the page.

## How To Change Your Password

1. Go to: [www.naed.org](http://www.naed.org) and click the **Login** button in the upper right.
2. Login with your current email and password.
3. On your **Member Profile** page, click the 'Security & Login' link on the left.
4. Enter your current password, a new password, and then confirm your new password.  
*(Your new password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.)*
5. Click the **Submit** button to save your new password.

## Need Additional Assistance?

Live Chat



Email



(888) 791-2512

You can also log into the Learning Center and click the **Job Aids & Tutorials** link in the top right for additional Learning Center assistance.

# Your Member Profile

Here is an overview of the Member Profile page with an explanation of its important areas.

Member Profile

View your latest notifications and snapshots of your profile.

Personal Snapshot

Edit My Profile

My Affiliations

My Programs

Add External Learning

My Registrations

My Research Downloads

My Orders

My Saved Payment Methods

My Scheduled Payments

Security & Login

NAED Communication Preferences

Sam Smith

Branch Manager

Personal

Summary of your personal contact information.

Full Name

Sam Smith

Title

Branch Manager

Account Phone

(314) 812-5331

Mobile

Email

[ssmith@distributorusa.org](mailto:ssmith@distributorusa.org)

Mailing Street

Mailing City

Mailing State/Province

Mailing Zip/Postal Code

Mailing Country

Companies

Summary of your current co

Primary Affiliation

Distributor USA

(314) 991-9000

<http://www.distributorusa.org>

My Affiliations

Understanding your Member Profile

1. Edit My Profile = Make changes and enter additional information such as demographics or supervisor information.

2. My Affiliations = The company location you're affiliated with in our database. This determines your member benefits.

3. My Programs = A detailed list of your enrollments in NAED education programs.

4. Add External Learning = A place for you to enter information on any training that was taken outside of the NAED Learning Center to be added to your NLC transcript.

5. My Registrations = Your current and past meeting registrations.

6. My Research Downloads = Includes links to any research products that have been purchased from your account.

7. My Orders = Includes open orders and historical records.

8. My Saved Payment Methods = Add a credit card or bank account on file for faster checkout when registering for events or purchasing content.

9. Security & Login = Reset your password.

10. NAED Communication Preferences = Sign up for communications relevant to you!

As you keep scrolling down the page, you'll see a summary of your membership and any NAED committees that you've been involved with over the last several years.

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