

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 1</b> Monday	<b>September 19, 2016</b>		<b>Tech Park:</b> Training Room and Fish Lab
	<i>NEFOP Program Introduction/Fish Lab 1 and 2</i>		
0730	Gear Check-In	Ben Church Charles Dunlap Jim Finnegan Steven Laforge	Drop off of gear in warehouse for gear program. Bring Updated and charged tablets for pdf uploads.
0800	Training Overview/ General Housekeeping Introductions/Training Standards	Tania Lewandowski	Introduce training program and training staff General housekeeping and emergency procedures. Program Standards. Introduction of staff/class.
0915	NEFOP Program Introduction	Amy Martins	Overview of NEFOP Program and Fisheries Sampling Branch organization. Explains the important role of observers within US fisheries. Overview of the GSA contract and goals.
1015	Regulatory Compliance Review	Sara Weeks Kristy Gustafson	Review of the NEFOP Regulatory Compliance program. Updates for compliance folders.
1130	Tablet Return	Charles Dunlap Jim Finnegan	Updated tablets with class pdfs installed are returned.
1145	Fish Quiz 1	Jack Wilson	Self assessment fish quiz 1.
1200	<b>LUNCH (Mentoring Meeting 1)</b>		
1300	<u>Fish ID Lab 1 and 2</u>	Megg Reynolds Jack Wilson Beth Wetterhahn Tania Lewandowski	Lab: Northeast fish species identification, review of previously taught fish spp and instruction on new species ID. Location: Back Parking lot fish cooler What to Bring: <ul style="list-style-type: none"> <li>• Closed toed shoes &amp; Sweatshirt/jacket</li> <li>• Pen/pencil</li> <li>• Notebook/Fish ID Worksheet/Fish ID Guides</li> </ul>
<b>HOMEWORK ASSIGNMENT:</b> <u>Training Binder:</u> Fish Disposition Code Homework, Catch Estimation Homework, Fish Lab 2 Species Assignment			
<b>Readings:</b> <u>Training Binder:</u> Regulatory Compliance Flowchart			
<u>Data Entry Manual:</u> p. 8 – 12, Appendix M, 82 – 84, 91, 205 – 206, 153 – 154, 161 – 162, 166 – 167, 171 – 172			
<u>On Deck Reference Guide:</u> p. 21 - 25			

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 2</b> Tuesday	<b>September 20, 2016</b>		
	<i>Intro. To Manuals, Log Variables, Catch Est. Intro, Geo Stat., V&amp;T, Fish Lab 2</i>		<b>Tech Park:</b> Training Room and Fish Lab
	<b>Homework Due: Fish Disposition Code Homework, Catch Estimation Homework</b>		
0800	Fish Quiz 2	Jack Wilson	Self assessment fish quiz 2.
0830	Vessel and Trip Log	Megg Reynolds	Introduction to Vessel & Trip Log protocols.
0930	Trawl Fisheries 1-Overview 2-Gear Log	Megg Reynolds	Trawl fishery data logs & specialized gear description/identification using NEFOP protocols.
1130	Fish Disposition Code Review	Beth Wetterhahn	Review on how to record kept and discarded species. Discussion on common errors made.
1200	<b>LUNCH</b>		
1300	Trawl Fisheries Cont. 3-Trawl Haul Log/Tabs 4- Twin Trawl Gear	Beth Wetterhahn Megg Reynolds	Instruction on the trawl haul log/tab. Recording twin trawl gear and haul logs.
1400	Discard Log	Megg Reynolds	How to appropriately complete the Discard log.
1430	Small Mesh Endorsement Review	Corrine Endres	Classroom presentation on small mesh fisheries (eg. butterflyfish, squid) and their unique protocols.
1445	Electronic Monitoring in Multispecies Fishery	Nicole Rossi	Observer protocols for EM study vessels.
1515	<u>Catch Estimation Review</u> Subsampling to Catch Weights <ul style="list-style-type: none"> <li>• Deckloading/Cumulative Sum Method</li> <li>• Standard Conveyor Belt Protocols</li> <li>• Estimation Methods (wt to wt, etc)</li> <li>• Catch Estimation Worksheet</li> </ul>	Beth Wetterhahn Megg Reynolds Jack Wilson Diana Cowan Support: Debi Duarte	Review on the theories that support FSB approved catch estimation protocols. Instruction on managing catch on vessels with conveyor belts; dealing with deckloading. Fishery specific scenarios how to appropriately use catch estimation methods.
<b>HOMEWORK ASSIGNMENT:</b> Trawl Scenario Homework <b>Readings:</b> <u>Data Entry Manual:</u> p. 215, 186 <u>On-Deck Reference Guide:</u> p. 9 – 10, 12, 13 – 16, 17, 29 - 32 <u>Operations Manual:</u> p. 148 - 151 <div style="text-align: center; margin-top: 5px;"><u>Editor of the Day: Brian Westell (08:30-12:00), Alex Post (13:00-14:30)</u></div>			

