



Vertical Transportation
Management Program

**National Association of
Elevator Contractors**
July 2019

Overview

The purpose of the Vertical Transportation Management Program (VTMP) is to provide basic entry level education in general business practices and technology related to the elevator industry. The target trainees are persons new to the elevator industry, individuals who have business experience in a related field or who have completed the CET, CAT or NEIEP programs. The full program offers up to 214 hours of online education, and awards a certificate of completion. The hours of study for the full program for each student varies depending upon his/her experience and education and the range is from 124 to 224 hours. Certificates of completion for part of the VTMP, technical or business, are available.

Program description

The VTMP is comprised of four technical courses, five business courses, a comprehensive introduction to business course, and industry specific study guides with related quizzes.

Introduction to Business 100

This course is offered by Study.com for a fee of \$59 if completed in one month. Thirty-five (35) study hours are estimated for completion. Persons may exempt this course if they have previously taken equivalent college courses and provide transcript with a minimum grade of "C."

Skillsoft Business courses

The business courses include: 1) project management, 2) sales and marketing, 3) finance, 4) personnel management and ethics, and 5) business communication. The courses were developed by *Skillsoft* and require 112 study hours. The courses relate to general business practices and are not specific to the elevator industry.

Study Guides and Quizzes

Study guides specific to the elevator industry were developed by the Committee and technical experts for the five business courses. The guides provide industry specific material with examples and require the student to answer questions related to the material. The Committee worked with Challenge Training Corporation (CTC) to develop the guides and quizzes. The estimated study time equals 12 hours and all students are required to complete the study guide quizzes.

Technical Courses

The technical courses include: 1) technical basics, 2) technical tasks, 3) technical safety, and 4) codes and regulations. These courses were developed by Elevator World. Fifty-five (55) study hours are estimated for completion. Individuals with a CET/CAT, NEIEP or an international program may exempt the technical courses.

Program Management, Requirements and Fees

Management

NAEC coordinates the following: 1) application process, 2) confirming technical and previous college business courses for exemption, 3) collection of fees to NAEC 4) confirmation of completion of Business 100 course, 5) coordination of vendors (Elevator World, Skillsoft, and CTC) and compiling certificates of completion, 6) development of/coordinating instruction packet/syllabi for trainees, and 7) forwarding VTMP certificates of completion. NAEC will maintain a VTMP committee to address issues and to work with providers and experts to biannually update the program.

VTMP certificate requirements and fees

	Full VTMP	VTMP Partial Technical	VTMP Partial Business
Technical Courses (4) (NEIEP/CET Exempt)	X	X	
Business 100 Course (Exempt if previously taken)	X	Strongly recommended	X
Skillsoft Business Courses (5)	X		X
Study Guide	X	X	X
Total Hours	214	67	159
Fees – NAEC Member	\$1560	\$1260	\$1260
Non-Member	\$2060	\$1760	\$1760
Annual Renewal Fee	\$210	\$210	\$210

Program Timeframes

The table below is an overview of the various timeframes for each of the program options. In order to determine the number of hours a student needs to study per week for other finish target times, divide the total hours for the specific program he or she will be taking by the number of weeks between the start date and desired finish date.

Program types	Total hours for program	Full time (40 hrs/wk)	Half time (20 hrs/wk)	Six months (26 wks)	Nine months (39 wks)
Full	214	5.3 wks	10.5 wks	8.2 hrs/wk	5.5 hrs/wk
Full (Bus 100 exempt)	179	4.8 wks	9.6 wks	6.9 hrs/wk	4.6 hrs/wk
Partial Technical	67	1.75 wks	3.5 wks	2.6 hrs/wk	1.7 Hrs/wk
Partial Business	159	4 wks	8 wks	6.1 hrs/wk	4hrs/wk
Partial Business (Bus 100 exempt)	124	3.1 wks	6.2 wks	4.8 hrs/wk	3.2 hrs/wk

Note: This table lists the time it will take the student to complete each type program if the student studies 40 hours per week or 20 hours per week. The table also notes the time the student needs to study per week if he or she aims to complete the program in either 26 or 39 weeks.

Examples of Course Plan

The tables below show various examples for a course plan. The student can vary the sequence as their education, experience and the demands of their position require.

Plan I – Full Program

Courses	Business 100	Skillsoft	Study Guides	Technical
Total hours	35	112	12	55
Phase I	X			X
Total (45 hrs)	Complete course (35 hrs)			I Tech basics (10 hrs)
Phase II		X	X	X
Total (41-44 hrs)		Sales & Marketing (12 hrs)	Sales & Marketing	II Technical tasks (12-15 hrs)
		Finance (12 hrs)	Finance	
		(24 hrs)	(5 hrs)	
Phase III		X	X	X
Total (61.5 hrs-67.5)		Communication (16.5 hrs)	Communication	III Technical Safety
		Personnel & Ethics (16 hrs)	Personnel & ethics	IV Tech codes & Regulations
		(32.5 hrs)	(5 hrs)	(24-30 hrs)
Phase IV		X	X	
Total (58 hrs)		Project Management (56 hrs)	Project Management (2 hrs)	

Note: The VTMP Full certificate program is divided into four phases based on the complexity of the courses. This is only an example.

Plan II – Partial Technical Program

Courses	Study Guides	Technical
Total hours	12	55
Phase I	X	X
(30 hours)	Sales and Marketing	I Tech basics (10 hrs)
	Finance	
	(5 hrs)	II Technical tasks (12-15 hrs)
		(total 22-25 hrs)
Phase II	X	X
(37 hours)	Communication	III Technical Safety
	Personnel and ethics	
	Project Management	IV Tech codes and regs
	(7 hrs)	(Total 24-30 hrs)

Note: The Partial Technical certificate program is divided into two phases based on the complexity of the courses. This is only an example.

Plan III – Partial Business Program

Courses	Business 100	Skillsoft	Study Guides
Total hours	35	112	12
Phase I	X		
(35 hrs)	Complete course (35 hrs)		
Phase II		X	X
(29 hrs)		Sales & Marketing(12 hrs)	Sales & Marketing
		Finance (12 hrs)	Finance
	(24 hrs)	(5 hrs)	
Phase III		X	X
(37 hrs)		Communication (16.5 hrs)	Communication
		Personnel & Ethics (16 hrs)	Personnel & Ethics
	(32.5 hrs)	(5 hrs)	
Phase IV		X	X
(58 hrs)		Project Management	Project Management
		(56 hrs)	(2 hrs)

Note: The Partial Business program is divided into four phases based on the complexity of the courses. This is only an example.

For additional information or questions, contact Britnee Irwin (britnee@naec.org) at 800-900-6232.