NEW YORK STATE

SNOWMOBILE SAFETY EDUCATION

GUIDELINES & PROCEDURES

FOR

NEW YORK STATE CERTIFIED SNOWMOBILE SAFETY COURSE INSTRUCTORS

REVISED 2016

Snowmobile Unit
(518) 474-0446
snowmobile.unit@parks.ny.gov
http://nysparks.com/recreation/snowmobiles/
**General Information**

**Snowmobile Operator Requirements**
Anyone who is at least eighteen years old may operate a snowmobile in New York State without any qualification except as defined by state and local laws regulating that operation. A person ages 14 through 17 years old may operate a snowmobile without adult or other supervision if they have completed a snowmobile safety training course recognized by the State of New York and have their snowmobile safety certificate in their possession. A person ages 10 through 13 may operate a snowmobile, on lands which snowmobiling is allowed, if they have completed a snowmobile safety training course recognized by the State of New York and are accompanied by (within 500 feet of) a person who is at least 18 years of age. The law requires that a person needing a snowmobile safety certificate to operate a snowmobile have that certificate in their possession during such operation. Children under 10 years old or under age 14 without a safety certificate may operate a snowmobile only on lands owned or leased by their parent or guardian. Those ages 14 through 17 without a safety certificate must be accompanied by (within 500 feet of) a person who is at least 18 years of age. NYS Parks recommends that snowmobilers, regardless of age, who have completed a snowmobile safety course, have their certificate in their possession when operating a snowmobile.

**Course Age Requirement**
This course is offered for individuals age 10 through adult. **A student must have reached his/her tenth birthday on or before the day the course ends in order to take the course and to be eligible to receive a Snowmobile Safety Course Certificate.** A permanent certificate will not be issued to any student that is not 10 years old on the day the course ends. If an instructor issues a temporary certificate to an underage student, s/he will be responsible for notifying the student’s parent(s) to explain that the temporary certificate has been voided and no permanent certificate will be issued. If the student wishes to receive a certificate, s/he will need to complete the course when eligible. Repeated issuance of temporary certificates to underage students will be grounds for review of instructor eligibility.

**Instructor Requirements**
The New York State Office of Parks, Recreation and Historic Preservation (OPRHP) Snowmobile Unit certifies all prospective snowmobile safety course instructors. To prevent delays, it is important to follow the proper application procedures. Applicants must contact the Snowmobile Unit and complete an application before receiving credit for assisting any classes. Applicants will need to first complete a course (& receive a certificate) conducted by a New York State Snowmobile Safety Certified Instructor and then assist in two additional Snowmobile Safety Courses. See Course Attendance Sheet ADM 115 on page 7 for information on recording class assists.

If a prospective instructor has a valid teaching certificate, s/he will need to first attend a course and then assist in one additional Snowmobile Safety Course conducted by a certified instructor(s). Prospective instructors must receive prior approval from the Snowmobile Unit and have all necessary paperwork on file in the Snowmobile Unit office before assisting. Prospective instructors may not sign student record forms (temporary certificate/ADM116), schedule upcoming courses, or request classroom materials.

OPRHP sends a yearly Volunteer Service Agreement renewal to each certified snowmobile safety instructor which must be completed and returned to maintain active instructor status. It is the instructor’s responsibility update OPRHP with changes to contact information. To maintain active status, instructors must teach at least one course every two years.

If an instructor fails to return the Volunteer Service Agreement form each year or fails to teach a course within a two-year period, the Snowmobile Unit will deem the instructor inactive. To be reactivated as a certified instructor, s/he must contact the Snowmobile Unit and then assist an active certified instructor with another safety course. See Course Attendance Sheet ADM 115 on page 7 for information on recording instructor reactivation. If for any reason an instructor wishes not to be a certified Snowmobile Safety Instructor any longer, s/he must contact the Snowmobile Unit and arrange for return of instructor materials and any unused class materials.
The Snowmobile Unit reserves the right to revoke instructor certification at any time for failure to follow guidelines or other actions inconsistent with the goals of the program. In such cases, the instructor will be contacted and informed what, if any, corrective action may be taken.

