

June 28, 1999

RESPONSE DEADLINE: July 23, 1999

MEMORANDUM

TO: Safety/Emissions Inspection Certification Coordinators

FROM: Eldon Meacham, Program Coordinator
Engineering and Transportation Technologies

SUBJECT: Vehicle Safety Inspection Certification Test

Enclosed is a master copy of the Vehicle Safety Inspection Certification Test 99-02, a master copy of the Vehicle Safety Inspection Certification Test 99-02 with answers, a master copy of an answer sheet, and Test 99-xx Instructions. Beginning August 2, 1999, Test 99-02 will be given to all students that complete the Vehicle Safety Inspection Certification Class. Tests will be revised throughout the year and mailed to safety and emissions inspection certification coordinators.

Coordinators are responsible for distributing copies of the revised tests to all instructors who teach safety inspection certification classes at their college. **The tests are considered a controlled item and should be kept in a locked file/safe at all times except when being used for testing.** All tests that are given to students during a class need to be collected before a student leaves the classroom. Coordinators should keep copies of the completed answer sheets for one year after a student has taken the test.

Before August 2, 1999, destroy all copies of Vehicle Safety Inspection Certification Test 99-01 except for one copy. This copy should be kept in your files for one year before it is destroyed.

Please sign the enclosed receipt form and return it by **Friday, July 23, 1999**. If you have questions, please call me at (919) 733-7051, extension 421 or send an e-mail message to ***eldonm@ncccs.cc.nc.us***.

CEM

Enclosures

c: Presidents

Senior Continuing Education Administrators
Dr. Elizabeth L. Johns
Ms. Elizabeth Jones

S99-023
Paper Copy