VANDERWEIL

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Memorandum

| **Date**: | August 9, 2017 | **Project** #: | 0200003 |

| **To**: | Vanderweil Professional Engineers - All Offices |

| **From**: | K. Lord |

| **Re**: | Continuing Education Policy |
| **cc**: | Managing Principals, Principals, Dept. Heads, Project Managers, J. Hourihan, J. Alessandrini, K. Beresova, E. Porter |

To have better control over our continuing education costs while streamlining the enrollment process for our professional engineers, we are pleased to announce the upcoming implementation of a new corporate training platform with RedVector.

As many of you know, RedVector is the industry leader for providing a custom online university to A/E/C firms worldwide. It is a "one-stop" online resource with a course library developed specifically to handle education tied to regulatory and compliance requirements for the design and construction industry, including a variety of monthly webinars to meet live, interactive training requirements for some states. The online university will automatically generate course completion certificates and provide reporting directly to those states/boards that require it.

A nice feature of this platform is their auto-generated email reminders sent to individual users, well in advance, with renewal dates allowing enough time to complete courses and/or interactive webinars for compliance.

Additionally, any qualified credits received through outside vendor presentations or seminars can be included in your individual RedVector profile for CEU tracking and reporting.

With Vanderweil now handling payment for this Learning Management System on a corporate account, going forward it will be mandatory that all online continuing education courses be taken through RedVector. **Vanderweil will no longer reimburse costs for training taken elsewhere and paid directly by the employee.**

In the next couple of weeks once confirmation is received from RedVector that everyone's licensing information has been uploaded into the system, you will receive a "Welcome to RedVector" email with a link to get started.

RedVector will provide user navigation training with two options to accommodate everyone's availability:

- Scheduled group sessions by Webex in the offices
- Individual Webex training anywhere at any time (at home on a weekend for example)

Once training is completed, Klaudia Beresova (x279) in our Boston office will act as our RedVector System Administrator and be available to assist you and answer any questions throughout the implementation process and thereafter.

Please contact Klaudia or Ellen Porter (x434) with any questions concerning this new policy.

KL/ecp