**Conduct**
The certified instructor’s actions and interactions with his/her students should always reflect mature, ethical, and responsible behavior.

1. The use of alcoholic beverages and illegal drugs before or during class is totally inconsistent with the purpose of the State Snowmobiling Safety Education Program, and is strictly forbidden
2. The classroom will be smoke free
3. Profanity and other indecent language must not be used in the classroom
4. A certified instructor shall be present in the classroom whenever students, regardless of age, are present.
5. In accordance with NYS Human Rights Law, the instructor must not discriminate in his/her classes based on age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, or domestic violence victim status
6. While participating in the program, snowmobiling safety instructors will not:
   a. make a false statement or any other comment that would degrade the snowmobiling education program, other personnel, or the State of New York
   b. engage in any conduct which would discredit the snowmobiling education program, other personnel, or the New York State Office of Parks, Recreation and Historic Preservation
   c. perform any act or demonstration, or request such a demonstration, or act in any manner which would place any student(s) in an unsafe or uncomfortable situation

Students are responsible for their individual behavior. Ensure that your students understand their responsibilities and what is expected of them. Establish ground rules that maintain a safe and productive learning environment.

**Fees**
No instructor fee may be charged for anyone taking a New York State Snowmobile Safety Education course. New York State Certified Snowmobile Safety Course Instructors may not receive payment for course instruction.

If there is a charge for the use of the facility in which a course is taught, instructors may pro-rate this charge by the number of students enrolled. **Any such charge must be clearly stated as a "facility fee" when advertising/announcing the course and at the time of enrollment.** When an instructor registers a course, the Snowmobile Unit must be notified that a facility fee will be charged and must be notified of the cost to be incurred by each student as well as the total cost being paid for the use of the facility. A copy of the receipt for the paid facility fee and a note regarding the cost charged per student is to be returned to OPRHP with course records.

**Course Registration**
All courses, including those not displayed publicly on the OPRHP website, must be registered using a snowmobile safety course registration form. The registration form also serves as the material request form and is used for internal tracking, so it is important that it is correctly completed. Ensure you have the most current form, which can be found at the snowmobile instructor section of the OPRHP website. The form must be submitted to the snowmobile unit four weeks prior to the course date; material requests for courses registered less than four weeks prior may not be fulfilled.

The registration form should be completed and submitted by the lead instructor. This instructor will ultimately be responsible for the course content and overall conduct as well as the accuracy and completeness of all records, and will be the point of contact for any questions or concerns from the snowmobile unit. The lead instructor’s name, OPRHP-assigned instructor number, and daytime contact information must be included. The course date, start time, class size, location, remarks, and point of contact will be published on the OPRHP website (unless requested otherwise on the form), so make sure the information is accurate. Course location must be a physical address (i.e., findable using online mapping tools, apps, GPS units, etc.).
The completed registration form may be mailed, faxed, or emailed. The snowmobile unit will not automatically confirm receipt. Check the OPRHP website to confirm the class has been added (unless requested otherwise) and information is correct. Note that during winter months especially, there may be extended periods of time when the snowmobile unit staff is not available, and courses may not be added to the website immediately. Course listings can be found at http://nysparks.com/recreation/snowmobiles/safety-courses.aspx.

**Guest Speakers/Class Aides**

To promote a safe and productive learning environment, the classroom space and time is to be dedicated solely to the safety course. No persons other than OPRHP-certified instructors, approved prospective instructors, or students should be present. If including a guest speaker or an assistant who does not wish to become a certified instructor, a guest speaker or class aide form should be completed and returned along with the course registration form. These forms can be found at the snowmobile instructor section of the OPRHP website.

