

(1) Occupational Description

Vehicle Safety/Emission Inspection Mechanic

In North Carolina, a licensed North Carolina Safety and/or Emission Inspection Mechanic performs the following tasks:

- Vehicle Safety – A safety inspection of a motor vehicle consists of an inspection of specific equipment to determine if the vehicle has the equipment required by general statute and if the equipment is in a safe operating condition. *Reference: G.S. 20-183.3(a)*
- Emissions – An emissions inspection of a motor vehicle consists of a visual inspection of the vehicle's emissions control devices to determine if the devices are present, are properly connected, and are the correct type for the vehicle and an analysis of data provided by the on-board diagnostic (OBD) equipment installed by the vehicle manufacturer to identify any deterioration or malfunction in the operation of the vehicle that violates standards for the model year of the vehicle set by the Environmental Management Commission. *Reference: G.S. 20-183.3(b1)*

As of January-2007, 48 counties are designated as OBD Emissions counties. For an updated list see www.ncdot.org.

Alamance	Franklin	Onslow
Brunswick	Gaston	Orange
Buncombe	Granville	Pitt
Burke	Guilford	Randolph
Cabarrus	Harnett	Robeson
Caldwell	Haywood	Rockingham
Carteret	Henderson	Rowan
Catawba	Iredell	Rutherford
Chatham	Johnston	Stanly
Cleveland	Lee	Stokes
Craven	Lenoir	Surry
Cumberland	Lincoln	Union
Davidson	Mecklenburg	Wake
Durham	Moore	Wayne
Edgecombe	Nash	Wilkes
Forsyth	New Hanover	Wilson

Continuing Education Master Course List
Course Information Worksheet

(2) Credential Awarded

Governing Authority

Below is the name and address of the state agency that administers the Safety and Emissions Inspection Program. See page 6 for list of Regional District Offices.

Division of Motor Vehicles (DMV)
 License and Theft Bureau
 1100 New Bern Avenue
 Raleigh, North Carolina, 27697
 919-715-7000
http://www.ncdot.org/dmv/vehicle_services/

License Requirements

Below are laws governing the licensing of mechanics/technicians that perform vehicle safety and emission inspections:

General Statute

- Chapter 20, Article 3A – Safety and Emissions Inspection Program
 - G.S. 20-183.1 through G.S. 20-183.8G
- <http://www.ncga.state.nc.us/gascripts/Statutes/StatutesTOC.pl>

Administrative Code

- Title 19A – Transportation, Chapter 03 – Division of Motor Vehicles
 - 19A NCAC 03D.0517 through 19A NCAC 03D.0522
- <http://reports.oah.state.nc.us/ncac.asp>

Requirements for licensing of Mechanic/Technician as a Safety and/or OBD Inspector:

1. Safety Inspectors must attend and pass an eight (8) hour Safety Inspection course offered by a North Carolina Community College. **Renewal** is required every four years. (see page 8 for renewal requirements)
2. OBD/Emissions Inspectors must attend and pass an *additional* eight (8) hour Emission Inspection (OBD) course offered by a North Community College. **Renewal** is required every two years. (see page 8 for renewal requirements)
3. Both certifications require the passing of a written state approved examination with a score of no less than 80% correct answers.
4. Applicants must hold a valid driver's license in North Carolina.
5. The certification process requires that a person have the ability to read and write. No oral exams shall be given.
6. The mechanic's license is dictated by the station licenses. For example, if a station is licensed for Safety and OBD Emissions, the mechanic/technician must be licensed for Safety **and** OBD Emissions.
7. A mechanic will not be able to perform either type of inspection if their individual inspection license expires.