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 3</b>	<b>September 21, 2016</b>		
Wednesday	<i>Marel Scales, Bio. Sampling, MM, Sea Birds, SeaTurtles</i>		<b>Tech Park:</b> Training Room and Fish Lab
<b>HOMEWORK DUE: Fish Lab 2 Species Assignment</b>			
0800	Fish Quiz 3	Jack Wilson	Self assessment fish quiz 3.
0830	Marel Scales	Steve LaForge	Introduction to Marel Scales. How to properly operate, calibrate, and maintain Marel Scales.
0930	<u>Fish Biological Sampling Workshop</u> Part 1 : Biosampling (Classroom): Length Frequency Log/Tabs Length Frequency Workshop	Beth Wetterhahn Diana Cowan	Introduction to biological sampling gear (e.g. measuring board, knife safety length frequency strips, scales, On Deck Reference Guide) and how to record lengths of priority species. Workshop includes use of biological sampling gear and sampling videos.
	<u>Fish Biological Sampling Workshop</u> Part 2 : Biosampling Lab (Fish Lab): Introduction to Biosampling Age Structure Workshop	Megg Reynolds Jack Wilson	Practical instruction in the safe removal of age structure samples and how to store and ship them.
1100	Marine Mammal Identification Review	Lisa Wilt Stephanie Petrus	Review of marine mammal identification and behavioral characteristics (pinnipeds, cetaceans).
1130	Animal Condition Codes, Entanglements, Sighting Log	Lisa Wilt Stephanie Petrus	Recognizing various animal conditions and entanglement situations, and how to properly record a protected species sighting.
1200	<b>LUNCH</b>		
1300	Sea Bird Identification	Gina Shield	Classroom presentation of seabird identification with accompanying lab, with a hands-on quiz.
1415	Deep Sea Coral Review and Updates	Tania Lewandowski	Review of deep sea coral ID and sampling/reporting protocols. Update on the use of observer data.
1445	Sea Turtle Identification Review and Sampling Protocols	Lisa Wilt Stephanie Petrus	Instruction on identifying characteristics, proper tagging and biopsying techniques of sea turtles that may be encountered while observing. Classroom instruction is followed by a hands-on lab with turtle specimens
1545	Homework Reviews /Exam 1 Preparations	Megg Reynolds Beth Wetterhahn Jack Wilson Diana Cowan	
<b>HOMEWORK ASSIGNMENT: <u>Training Binder</u>: Finish Trawl Scenario Homework</b>			
<b>Readings: <u>Data Entry Manual</u>: p. 33 – 36, 43</b>			

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 4</b> Thursday	<b>September 22, 2016</b>		<b>Tech Park:</b> Training Room
	<b>Exam 1, Corals,, Gillnet Fisheries, Inc Take, Fish Review</b>		
<b>HOMEWORK DUE: Trawl Scenario Homework</b>			
<b>0800</b>	<b>EXAM 1</b>	Training Staff	A comprehensive examination, open book.
<b>1100</b>	Gillnet Fisheries 1. Overview 2. Gillnet Fishery Gear Log	Jack Wilson	Overview of the Gillnet fishery and practices in the northeast. Gillnet gear characteristics/Surface Gear/Weak Links, and associated logs explained.
<b>1200</b>	<b>LUNCH</b>		
<b>1300</b>	Gillnet Fisheries Continued 3. Gillnet Fishery Haul Log and Sampling	Jack Wilson	Instructions and activities designed to aid students in learning how to properly sample and record gillnet hauls.
<b>1400</b>	Multi-Gear Scenarios	Jack Wilson	How to manage and record multi gear scenarios.
<b>1430</b>	Incidental Take Session	Lisa Wilt Stephanie Petrus	Classroom instruction on how to properly sample and record encountered incidental takes.
<b>1630</b>	<u>Fish ID Review</u>	Megg Reynolds Jack Wilson Beth Wetterhahn	Students will review all fish species. Mock exams will be conducted. This is an open ended review session and will be available as long as needed.