**Instructor Records**

Please notify the Snowmobile Unit regarding any changes in your address, telephone number, and other pertinent data so we may communicate with you as necessary and to ensure you retain active instructor status. In an effort to reduce waste and keep administrative costs to a minimum, the snowmobile unit uses email whenever possible as a primary contact method. Please provide your email contact information if available, notify the snowmobile unit of any changes, and ensure that mail from the parks.ny.gov domain is not blocked by your email service or delivered to your junk/spam folder.

**Course Supplies**

Materials requests should be made using the course registration form. See pages 10-12 for descriptions of available materials. All materials provided to instructors are to be used exclusively for New York State Snowmobile Safety Education Courses. Supplies are not to be shared with instructors of a separate course or with individuals who are not attending a course. Lead instructors are accountable for provided course supplies. Under no circumstances should test booklets, graded test answer sheets, or blank student record forms leave the classroom with a student. Students may keep course workbooks, but in an effort to reduce waste, instructors are encouraged to collect and re-use workbooks when possible.

Some supplemental materials, such as the Snowmobiler’s Guide and Hand Signal Stickers, are available in larger quantities on request. In an effort to reduce production costs, Safe Rider stickers are available in addition to the patches; the patches are much more expensive to stock so it is recommended to distribute stickers unless you are sure the students prefer patches. From time to time, the Snowmobile Unit may include additional materials not listed here that are deemed appropriate for the goals of the safety program for you to incorporate as you see fit.

**Student Permission Forms**

Students age 10-17 must have a permission form signed by a parent or guardian. This form is on the back of the final exam answer sheet for your convenience. This may be distributed to be completed by the parent/guardian or you may make a copy of the permission form for distribution. The permission form must be completed and collected prior to the start of the course; graded final exams are not to be distributed for any reason. A copy of the permission form is also available at the snowmobile instructor section of the OPRHP website.
**Time Line/Considerations for Planning a Course**

1. **Six weeks (or earlier) prior to course:**
   a. Determine the number of sessions and set the date(s) for classes.
   b. Find a suitable classroom location that is available on the preferred date(s) and discuss with the host site any help, if desired, they may be willing to provide as a sponsoring organization. Plan for use of audio-visual equipment. Be sure the location has adequate restroom facilities.
   c. Determine your desired class size.

2. **Four weeks (or earlier) prior to the course:**
   a. Complete a course registration form (see page 3). If a facility fee will be charged, the Snowmobile Unit must be notified when registering the course. Do not wait to order course materials. The Snowmobile Unit has limited staff and time resources during the winter season and requires sufficient lead time to fulfill all requests.
   b. Publicize the course - Be sure to include:
      i. Date(s) and times for all sessions
      ii. Location
      iii. Registration information with point of contact and phone number
      iv. Class size and composition (i.e. adults, children)
      v. Mention the sponsor, if applicable
      vi. Mention, if applicable, "brown bag" lunch, etc.
   c. If team teaching:
      i. Select team members
      ii. Ensure any prospective instructors have a completed application on file with OPRHP
      iii. Plan the course as a team
      iv. Discuss responsibilities, teaching assignments, and sequence of events

3. **One to two weeks prior to course:**
   a. Contact team members to make sure all participants are "on track"
   b. Confirm all location and audio-visual equipment details
   c. Contact sponsor, if applicable, to review details

4. **Seven business days (not including Saturday, Sunday, or holidays) prior to course - if you have not received course materials, contact the Snowmobile Unit to be sure materials have been shipped**

5. **The first day of the course:**
   a. Arrive early
   b. Ensure everything is "ready to go":
      i. Classroom
      ii. Instructors
      iii. Student materials
      iv. Audio-visual equipment
      v. Students will be able to find the classroom
Completion of the Snowmobile Safety Education Course Records

Filing the Course Paperwork
In order for your students to receive their permanent Snowmobiling Safety certificates and for instructors to get credit for teaching a course, instructors are required to complete the following procedures. Instructors are encouraged to develop their own efficient methods which they feel comfortable with, provided the completed records meet OPRHP requirements. Keep in mind that the lead instructor is ultimately responsible for course content, presentation, and record submission.

