

January 14, 1998

MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Eldon Meacham, Program Coordinator
Engineering and Transportation Technologies

SUBJECT: Vehicle Safety/Emissions Inspection Instructor Certification

The Division of Motor Vehicles (DMV) - Enforcement Section has replaced its computer system and is in the process of creating a new database for maintaining electronic records on safety and/or emissions inspection certification instructors. The new database will become effective on Monday, February 16, 1998. The database will contain only records of instructors that have been certified by DMV. All class rosters, certification letters, and electronic records for the past five years have been researched. DMV has provided that information to the North Carolina Community College System (NCCCS) Office which identified both certified and overdue instructors.

Please review the two enclosed instructor lists for your college.

- a. One list identifies the current DMV-certified instructors that can teach safety (and emissions if applicable). Some of the instructors on the list are currently certified to teach the safety inspection classes, but are overdue emissions recertification. These instructors cannot teach the emissions inspection classes until they attend an "initial" certification class conducted by DMV.
- b. The other list identifies instructors that are overdue safety and/or emissions recertification. Some of the instructors on the list are currently certified to teach the safety inspection classes, but are overdue emissions recertification.

If any instructor information is not correct on the two lists, please provide written documentation to verify the certification status of the instructor. If an instructor is fully certified by DMV but their name is missing from the lists, please provide the appropriate written documentation. If an instructor is overdue any type of DMV recertification, their name should not appear on the DMV Form SI-23 as explained below.

In order to recognize a college and its instructor(s) as DMV-certified in the electronic database, three forms are required to be completed. The forms are:

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a. DMV Institution Application (Form SI-23)

Make additional copies of this blank form for your files. The completion of this form is self-explanatory, but there is a revision to Item 5 (Center Facilities and Equipment). Colleges that are authorized by DMV to teach the emissions classes must certify that the college currently has a bar code scanner. Each college must have a bar code scanner by January 15, 1998 (see NCCCS memorandum dated September 8, 1997 with an enclosed DMV memorandum).

Item 6 (Instructors) should include the names of all instructors that are DMV-certified for the classes that they teach. If an instructor is DMV-certified for safety classes, but is overdue emissions certification, the instructor's name should not appear on the form and/or if an instructor is overdue safety certification, the instructor's name should not appear on the form. The college president must sign the form. The college should keep a copy of this form in the Vehicle Safety/Emissions Inspection Certification Program file. This college data will be entered into the electronic database.

b. DMV Instructor Application (Form SI24)

Make additional copies of this blank form for your files. The completion of this form is self-explanatory. Every instructor is required to have a separate Form SI-24 on file with DMV for each college where they teach. Both the instructor and senior continuing education administrator must sign the form. The college should keep a copy of the form in each instructor's folder in the Vehicle Safety/Emissions Inspection Certification Program file. This instructor data will be entered into the electronic database.

c. NCCCS Certification Form

Make additional copies of this blank form for your files. The completion of this form is self-explanatory. All instructors are responsible for attending a renewal certification class conducted by DMV every two years. DMV does not send notification letters to the instructors. The information at the bottom of the form should match the information on the certificates and certification letters that each college should have in the instructor's folder in the Vehicle Safety/Emissions Inspection Certification Program file. Both the instructor and senior continuing education administrator must sign the form. The college should keep a copy of the form in each instructor's folder. This instructor data will be entered into the electronic database.

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DMV requires that instructors attend a renewal safety and/or emissions certification class every two years, with a six-month grace period due to the limited number of classes that are conducted each year. Because many instructors are beyond the two-year and six-month period of certification, DMV has offered to conduct an "initial" safety and/or emissions certification class during February 1998. Plans for this class will be finalized after each college completes the enclosed Pre-Registration Form. Senior Continuing

Part of the Vehicle Safety/Emissions Inspection Certification Program is the appointment of a full-time college representative within the Continuing Education Department to serve as the coordinator. Automotive instructors are not recommended to serve as the coordinator. The duties of the coordinator include:

- a. management of the Vehicle Safety/Emissions Inspection Certification Program file which includes all documentation on institution and instructor certification, Safety and/or Emissions Inspection Tests, class rosters and students answer sheets, etc.;
- b. distribution of NCCCS and DMV correspondence to all instructors; and,
- c. scheduling new instructors to attend initial certification classes and schedule current instructors to attend renewal classes every two years.

Enclosed is a page which identifies the current coordinator for your college. During the last year, this college representative has been receiving all correspondence from the System Office. Please complete the Coordinator Appointment Form. In the future, both the senior continuing education administrator and the coordinator will receive correspondence.

Using the enclosed envelope, all forms should be completed and mailed back to the System Office by Friday, February 6, 1998. NO FAXES PLEASE. If you have questions, please call Eldon Meacham at (919) 733-7051, Extension 421, or Sandra Hall at (919) 733-7051, Extension 424.

CEM

Enclosures

c: Elizabeth L. Johns
Elizabeth Jones
Peggy Graham

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Paper Copy