**HOMEWORK ASSIGNMENT:** Incidental Take pre-homework (handed out in class), Gillnet Scenario Homework  
**Readings:** Data Entry Manual: p. 179 – 180, 211

Editor of the Day: Greg Early (11:00-12:00), Corrine Endres (13:00-14:30)

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 5</b> Friday	<b>September 23, 2016</b>		
	<i>Fish Exam, OBPRELIM, Safety, Protected Spp Workshop, IAL, Sharks</i>		<b>Tech Park:</b> Training Room and Fish Lab
<b>HOMEWORK DUE: Incidental take pre-homework</b>			
0800	Group 1: <b><u>Fish Identification Exam</u></b> • <i>Open Book Practical</i> • <i>Closed Book Practical</i> <i>BOTH exams require a minimum of 85% successfully pass NEFOP certification.</i>	Megg Reynolds Jack Wilson Beth Wetterhahn Tania Lewandowski	<b>Fish ID Exam:</b> <u>Open Book:</u> All materials issued during training may be utilized during this portion of the exam. <u>Closed Book:</u> No materials may be used for this portion of the exam.
0900	Group 2: <b><u>Fish Identification Exam</u></b> • <i>Open Book Practical</i> • <i>Closed Book Practical</i> <i>BOTH exams require a minimum of 85% successfully pass NEFOP certification.</i>	Megg Reynolds Beth Wetterhahn Jack Wilson Tania Lewandowski	<b>Fish ID Exam:</b> <u>Open Book:</u> All materials issued during training may be utilized during this portion of the exam. <u>Closed Book:</u> No materials may be used for this portion of the exam.
1000	<u>Electronic Data Collection</u> Using OBPRELIM OBPRELIM Trip and Media Upload	Erin Kupcha Jim Finnegan Charles Dunlap	Using OBPRELIM to enter data and media upload. What to bring: •Charged Android tablet and digital camera
1115	<b>LUNCH</b>		
Group 1 1215-1415 Group 2 1415-1615	<u>Session 1:</u> Protected Species Sampling Workshop	Lisa Wilt Stephanie Petrus Jack Wilson Greg Early	Hands-on incidental take sampling procedures to turtle, bird, pinniped, and cetaceans in lab setting. What to Bring: • Note taking paper & Pencil • Filled out HW assignment!!! • Closed toed shoes • Grunden Bibs
Group 2 1215-1415 Group 1 1415-1615	<u>Session 2:</u> Individual Animal Log Reporting Tagged Fish Shark ID Crustacean Log ...Fish Pots? Workshop	Joe Mello Ben Church Beth Wetterhahn Megg Reynolds	Shark ID, instruction on procedures for IAL, fish tags protocols, crustacean sampling, and a workshop on how to properly use the IAL.
1615	Incidental Take Review Session	Lisa Wilt Stephanie Petrus	Review protected species homework and review session to prepare for Incidental Take Exam.
<b>HOMEWORK ASSIGNMENT: Complete Incidental Take homework and Gillnet Scenario Homework</b>			
<b>Readings: <u>Data Entry Manual: p. 176</u> <u>On Deck Reference Guide: p. 38</u></b>			

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 6</b> Monday	<b>September 26, 2016</b>		<b>Tech Park:</b> Training Room, Fish Lab
	<i>Inc Take Exam, Corals, DQ, Mentoring</i>		
	<b>Homework Due: Gillnet Scenario</b>		
<b>0800</b>	<b>Incidental Take Exam and Practical</b>	Lisa Wilt Stephanie Petrus Greg Early	The exam is an open book exam on MM, sea bird and sea turtle identification, condition codes, sampling protocols and commenting on incidental takes. (classroom) <b>Note:</b> A minimum of 85% for the identification portion is required to pass the NEFOP Observer Certification Program Practical session focuses on species ID and sampling protocols.(hands on session)
<b>1000</b>	Sturgeon Sampling	Chad Keith Jack Wilson	Update on the sturgeon sampling initiate and how to properly sample and record sturgeon interactions.
<b>1030</b>	Pinger Tester Log	Lisa Wilt Stephanie Petrus	Certification on how to properly complete a pinger tester log.
<b>1100</b>	Safety Refresher	Mike Tork	Review of safety protocols, what to look out for.
<b>1130</b>	Exam 1 review/HW Reviews	Megg Reynolds Beth Wetterhahn Jack Wilson Diana Cowan	
<b>1200</b>	<b>LUNCH</b>		
<b>1300</b>	Data Quality and Data Evaluation	Kara Gibbons	What data quality means to the program and individual observer. Explanation of how data quality is evaluated in-house.
<b>1345</b>	Certification Trips	Kara Gibbons	Overview of certification trips and what to expect from them.
<b>1400</b>	Vessel Selection	Sara Weeks Kristy Gufstafson	Vessel selection overview. Trip solicitation and the PTNS system.
<b>1430</b>	Homework Reviews /Exam 2 Preparation	Megg Reynolds Beth Wetterhahn Jack Wilson Diana Cowan	
<b>1500</b>	Mentoring	Staff	Mentoring schedule will be made for a one-on-one program debrief for all candidates.
<b>HOMEWORK ASSIGNMENT: Study for Exam 2</b>			