Recommended general procedure is:
1. Collect completed permission forms where necessary
2. Complete student information section of student record form (ADM 116/temporary certificate). Instructor section may be completed at this time but do not sign
3. Complete student and certified instructor information on course attendance sheet (ADM115). Complete instructor reactivation and/or prospective instructor information but do not sign
4. After course instruction is complete and test administered, collect exam booklets and collect and grade answer sheets
5. Verify accuracy of information on student record form and sign form for all students who receive a passing grade. Separate top (white) copy student record form and distribute bottom (yellow/pink) copies to students.
6. Verify accuracy of information on attendance sheet, record number of students passed, failed, and voided certificates, and sign for instructors to be reactivated/prospective instructors who satisfactorily assisted. Separate top (white) copy and retain bottom (yellow) copy for your records.
7. Return attendance sheet, student record forms, and graded exams to OPRHP in return envelope provided. Test booklets should be returned to OPRHP, retained for instructor’s records, or destroyed.

Student Record Form (ADM 116/temporary certificate)
This is a three-part form designed to streamline the paperwork completed and data to be entered for issuance of a permanent safety certificate. The form serves three purposes:
- i. a record of class attendance as well as an application for a permanent safety certificate (white top copy)
- ii. a temporary safety certificate issued to student at the completion of the course for student to carry while snowmobiling (yellow middle copy)
- iii. a temporary safety certificate issued to student at the completion of the course for student to keep in a safe place at home (pink bottom copy)

The student record form is serialized and issued to the lead instructor upon request. To maintain program integrity, OPRHP’s Snowmobile Unit tracks the forms issued to each instructor. The instructor will be responsible for each form sent to him/her until the temporary safety certificate has been issued and the Course Attendance Sheet along with Part 1 of each attendee’s Student Record Form are returned to the Snowmobile Unit. Instructors should request enough certificates to hold courses they have scheduled (with allowance for errors/voided certificates). Unused certificates may be held for future use but instructors should not request large quantities to hold as future stock.

Under no circumstance shall an instructor:
- Allow a student to take a Record Form home without completing the course
- Pass on these forms to another instructor without contacting the Snowmobile Unit for prior approval
- Submit a signed, completed form for a student who is not ten years of age at the completion of the course or who has not received a passing grade of 75% or higher on the final exam

Only certified instructors are authorized to sign student record forms. Prospective instructors, previous instructors wishing to be reactivated, class aides, or any other individual may not sign the form. Only one temporary snowmobile certificate per student may be issued. Temporary certificates are valid for 9 months from date of issuance. This should be explained to students at the time of issuance, and only the 9 month
timeframe should be used; do not create the impression that permanent certificates will be received “in a few weeks” or in “a couple of months”. If a student has not received his/her permanent certificate by the temporary certificate date of expiration, s/he may contact the Snowmobile Unit

Completion of the Student Record Form is a two-step process:

1. Prior to the beginning of the first class session, the student information at the top of the form should be completed and the form collected. Allowing youth students to complete their own information is not recommended; misspelled, incorrect, incomplete, or illegible information may result in a permanent certificate not being issued and severely slows data entry, delaying issuance of all permanent certificates. Ensure the information is complete, accurate, and legible. The student record form should never leave the classroom for any reason until the student has successfully completed the course.

2. After the exam is graded and a student has passed with a score of 75% or higher, the instructor who graded the exam fills out and signs the bottom section of the form. The top white copy is then separated and returned to OPRHP with the completed class paperwork and the middle and bottom copies issued to the student.

All information in the first four rows in the top section of the form must be completed. This is the information that will appear on the permanent certificate and will be used to mail it to the student. Street addresses are preferred over PO Boxes. Do not use abbreviations for eye color. Ensure the phone number includes the area code. Complete the fifth row for students under the age of 18 only. The “Relationship” field should be the relationship of the parent/guardian to the student e.g., mother, father.