Reference: 19A NCAC 03D.0521 Licensing Requirement

Continuing Education Master Course List
Course Information Worksheet

(3) College Requirements

Program Coordinator

Each community college should appoint a representative to serve as the coordinator of this program. The duties of the coordinator include:

- a) Program/Course File: manage the Vehicle Safety/Emissions Inspection Certification Program file which includes all documentation on instructor certification, course records, security of master copies of approved tests, class rosters and student answer sheets, etc. (see details below);
- b) Correspondence: distribute North Carolina Community College System and DMV correspondences to all instructors; update contact information with Continuing Education staff at the System Office; and
- c) Instructor Certification: schedule new instructors to attend initial certification classes and schedule current instructors to attend **renewal** classes every two years. (see page 4 for instructor requirements)

Course Records Retention

The Coordinator should maintain the following documents in a **secured** filing cabinet:

- a) Instructor Information: Maintain a current list of instructors indicating the term and expiration of their certification. Includes initial DMV Certification (copy), initial DMV certification letter (copy), and renewal DMV certification letters (copies). Only a DMV-certified instructor can teach the course.
- b) Course Plan: Current lesson plans and copies of required class materials for the class.
- c) Class Information: Class size is restricted to 20 students. Class rosters with instructor's signatures, test answer sheets for each student, and copies of signed Action Form for Inspector/Mechanic Certification (Form LT-310). It is recommended that the LT-310 be produced in triplicate.
- d) Test Information: A current copy of the master tests plus the appropriate number of test booklets with unique numbers assigned for accountability purposes, a test booklet log, current copy of the answer key, blank test answer sheets, and one copy of the test from the previous year. Coordinators should keep a copy of the student's answer sheet to the test on file for one year.

Facility and Equipment Needs

- Computer/laptop and projector with PowerPoint capabilities
- Vehicle lift
- OBD Emissions Analyzer (1 per 20 students)
- The classroom environment must be at an appropriate facility conducive to instructing and learning. Class may not take place at an inspection station or business.

Continuing Education Master Course List
Course Information Worksheet

(4) Course Requirements

Instructor Qualifications

Instructors must be DMV-certified to teach AUT3129: Auto Safety and OBD Emission Control Inspection. There is an 8-hour training requirement for safety inspection as well as an 8-hour training requirement for emission inspection. Instructors can only teach the course section for which they are certified. **Instructors must be recertified every two years.** Instructors must pass an exam to receive a certificate by DMV which will be mailed by DMV to the instructor. At a minimum, instructors should have work experience in an automotive occupation. **The college coordinator is responsible to ensure instructors are duly certified.**

Training workshops for instructor certification are held throughout the year at local community colleges. For a schedule of workshops, contact Joann Ingoglia, Continuing Education Program Assistant at (919) 807-7223. To determine if an instructor is due for renewal, contact Debbie Brewer at DMV at (919) 861-3185.

Prescribed Instructional Plan/Textbooks

Below are the minimum requirements for instructional materials used for AUT3129: Auto Safety and OBD Emission Control Inspection. This applies to initial and renewal licensing courses.

- 1) Course Format
 There must be a classroom, lab, and testing component in each class. The order in which they are scheduled is a local decision; however a student must sit for the entire class.
- 2) Course Offering
 There is only one course ID for both the safety and emissions training and recertification. Colleges have the option of offering one 16-hour course that covers both requirements; or they may offer an 8-hour course covering either topic. Instruction less than 8 hours will not meet DMV requirements.
- 3) Student Materials
 DMV **requires** that **each** student have a copy of the state-approved lesson plan for OBD course. The student lesson plan must be printed in color. Students are also required to have a copy of the Regulations Manual for both OBD & Safety courses. These two documents can be downloaded on the DMV website. http://www.ncdot.org/dmv/vehicle_services/emissioninspection/regulationsmanual/
- 4) Instructor Presentation Materials
 The **OBD** Diagnostics PowerPoint presentation can also be downloaded from the DMV website http://www.ncdot.org/dmv/vehicle_services/emissioninspection/regulationsmanual/. The **Vehicle Safety** PowerPoint is provided to NCCCS by DMV. The current version is dated 2004. Please contact the System Office for a copy.
- 5) Below are Web sites that contain reference materials used in the class:
 - DMV Regulations Manual
http://www.ncdot.org/dmv/vehicle_services/emissioninspection/regulationsmanual/
 - OBD Counties – Current and Future
http://www.ncdot.org/dmv/vehicle_services/emissioninspection/affectedCounties.html
 - NC Division of Air Quality – Vendor Information
<http://daq.state.nc.us/motor/inspect/index.shtml>

Continuing Education Master Course List
Course Information Worksheet

(4) Course Requirements, cont.

