

## 2009 ANNUAL RENEWAL PRACTICAL EXAMINATION AND RENEWAL CLASS INFORMATION

After September 1<sup>st</sup> 2009 and prior to 6:00 am, September 23<sup>rd</sup> 2009 run the five (5) simulated Subjects of Lab Exam 1. Be sure to:

1. Wait 15 minutes before beginning your first test.
2. Do not eat or drink anything 15 minutes before, or during your tests.
3. Use your Operator Manual and double check abbreviations!!
4. Enter 5 for TYPE OF TEST.
5. Review your data (at least once).
6. All tests must be complete.
7. All tests must be signed.
8. All tests must have a zero alcohol concentration.
9. Place one (1) copy in TS box / file, keep the others....just in case.

You get 6 (and only 6) attempts to complete the 5 tests. If you make a data entry error on one of the tests, re-do it. That is your one freebie. If you make data entry errors on two tests, then you have failed Lab Exam 1. I will contact you and your supervisor (via email) with instructions for Lab Exam 2.

**Instrument Errors**: The following instrument errors will not count against you.....(that means you do NOT have to re-do them) as long as the data entry is correct. RFI, Ambient Fail, Reference Out of Tolerance. Errors such as invalid sample, improper sample, no 0.020 agreement, Deficient Sample, will count against you. Please be careful.

**LAB EXAM 2**. As mentioned above, Operators failing Lab Exam 1 will be given a second opportunity, as set forth in the Regulations. You and your supervisor will be contacted (via email) regarding the failure and will receive instructions for Lab Exam 2. If you fail Lab Exam 2, then you have failed Annual Renewal.

**Renewal Classes**: Will be held at the following dates and times. All classes will be held at 1350 S. Main, Room 3400. (This is the Medical Examiner Office conference room, located on the 3<sup>rd</sup> Floor).

Tuesday September 29<sup>th</sup>, 1 - 4 PM  
Wednesday October 7<sup>th</sup>, 1 - 4 PM

Thursday October 8<sup>th</sup>, 6 - 9 PM  
Monday October 12<sup>th</sup>, 6 - 9 PM  
Wednesday October 14<sup>th</sup>, 1 – 4 PM  
Thursday October 15<sup>th</sup>, 9 – Noon

This year we are offering morning, afternoon, and early evening classes. Hopefully this will fit everyone's schedule and give you a choice as to which class you can attend. You do not have to tell us which class you plan on attending. Simply show up, listen to our presentation, and pass the 50 question written exam.

QUESTIONS?? Email me, [wfondren@tarrantcounty.com](mailto:wfondren@tarrantcounty.com)

W. Mark Fondren  
D. Michelle O'Neal  
Sarah Skiles