A student record form must be voided if:
• Any part of the form is damaged such that it is unusable or information is missing
• An error is made that cannot be legibly corrected
• The student fails to attend the full course
• The student does not receive a passing grade of 75% or higher on the final exam
• A form was completed for a student who was not ten years of age at the time of class completion

Void the form by writing “VOID” with a brief description across the form and record it on the attendance sheet with “VOID” and the explanation in place of the student name. All three copies of the form must be returned with the rest of the completed class material.

The student form/ADM116 is the primary record for completion of the snowmobile safety course and issuance of a permanent certificate. Handling or submission of these forms not in accordance with these guidelines may be grounds for revocation of instructor certification.

Course Attendance Sheet (form number ADM 115)

This is a two-part form that serves as a class roster/summary record of all course instructors, students, course attendance, test scores, and the individual certificate numbers for each temporary certificate issued. A course attendance sheet (front & back) must be completed for each course that is held. If there are more than 25 students in a class, one or more additional Course Attendance Sheet(s) will need to be completed. This form is to be completed by an instructor. Do not pass it around as a sign-up sheet. Student information needs to be printed legibly and all parts of the form must be completed as applicable.

The information on the back of the form is to be completed by an instructor and, if applicable, signed by the lead instructor.
Completion of course attendance sheet:

**Front of Course Attendance Sheet:**
- **Date Course started:** first day of course
- **Date Course ended:** last day of course (same as course completion date on the bottom of the student record form)
- **Location:** specific location of the course, i.e. name of school and town, name of business or municipal office and town, street address and town, etc. (to match that on the course registration form)
- **Lead Instructor:** Name and ID# of lead instructor responsible for the course
- **Instructor (assistant, co-teacher or team teacher):** Name and ID# of OPRHP certified instructor also teaching the course; use the appropriate space provided on the back of the form if there is more than one certified instructor (see below)
- **County:** County in which the course was taught
- **Student Name:** Print the first and last name of each course attendee (any individual who has filled out a Student Record Form must be listed on the course attendance sheet)
- **Attendance:** place an x or a check mark for each class session attended; if you have fewer than 4 days of classes, use only the appropriate columns
- **Test scores:** enter test score for each person taking the test; if a student began the course, but is not in attendance at the time of the final examination, write "drop" in that student’s test score box
- **Certificate number:** enter the letter and number (i.e. C00000) found on the student record form. There must be a certificate number for each person attending the course; prospective instructors, class aides, guest speakers, etc. should not be listed. All voided and/or damaged forms from the course are also to be recorded on the attendance sheet.

**Back of Course Attendance Sheet:**
To be completed by lead instructor. Additional certified instructors not listed on the front of the sheet must be listed in the first section along with their ID#. If more space is needed for additional instructors, you may include them in a separate piece of paper attached to the attendance sheet. List any instructor who is applying for recertification (see instructor requirements on page 2) in the second section along with their former ID#. List any prospective instructors in the third section along with a contact phone number and previous course assist information, if any. Any individual participating in the course, for the purpose of becoming a certified instructor or recertified instructor must have contacted the Snowmobile Unit for prior approval before assisting with any course and must have a current application on file with the Snowmobile Unit.

The back of the attendance sheet is not carbonless copy paper; make sure the information is clearly legible on the white copy.

**Note: Class Aides, Guest Speakers**
People who are helping with the course (class aides, guest speakers), but do not wish to become an instructor or are not yet of age to be an instructor are not to be listed on the course attendance sheet(s). A class aide or guest speaker form must be completed and returned to the Snowmobile Unit (see page 4).

