



The CCB Science 2 Service Distance Learning Program[®]

Please complete all required information and fax to 203.284.9500

For questions or assistance with the program, please email Jeff at

JQuamme@ctcertboard.org

***Please follow these simple instructions when completing answer sheets for all
Science 2 Service Distance Learning Modules.***

IMPORTANT Information about completing answer sheets:

- 1) *Complete the Pre-test questions first! Do not read the learning module content before answering the pre-test items. Your will not be scored on these items and are only valid if you complete them prior to reading the learning module content.*
- 2) *Make sure you use the correct answer sheet for each module. All modules have specially designed answer sheets that correspond to each course and module.*
- 3) *Verify all information is completed on each answer sheet.*
- 4) *Keep a copy of all answer sheets for your information. If an answer sheet is not received, you may be asked to resubmit it to complete the course.*

In order to complete an answer sheet, please make sure you do all of the following:

PARTICIPANT INFORMATION/VERIFICATION

1. Please print your full name, email and employer on each module answer sheet.
2. Write the date (mm/dd/yy) you started reading the module material and the date you finished reading the material and complete the post-test.
3. Circle the amount of time it took you to complete the reading material using the answers provided.
4. Sign your name on the signature line provided. Your signature verifies that you completed the reading, and the test questions.

PRE TEST/POST TEST

1. ***Pre-tests need to be completed PRIOR to reading the learning material.*** Fill in your answer in the spaces provided with a check mark or "x". For example, if your answer is "A", please mark the box under the column marked "A" on the line with the corresponding question number. If it is a True/False item, then mark in the first column for "True" (or second column for "false") on the line with the corresponding question number.
2. AFTER completing the reading, follow the same procedure for the Post Test.
3. When you have completed BOTH the pre and post tests for a module, fax ONLY the answer sheet to Jeff Quamme at 203-284-9500. Although you can fax modules individually for correction, it is recommended that you complete all modules for each distance learning course and submit them at the same time.

Please contact Jeff Quamme via email at jquamme@ctcertboard.org with any questions.