Course Completion Standards

To become a North Carolina Safety and/or Emission Inspector, an individual must pass a written examination (provided by DMV) with a score of no less than 80% correct answers. Below are general testing guidelines and procedures for administrating the official DMV-approved state examination.

- 1) Items to be maintained on file by colleges:
 - current copy of the master test;
 - current copy of the answer key;
 - blank test answer sheets;
 - log of test booklets with unique numbers assigned for accountability purposes;
 - copy of the student's completed answer sheet; and
 - copy of the master test from the previous year.

- 2) General guidelines for maintenance of test materials:
 - Student answer sheets must be maintained on file for one year.
 - Tests are considered a controlled item and should be kept in a locked file or safe at all times when not in use for testing.
 - Tests and answer booklets should never be unattended, left with a student, or transported by a student to the testing facility.

- 3) General guidelines for administering the test:
 - The test should be proctored by a qualified host college employee.
 - Test booklets should be numbered and logged on a separate log sheet and checked off as received after test is taken.
 - No marks should be made on the test booklet.
 - The test should be administered as a "closed book" exam. Instructors may clarify a question, but may not provide any answers.
 - No oral tests are allowed. Instructors may not read the test to a student.
 - Students may not grade their own tests nor grade each others' tests.
 - The minimum passing grade is 80%. **If the student does not receive the minimum passing grade, he/she must repeat the course.** Students can not just retake the test.
 - The instructor administering the exam must sign all applicable DMV forms.
 - All The test booklet is to be collected before a student leaves a classroom.

- 4) Below are general guidelines for submitting test results to DMV:
 - To complete the application process for licensure, students must complete application form LT-310, Action Form for Inspector/Mechanic Certification.
 - Instructors must complete the bottom portion of the form to certify that the individual has training and testing requirements.
 - Colleges are to collect and hand deliver **or** send LT-310 Forms by US or courier mail to the college's district DMV office. DMV District Offices are listed in the following section.
 - It is suggested to record the number assigned to the test booklet on the LT-310 form.

Continuing Education Master Course List
Course Information Worksheet

DMV – District Offices and Counties Served

District 1: Greenville (252) 752-4435 2815 East Tenth St. Greenville, NC 27856	Beaufort	Currituck	Jones	Pasquotank
	Bertie	Dare	Lenoir	Perquimans
	Camden	Gates	Martin	Pitt
	Carteret	Greene	Northampton	Tyrrell
	Chowan	Hertford	Onslow	Washington
	Craven	Hyde	Pamlico	
District 2: Fayetteville (910) 486-1331 831 A Elm St. Fayetteville, NC 28303	Bladen	Cumberland	Hoke	Robeson
	Brunswick	Duplin	New Hanover	Sampson
	Columbus	Harnett	Pender	Scotland
District 3: Raleigh (919) 816-9194 3231 Avent Ferry Rd. Raleigh, NC 27627	Edgecombe	Granville	Nash	Warren
	Franklin	Halifax	Vance	Wayne
	Durham	Johnston	Wake	Wilson
District 4: Greensboro (336) 256-2024 2391 Coliseum Blvd Greensboro, NC 27403	Alamance	Guilford	Person	
	Caswell	Lee	Randolph	
	Chatham	Orange	Rockingham	
District 5: Winston-Salem (336) 761-2286 3637 Patterson Ave. Winston Salem, NC 27403	Davidson	Rowan	Yadkin	
	Davie	Stokes		
	Forsyth	Surry		
District 6: Charlotte (704) 547- 5777 8446 US 29 North Charlotte, NC 28256-0832	Anson	Montgomery	Stanly	
	Cabarrus	Moore	Union	
	Mecklenburg	Richmond		
District 7: Newton (828) 466-5511 1033 Smyre Farm Rd. Newton, NC 28658	Alexander	Burke	Cleveland	Lincoln
	Alleghany	Caldwell	Gaston	Watauga
	Ashe	Catawba	Iredell	Wilkes
District 8: Asheville (828) 251-6081 1624 Patton Ave. Asheville, NC 28806	Avery	Henderson	Polk	
	Buncombe	Jackson	Rutherford	
	Cherokee	Macon	Swain	
	Clay	Madison	Transylvania	
	Graham	McDowell	Yancey	
	Haywood	Mitchell		