**Final Examination**
The final exam is to be administered and graded upon completion of all classroom instruction. In order to provide each student with a standardized examination, only the OPRHP New York State Snowmobile Safety Education Final Examination will be used in all New York State Snowmobile Safety Education courses. This is a "closed book" exam and the required minimum passing score is 75 percent. If there are students in your class who have reading comprehension difficulty or require other reasonable accommodations, an instructor or assistant may read the exam to them or otherwise meet their needs, but may not assist in answering the questions.
After grading all of the exams, the instructor should review the correct answers if time permits. Students who pass the test and have met all other course requirements are to be issued a temporary certificate in accordance with these guidelines. Students must be at least 10 years of age at the time of the exam. A student may not take the test before his/her tenth birthday and then be given a certificate on or after his/her birthday. Providing a temporary certificate to an underage student is grounds for revocation of instructor certification.

**Submitting Paperwork to the OPRHP Snowmobile Unit**

The Snowmobile Unit provides pre-paid mailers for instructors to forward all course paperwork. To ensure the completed class information reaches our office in a timely manner, do not use any other envelope. If all material does not fit in one envelope, more are available upon request. Course paperwork should be mailed within ten business days of the end of course.

The following must be included in the submission to OPRHP:
- White copy of the attendance sheet
- White copy of student record form for all passing students, alphabetized
- All copies of the student record form for any voids, including dropped or failed students
- Graded final exam for each student, alphabetized
- Permission slips, if separate from the exam
- Any unused materials the lead instructor does not wish to keep for future courses

Test booklets may be returned to OPRHP, retained for instructor records, or destroyed. Do not allow students to keep test booklets. Students may keep course workbooks, however instructors are encouraged to retain workbooks for future reuse.

The following should never leave the classroom with a student:
- Blank or voided student record forms
- Graded final exam sheets
- Final exam booklets

********** In Appreciation **********

On behalf of the Governor and the Commissioner, the Snowmobile Unit would like to extend our sincere thanks for your time and dedication to this program. Your commitment to snowmobile safety education makes a real difference and will positively impact the safety of riders for generations.

The Snowmobile Unit is here to support you in your efforts. If you have questions or concerns regarding this program, please contact us:

NYS OPRHP Snowmobile Unit
Albany, NY 12238
snowmobile.unit@parks.ny.gov
t: (518) 474-0446
f: (518) 486-7378

Christopher Fallon, Director
James MacFarland, Senior Natural Resource Planner
Bennett Campbell, Administrative Program Aide
**Snowmobile Safety Course Supplies**

- **Instructor’s Course Guide**
  (one per instructor)

- **Student Workbook**
  (one per student)

- **Snowmobiler’s Guide**

- **Instructor Patch**
  (one per instructor)

- **Safe Rider Patch/Sticker**
  (one per student)

- **Hand Signal Sticker**
Student Record Form ADM 116 (one per student)
White (top) copy: to be returned to Snowmobile Unit

Student Record Form ADM 116 (one per student)
Yellow (middle) copy: temporary certificate to be carried by student

Student Record Form ADM 116 (one per student)
Pink (bottom) copy: temporary certificate to be kept at student’s home
Course Attendance Sheet (ADM 115)
Two part form: White (top) copy to be returned to Snowmobile Unit, Yellow (bottom) copy to be retained for instructor's files

Front: class information and student roster

Back: additional instructor information

REMINDER!
The Course Attendance Forms and Snowmobiling Safety Certificate Forms are controlled documents issued to certified instructors for use in New York State Snowmobiling Courses. You will have to account for all forms issued to you. All course paperwork must be sent to this office within 5 business days. Return all completed, damaged, or voided forms with this attendance sheet.

You must send in each student's white copy of the Application for a New York State Snowmobiling Safety Certificate with the course attendance sheet. Be sure both sides of attendance sheet(s) are complete (if applicable). Verify all dates and check all information on the applications. All printing must be legible.

