

COMPLIANCE ASSURANCE ASSOCIATES, INC.

ATTENDING SMOKE SCHOOL WITH COMPLIANCE ASSURANCE ASSOCIATES, INC. (CAA)

To ensure a successful smoke school experience for every student, this document outlines student preparation and operating guidelines for its classes.

PLEASE NOTE:

- The **CAA website has the definitive information for each school**. Some smoke school formats may vary due to size and requirements.
- CAA's full Terms and Conditions can be found at <https://www.compliance-assurance.com/terms.php>

WHAT SHOULD I DO TO PREPARE FOR SMOKE SCHOOL?

- If you haven't attended a smoke school, please view CAA's certification process video (<https://www.compliance-assurance.com/certprocess.php>).
- Review the operations policies, below. CAA will stay at the smoke school up to the specified number of runs for all in attendance at the beginning of the field portion of the training.
- If you think you might need extra time to certify, you should make sure to attend the first run immediately after lecture component of the smoke school (when offered).
- What to bring, what to wear:
 - If you use prescription eyewear, it should be worn for field certification and noted on the certification test. If your prescription is for reading only, then your certification observations are made without prescription eyewear.
 - Wear comfortable clothing for the weather conditions. Be ready for outdoor conditions. Chair and umbrella for shade are highly recommended.

OPERATIONS POLICIES AND GUIDELINES

Please note the following concerning the information about smoke schools:

1. The use of the word "typically," below, is used because field start times may vary slightly in classes that have a lecture component. This may be due to additional student needs and the time required to complete testing.
2. The **CAA website page for the individual session has the definitive information for each school**. Some smoke school formats may vary due to size and requirements.

ONE-DAY SMOKE SCHOOLS POLICIES AND GUIDELINES

ONE-DAY SCHOOLS WITH LECTURE COMPONENT

Typically, lecture certification is completed by 10:00 AM.

If you are attending field portion only of smoke school, arrive by the field start time on CAA's website. *If your visible emission skills need improvement or practice, we highly recommended you arrive before the beginning of the first run.* CAA will stay for up to the specified number of runs for all in attendance at the beginning of the field portion of the training. However, if all students who began at the specified start time have not completed certification, CAA will try to complete additional runs, based on our schedule.

ONE-DAY SCHOOLS WITH FIELD CERTIFICATION ONLY

Arrive by the field start time stated on the CAA website.

CAA typically runs a total of 8 field runs per day of school. In the uncommon instances where students need extra assistance, CAA will perform additional runs at the field manager's discretion.*

Typically, if a student has attended all the runs, has not passed and wishes to attempt another, instructors will stay if their schedule allows. However, if a student arrives at 1:00 PM just after the fourth (4th) run is started, it is unlikely the field manager will make the decision to stay. If you cannot certify at the time of the school, CAA allows you to attend a smoke school in another location at no charge.

CAA has found that if a student is unable to certify within four (4) runs there are underlying problems. Problems may be frustration or a vision problem (CAA has detected eye disease in some clients before they noted any other symptoms).

If a student is part of a large class and becomes frustrated, returning the next day can often result in a quick and easy pass.

CAA attempts every reasonable accommodation for our students and expect the same from those attempting to certify.

Our programs cannot guarantee a certification, but we will work with you to help you achieve certification. If a student attempts a certification test and fails to certify, CAA cannot refund the class cost; this would imply we guarantee you will pass.

TWO-DAY SMOKE SCHOOLS POLICIES AND GUIDELINES

TYPICALLY TEXAS SCHOOLS AND LARGE AGENCY-SPONSORED PROGRAMS

MOST two-day smoke schools include a lecture component. If you are not planning on attending the lecture, verify the field start time on the CAA website.

LECTURE

Arrive on time for the lecture component. Some states will not allow issuance of a certificate of attendance unless the attendee is present at start time of the lecture. Typically lecture certification is completed by 10:00 AM, for Texas the lecture starts at 7:30 is complete at 2:00 PM. Confirm the lecture start time on the website.

FIELD DAY ONE

If your visible emission skills need improvement or practice, we highly recommended you arrive at the first field run on FIELD DAY ONE.

FIELD DAY ONE typically begins at 10:00 AM and runs to until 5:00 PM on the first day of a two-day program. For Texas smoke schools, field certification starts at 2:00 PM and runs to about 5:00 PM or 6:00 PM. CAA completes 3-4 runs on the first day in Texas. Times may vary, consult the CAA website for times.

Up to eight (8) test runs are completed in a two-day program. Attendees can expect up to four (4) opportunities to certify each day. Additional runs will be performed at the discretion of the field manager.*

FIELD DAY TWO

FIELD DAY TWO certification is for students who did not complete field certification on FIELD DAY ONE or can only attend FIELD DAY TWO. In either case, the students should be present at or prior to FIELD DAY TWO start time. Students who are running late should contact our office at 901-381-9960.

Typically, three (3) to five (5) additional runs are performed on the second day. Additional runs may be performed at a field manager's discretion.*

**Experience shows if a student does not pass within 4 runs, they are unlikely to pass on that day.*

FIELD DAY ONE students who return on the second day often pass on the first run, because of being rested and less stressed. Stress and over-thinking can cause problems for many students.

If a student does not pass certification, CAA allows attendance at other smoke school locations which are typically within a two-to-three (2-3) hour drive.