

June 1, 2000

Mr. W. Clough Toppan, PE, Director
Division of Health Engineering
10 State House Station
Augusta, ME 04333

Dear Mr. Toppan:

Enclosed is the exam for a member of your staff who attended the following course:

Inspection Procedures Course (G-108)
Chattanooga, TN - March 6-10, 2000

The course examination results indicate that the individual did not meet the minimum standard for successful completion of the course, which is a grade of 70%. The NRC policy on successful completion of NRC training for Agreement States was sent to you by letter dated November 20, 1996 (SP-96-118). For your information, NRC does not consider its staff qualified until, at a minimum, the exams for required courses are successfully completed. Non-qualified NRC staff are not permitted to conduct independent inspections and license reviews in areas where they have not successfully completed the minimum training requirements.

You should consider recommending additional study of the course material or additional training for the individual. When the individual is prepared to take a re-examination, please contact the person designated in SP-96-118. You, or another manager in your program, should oversee administration of the examination to the individual. The individual may re-take the course, if space is available. We have not notified the individual of his course results and request that you discuss the results with the individual and his options for successful completion.

If you need additional information, please contact me at 301-415-2326 or Brenda Usilton at 301-415-2348.

Sincerely,

/RA/

Frederick C. Combs, Deputy Director
Office of State and Tribal Programs

Enclosure:
Course Exam

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