ADDITIONAL CERTIFIED INSTRUCTORS TEACHING THIS COURSE:
Name __________________________ ID Number __________________________
Name __________________________ ID Number __________________________

PREVIOUSLY CERTIFIED INSTRUCTORS WORKING TO REATTAIN CERTIFICATION
ASSOCIATED WITH THIS COURSE:
Individuals must have prior approval and a current application on file with the Snowmobile Unit before assisting with any NYS Snowmobile Safety Course. An instructor is re-certified only after receiving written confirmation from the Snowmobile Unit. (They may not teach without a certified instructor until this confirmation is received.)

Name __________________________ Previous ID Number __________________________
Name __________________________ Previous ID Number __________________________
Signature of current course instructor __________________________ ID Number __________________________

PROSPECTIVE INSTRUCTORS ASSISTING WITH THIS COURSE:
Individuals must have prior approval and a current application on file with the Snowmobile Unit before assisting with any NYS Snowmobile Safety Course.

Name __________________________ Telephone Number __________________________
1st course assistant instructor # __________________________ Date course ended __________________________
2nd course assistant instructor # __________________________ Date course ended __________________________
Name __________________________ Telephone Number __________________________
1st course assistant instructor # __________________________ Date course ended __________________________
2nd course assistant instructor # __________________________ Date course ended __________________________
Signature of current course instructor __________________________ ID Number __________________________

Return to:
NYS OPRHP Snowmobile Unit, Agency Building 1, ESP, Albany, NY 12238

Final Exam Answer Sheet

NYS Snowmobile Safety Education Course
Final Exam Answer Sheet
(Student must complete entire form—all information is required. Students must score a 70% or better.)

Student’s Name: __________________________ Gender: _______ Age: _______ DOB (mm/dd/yy): ________

Mailing Address: __________________________ City: ______ State: ______

Zip: ______ Phone Number: ______ Eye color: ______ Today’s Date: ______

*Students must be at least 16 years old on the day the course ends in order to be eligible to take the exam and receive a temporary certificate. Any student under age 16 on the day the course ends will not be issued a permanent certificate.

Multiple Choice Questions—Mark an X on the correct answer: Sample — 99 = b c
If you make a mistake and do not have an eraser, ask an instructor for assistance.

1 a b c 2 a b c 3 a b c 4 a b c 5 a b c
6 a b c 7 a b c 8 a b c 9 a b c 10 a b c
11 a b c 12 a b c 13 a b c 14 a b c 15 a b c
16 a b c 17 a b c 18 a b c 19 a b c 20 a b c

Matching Questions—Snowmobile Parts & Safety Features—Mark an X on the correct answer:

21 a b c d e f g h 22 a b c d e f g h 23 a b c d e f g h 24 a b c d e f g h
25 a b c d e f g h 26 a b c d e f g h 27 a b c d e f g h 28 a b c d e f g h

Matching Questions—Signals & Signals—Mark an X on the correct answer:

29 a b c d e f g h 30 a b c d e f g h 31 a b c d e f g h 32 a b c d e f g h
33 a b c d e f g h 34 a b c d e f g h 35 a b c d e f g h 36 a b c d e f g h
37 a b c d e f g h 38 a b c d e f g h 39 a b c d e f g h 40 a b c d e f g h

Fill In the Blank Questions—Write the correct answer(s):
41 __________________________ 42 __________________________ 43 __________________________ 44 __________________________ or

True or False Questions—Mark an X on the correct answer:
45 True False 46 True False 47 True False
48 True False 49 True False 50 True False

Student is to complete this section immediately after taking the exam:
1) I hereby certify that I have answered all questions without assistance from any person or in any way while completing this exam.
2) I have returned all of my exam pages to the instructor(s). (Students may not take exam pages or answer sheets home.)

Student’s signature (include first and last name): __________________________

Final Exam Grading Template

This template is official use with the New York State Snowmobile Program only.
Instructor questions should be directed to the Snowmobile Unit at 1-518-426-3933.
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NYS OPRHP Snowmobile Safety Education Program
Instructor Guidelines and Procedures