

January 15, 1999

RESPONSE DEADLINE: FEBRUARY 5, 1999

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 during the past year. The electronic database which maintains records on DMV-certified safety and/or emissions inspection instructors has been updated. The new database became effective on Monday, January 4, 1999.

The database contains only records of instructors that have been certified by DMV. Please review the enclosed Certified Vehicle Safety/Emissions Inspection Instructor listing. The listing 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 overdue instructors cannot teach the emissions inspection classes until they attend an "initial" certification class conducted by DMV.

If any instructor information is not correct on the listing, 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.

As part of the process to certify community colleges and instructors each year, there are **three forms** that need to be completed. The completion of these forms permits the colleges to offer the Vehicle Safety/Emissions Inspection Certification classes. The three forms are:

- a. DMV Institution Application (Form SI-23)

Make additional copies of this blank form for your files. Complete the form using the enclosed directions and example. Item 6 (Instructors) should include the complete names of all instructors that are DMV-certified for the classes that they teach. **The college president must sign the form.** The vehicle safety coordinator should keep a copy of this completed form in the Vehicle Safety/Emissions Inspection Certification Program file.

b. DMV Instructor Application (Form SI-24)

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 vehicle safety coordinator should keep a copy of the completed form in each instructor's folder in the Vehicle Safety/ Emissions Inspection Certification Program file.

c. NCCCS Vehicle Safety/Emissions Inspection 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 vehicle safety coordinator should keep a copy of the form in each instructor's folder.

Note: 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.

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 enclosed Guidelines For The Vehicle Safety/Emissions Inspection Coordinators identifies the duties of the coordinator. Please review the enclosed listing of Vehicle Safety/Emissions Inspection Coordinators which identifies the current coordinator for your college. Complete the Coordinator Appointment Form with special emphasis on the e-mail address even if the listing is correct. This will insure that both the senior continuing education administrator and the coordinator receive correspondence from the System Office.

The enclosed Guidelines For The Vehicle Safety/Emissions Inspection Coordinators also includes a new section (in draft form) which describes the DMV policy on the maximum number of students allowed in a lab/shop. On July 1, 1999, the limit of 15 students will become a recommendation only. Instructors must certify the skills and competencies of each student.

Using the enclosed envelope, all forms should be completed and mailed back to the System Office by **Friday, February 5, 1999. NO FAXES PLEASE.** If you have questions, please call me at (919) 733-7051, extension 421 or send an e-mail to **eldonm@ncccs.cc.nc.us**. You may also contact Sandra Hall at (919) 733-7051, Extension 424.

CEM

Enclosures

c: Presidents

Safety/Emissions Inspection Certification Coordinators

Dr. Elizabeth L. Johns

Ms. Elizabeth Jones

CC99-014



VEHICLE SAFETY/EMISSIONS INSPECTION INSTRUCTOR CERTIFICATION FORM

Senior Continuing Education Administrator should complete this section:

Last Name First Name MI (print or type)

Signature Date

Title of Your Position (Instructional Administrator, Director/Dean of Continuing Education, Automotive Instructor, etc.)

Community College Name

Community College Address (P.O. Box, Street, etc.)

Community College Address (City State Zip Code+4)

Phone Number FAX Number

Internet E-mail Address GroupWise E-mail Address

The following instructor is certified to teach the Vehicle Safety and/or Emissions Inspection Classes for our college. The instructor will attend a DMV recertification class every two years to maintain certification.

* * * * *

Vehicle Safety/Emissions Inspection Instructor should complete this section:

Last Name First Name MI (print or type)

Signature Date

I understand the duties of the Vehicle Safety/Emissions Inspection Instructor. I will attend a DMV recertification class every two years in order to remain certified to teach the Vehicle Safety and/or Emissions Inspection Classes.

I teach the Vehicle **Safety Inspection** Classes.
Last Renewal Safety Inspection Certification Class Date (from DMV letter): _____

I teach the Vehicle **Emissions Inspection** Classes.
Last Renewal Emissions Inspection Certification Class Date (from DMV letter): _____



GUIDELINES FOR THE VEHICLE SAFETY / EMISSIONS INSPECTION COORDINATOR

January 12, 1999

RESPONSIBILITIES

Each community college designates a college representative (one who can be contacted during regular business hours) 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:

1. 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.
2. Distribution of NCCCS and DMV correspondence to all instructors.
3. Scheduling new instructors to attend initial certification classes and scheduling current instructors to attend renewal classes every two years.
4. Submission of a current lesson plan to the NCCCS System Office, the Raleigh DMV-Enforcement office, and the local DMV office. The lesson plans should be updated annually (or as changes occur).
5. Submission of all scheduled vehicle safety/emissions classes (include dates, times, and locations) to the NCCCS System Office, the Raleigh DMV-Enforcement office, and the local DMV office a list of dates, times, and locations of all scheduled classes for each year. Provide this information as far in advance of the classes, but at a minimum, each quarter. If classes are canceled during the year, then the local DMV office should be notified.
6. Preparation of the files and training facilities so that the college can be routinely audited by DMV. The attached Community College Audit Report checklist can be used in preparation for any audit.