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 7</b> Tuesday	<b>September 27, 2016</b>		
	<i>Exam 2, Exam Reviews, Mentoring</i>		Tech Park: Training Room
<b>HOMEWORK DUE: None</b>			
<b>0800</b>	<b>EXAM 2</b>	Training Staff	A comprehensive examination, open book. What to bring: All notes, books, manuals, charged Toughpad & digital camera.
<b>1130</b>	Feedback Forms	Tania Lewandowski	
<b>1130</b>	End User Presentation	TBD	
<b>1200</b>	<b>LUNCH</b>		
<b>1300</b>	Dispute Resolution	Kit Van Meter Sara Weeks	Techniques in dispute resolution and how they are used as an observer. Class lecture and interactive activities.
<b>1430</b>	Inc Take Exam Review, Protected Species Workshop review	Stephanie Petrus	Review of Protected species exam and workshop.
<b>1445</b>	Protected Species Sampling Gear Assignment	Stephanie Petrus	Assignment of marine mammal, sea turtle and sturgeon sampling gear.
<b>1500</b>	OBPRELIM Wrap-Up	Charles Dunlap	OBPRELIM bookmark setup.
<b>1515</b>	Exam 2 Review	Megg Reynolds Beth Wetterhahn Jack Wilson Diana Cowan	Classroom review of Exam 2, open Q&A session.
<b>1530</b>	Mentor Times Continue	Training Staff	Mentoring schedule will be made for a one-on-one program debrief for all candidates.

TIME	PRESENTATION/ACTIVITY	PRESENTER	DESCRIPTION
<b>DAY 8</b> Wednesday	<b>September 28, 2016</b>		<b>Tech Park:</b> Training Room
<b>Longline Fisheries, Obs Data, Gear, Graduation</b>			
<b>HOMEWORK DUE:</b> Self-Skills Checklist			
0800	Longline Fisheries Overview	Jack Wilson	Introduction of longline fisheries and coverage within NEFOP.
0815	Longline Fisheries Gear Log Gear Workshop Haul Log Sampling Protocols	Jack Wilson	Instruction includes correct protocols for properly sampling/observing various longline fisheries. Instruction includes a longline gear workshop.
1030	Incidental Take Overview	Stephanie Petrus	ID review of commonly encountered species and procedures on how to manage an incidental take scenario while observing in a longline fishery.
1045	Fish ID and Review	Jack Wilson Megg Reynolds	Digital ID of fish species often encountered in longline fisheries. Opportunity to review for exam.
1100	Longline Fisheries Exam	Staff	
1215	<b>LUNCH</b>		
1300	Return Feedback Forms	Tania Lewandowski	
1300	DeLorme InReach Explorer	Erin Kupcha Charles Dunlap	Issuance and instruction on the use of the DeLorme InReach Explorer unit for safety and emergency communication!
1330	How Observer Data is Used	Debi Duarte	How observer data is being used in fishery science and management.
1415	Class Photos	Staff	
1420	Log and NMFS Issued gear	Tania Lewandowski Tyler Staples	Issuance of NEFOP logs. LF Strips, age structure envelopes, Marel Scales, gear as requested, Letters of Introduction.
1430	Longline Exam Review	Jack Wilson	Exam review and Q and A session.
	Graduation		
<b><u>Editor of the Day: Randy Collins (08:00-10:30)</u></b>			