



How to Form an ENP Study Group

1. Identify Interest and commitment level:

- a. Contact your Regional NENA ENP Representative or the NENA office and ask for a list of the ENP's in your State.
- b. Contact ENP's and determine interest in establishing a study group for the future ENP's in your State to see if there will be assistance with the study groups.
- c. There may be no interest – if that is the case, a study group can still be accomplished!
- d. Contact non-ENP's to determine interest in establishing a study group for the future ENP's in your State.

2. Planning Stage

- a. Hold an organizational meeting of interested candidates (by phone or in person)
- b. Pick a targeted exam date and schedule a series of study group meetings leading up to that date (work backward from the target date).
- c. Determine the material to be covered at each meeting
 - i. Use the Body of Knowledge and ENP study guide to pick a topic for the study group
 - ii. Determine who will bring in “experts” from the area for the chosen topic. This could be local radio, telco, PSAP Directors, HR specialists, or IT staff as an example.
 - iii. Using the tools available from NENA (Body of Knowledge, Documents, study guide, etc.), provide the expert with an overview of what is needed and the time frame
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3. The Study Groups

- a. Try to meet prior to another meeting, such as a NENA or APCO chapter meeting. If this is not an option, provide advanced notice and reminders to all NENA members. Established study groups report this is the best way to have higher attendance during the meetings.
- b. Keep the time frame to two-hours per session
- c. Consider a variety of methods for the group meetings – video conference, phone meetings, and face-to-face meetings are all viable options
- d. There are two types of Study Groups: In Person or through Conference Calls/Video Conferences

- e. Past study groups have shown that keeping the groups to thirty (30) participants helps the group stay focused and manageable. If the group exceeds thirty (30) consider a second group.
 - i. IN PERSON:
 - 1. Try to meet monthly or bi-monthly
 - 2. Pre-plan the meetings with a date and time one meeting in advance at a minimum when possible so that attendees know the topic for the next meeting
 - ii. VIDEO CONFERENCE/PHONE MEETINGS:
 - 1. Meet weekly or bi-weekly – good for shortened time goal
 - 2. Pre-plan all the meetings in advance with a date and time –have the complete schedule ready prior to first meeting (Due to fast time frames)
 - iii. COMBINATION
 - 1. Using the guidelines listed for both, merge the type of meetings with pre-planning of curriculum and schedules. Post meetings with dates and times prior to the first meeting with the curriculum to be covered.

4. Consistency

- a. Three people at a meeting is better than two, two is better than one, one is better than zero! Stay encouraged – the study groups may start out slow. Some weeks or months there may be very little participation and other meetings the room may be full.

5. Borrow from others

- a. Locate other study groups on the NENA website and contact them to borrow agendas and topics.
- b. Locate organizations that offer webinars and promote them to your interested group of ENP hopefuls.

6. Celebrate Success

- a. If you have a State study group, at your annual meetings, finds an ENP vendor(s) that would assist in sponsoring an ENP only dinner or lunch. Send out special invitations to those achieving ENP certification and recognize them each year.