



GAS Message

Subject: Change in No-Show Policy for Inspector Training

Date: May 2, 2017

Effective May 2, 2017, if a student fails to attend his or her scheduled inspector certification or recertification training class for an unexcused reason*, he or she must wait 90 days to reschedule.

Details on No-Show Policy:

- Cancellations must be emailed to industry@cleanairforce.com at least two business days in advance.
- *If a student does not show for class, a doctor's note, police report, court document, or any additional documentation as approved by GCAF, that is signed and dated, must be submitted to GCAF in order to re-register promptly.
- If the student cannot provide the documentation mentioned above, he or she must wait 90 days to email industry@cleanairforce.com to re-register.
- The inspector training no-show policy is posted online at <http://www.cleanairforce.com/stations/general-information/inspector-information-recertification/>.

Inspector Registration and Training Reminders:

- Station owners/managers are allowed to submit and to sign inspector applications.
- Station owners/managers are encouraged to remind their employees to attend training on the scheduled day and to assist the employee with gaining base knowledge of the vehicle emissions testing process.
- The inspector training manual is posted on the GCAF website for anyone who wants to prepare in advance. To view the manual, visit www.cleanairforce.com/stations and click on "Forms and Program Information."

If you have any questions, contact GCAF Station Assistance at 1.800.449.2471, option #2, via email at industry@cleanairforce.com, or via live chat, which is available at www.cleanairforce.com.

Connect with Georgia's Clean Air Force on Facebook by visiting <https://www.facebook.com/GeorgiasCleanAirForce>, follow us on Twitter at <https://twitter.com/GACleanAirForce>, or subscribe to our YouTube channel at www.cleanairforce.com/youtube.

If you would like to receive an email copy of GAS messages or to be added to our quarterly e-newsletter, *RepairWatch E-News*, please send a request to info@cleanairforce.com.

~ GCAF and EPD require that you print, read, and store all GAS messages in a binder on or near the analyzer. GCAF and EPD also recommend that you print a second copy of these messages and post them in a prominent location for your employees to read. To retrieve and print a previous GAS message, go to the GAS message retrieval function in your analyzer and select the appropriate message to print (the analyzer holds up to 500 messages). ~