PROGRAM FILES

The coordinator will maintain a filing cabinet that can be secured/locked. It will contain a file drawer with the following items:

1. A folder for the college with:
 - a. Institution Application (SI-23).
 - b. Current list of instructors indicating the expiration of their certification.
2. A folder for each instructor with:
 - a. Instructor Application (SI-24).
 - b. Initial DMV Certificate (copy).
 - c. Initial DMV certification letter (copy).
 - d. All renewal DMV certification letters (copies).



3. **A folder with a current lesson plan for the course and copies of all class materials that are required for the class.**
4. A folder for each class containing the following items:
 - a. A class roster with the instructor's signature and pass/fail indicated if appropriate for your college.
 - b. The student's answer sheet to the test.

 - c. Optional: Copies of all signed SI-18/SI-18R/SI-25 forms with a cover sheet indicating the date that the forms were mailed/hand carried to DMV (include the name of the local DMV contact person).
5. Folders for tests with:
 - a. A current copy of the master test plus the appropriate number of test booklets with unique numbers assigned for accountability purposes.
 - b. Current copy of the master test with answers.
 - c. Blank test answer sheets.
 - d. One copy of the previous test that was used.

CLASS PROCEDURES

Minimum Class Hours

All **initial** safety and emissions inspection certification classes will be a minimum of eight (8) hours of instruction. All classes should be based on a current lesson plan which should be updated annually (or as information changes).

All **renewal** safety inspection certification classes will be a minimum of eight (8) hours of instruction. All renewal emissions classes should be a minimum of four (4) hours of instruction. All classes should be based on a current lesson plan which should be updated annually (or as changes occur).

Delivery of Class Instruction

The minimum class instruction will consist of:

- a. **Four hours** of regulation review and proper ways to conduct an inspection,
- b. **Three hours** of hands-on training in the lab/shop where the skill and competency checklist will be completed, and
- c. **One hour** for the evaluation.

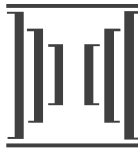
The class may be subdivided into **two** four-hour blocks. Please note that **four-hour** classes are no longer permitted by DMV except for emissions renewal.

Lecture Size

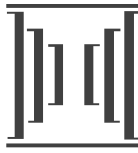
There is **no** limit to the number of students that can enroll in the class and attend the four-hour lecture portion. One instructor can conduct the regulation review and provide the testing to an unlimited number of students.

Lab/Shop Size

Currently, the maximum lab/shop size is limited to **15** students per instructor. This allows about 15-20 minutes



so that each student can perform a complete inspection. On July 1, 1999, the limit of 15 students will become a recommendation only. Instructors must certify the skills and competencies of each student after they complete an inspection. A draft of the Vehicle Safety/Emissions Inspection Skills and Competencies Certification form is attached.



TESTING INSTRUCTIONS

New versions of the Safety Inspection Certification Test will be mailed to the coordinators throughout the year. The test package will include a master copy of the new Safety/Emissions Inspection Certification Test, a master copy of the new Safety/Emissions Inspection Certification Test with answers, a master copy of an answer sheet, and test instructions. The master copy of the Safety Inspection Certification Test should be used to prepare a limited number of test booklets for your classes with each booklet given a unique number for accountability purposes. The coordinator should return the enclosed receipt each time a new test is distributed. Previous versions of the test booklets should be destroyed except for the original test and the original test with answers. This copy should be kept in the files for one year before it is destroyed.

1. The test booklets are considered a controlled item and should be kept in a locked file/safe at all times except when being used for testing.
2. No marks should be made on the test booklet.
3. The test is closed book. Instructors may clarify a question, but will not provide any answers.
4. No oral tests are allowed. Instructors will not read the test to a student.
5. All test booklets will be collected before a student leaves the classroom.
6. Coordinators will keep a copy of each student's answer sheet to the test on file for one year.
7. The minimum passing grade for the test is **80%**.
8. Students will not:
 - a. Grade their own tests / grade each others test.
 - b. Sign the instructor's signature on the SI-18, SI-18R, or SI-25 forms.
 - c. Indicate passing/failing on the SI-25 forms.
9. Instructors will indicate on the SI-25 (Student Application) the student's grade and test version. This information should be shown as indicated in bold in the following examples:

Safety Inspection Course	Pass(X)	88	Fail()	99-xx
or				
Safety Inspection Course	Pass()		Fail(X)	74 99-xx

NOTE: If a student fails the class, they must repeat the class. Students cannot retake the test only!!!