Continuing Education Master Course List
Course Information Worksheet

(5) Student Requirements

Application Process for Technician

(Please note these are not all inclusive requirements. Please see regulations manual for a more detailed listing).

As stated in previous sections in this document, to make application to become a DMV-certified Safety and/or Emission Inspector, individuals must:

- attend a community college course (AUT3129 Auto Safety and OBD Emission Control Inspection)
- pass a DMV-approved exam.
- Upon satisfactory completion of these licensing requirements, individuals must complete application form LT-310 Action Form for Inspector/Mechanic Certification. These forms are signed off by the instructor and are submitted to DMV by the local college.
- DMV will then conduct a hands-on test in which the student is required to conduct an inspection of a motor vehicle.
- Upon review of the application, based on the applicant meeting the qualifications, DMV will approve or disapprove the request for licensing. If the applicant does not meet the qualifications, the Division must deny the application and notify the applicant in writing of the reason for the denial.

Below are other general guidelines followed to process the application.

- Each applicant approved for licensing is notified by mail and furnished, without charge, the appropriate inspection mechanic license.
- Each inspection station shall notify DMV of the name and inspection license number of each inspection mechanic the station employs prior to allowing the inspection mechanic to perform any inspections at that station.
- If any licensed inspection mechanic leaves the employment of a safety equipment station the inspection station shall notify the local Division inspector of that fact in writing within three days after the inspection mechanic's employment is terminated.
- An inspection mechanic license shall be valid only for the person in whose name it is issued.
- Upon request, the inspection mechanic shall present his license to any Division inspector who is conducting an audit of the mechanic or the station at which the mechanic is employed.

Reference: G.S. 20-183.4B and 19A NCAC 03D.0521(c)

Continuing Education Master Course List
Course Information Worksheet

(5) Student Requirements, cont.

Renewal Process

Below are general guidelines for the license expiration and renewal process for both safety and emissions inspectors.

Safety

- A safety inspection mechanic license **expires four years after the date it is issued.**
- To renew a safety inspection mechanic license, an applicant must have successfully completed an **eight-hour safety refresher course** approved by the Division within nine months of applying for renewal.
- Successful completion requires a passing score of a written test and on a hands-on test in which the student is required to conduct a safety inspection of a motor vehicle.
- Additionally, individuals may apply to renew their license by filing an application with the DMV on a LT-310 Action Form for Inspector/Mechanic Certification.

Emissions

- An emissions inspection mechanic license **expires two years after the date it is issued.**
- To renew an emissions inspection mechanic license, an applicant must have successfully completed a **four-hour emissions refresher course** approved by the Division within nine months of applying for renewal.
- Successful completion requires a passing score of a written test and a hands-on test in which the student is required to conduct an emissions inspection of a motor vehicle.
- Additionally, individuals may apply to renew their license by filing an application with the DMV on a LT-310 Action Form for Inspector/Mechanic Certification.

Relationship Between the DMV and the System Office

The NC Community College System, Continuing Education works in collaboration with the NC Department of Motor Vehicles to provide training and re-training of the workforce segment which inspects vehicles for Safety and Emissions.

As the licensing agency DMV is the provider of the course content, official forms, legislative updates, mechanic and instructor certification. DMV also maintains the database of licensed mechanics as well as certified instructors and issues license numbers.

NCCCS acts as the liaison between the state agency and the colleges to transmit communications and will deliver the actual course content, forms etc. to the schools for DMV. In addition, NCCCS will coordinate sites for instructor training.