COLLEGE OF AGRICULTURE AND APPLIED SCIENCES

SCHOOL OF APPLIED SCIENCE, TECHNOLOGY, AND EDUCATION

ASSESSMENT PLAN FOR:

AUTOMOTIVE TECHNOLOGY
USU EASTERN
PRICE, UTAH

FALL 2017
Automotive Technology Program

Assessment

PROGRAM DESCRIPTION:
The Automotive Technology curriculum follows the guidelines established by the National Automotive Technician Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). The curriculum follows the safety requirements, areas of focus, time frames and recognized task list designed by the above two agencies.

Automotive technology careers are available with many titles, but job duties typically include diagnosing and repairing the mechanical systems of automobiles, diesel trucks and other vehicles. Prospective automotive technicians might complete a certificate or degree in automotive technology from a community college or vocational school. Most employers prefer to hire automotive technicians who hold or can qualify for professional certifications.

An Associate of Applied Science Degree in Automotive Technology aims to give students the basic technical and academic knowledge and transferable skills they need to go on to employment or further study.

A Certificate of Completion (CC) in Automotive Technology affords students the opportunity to earn college credit and skills in a specialized area. Students can transfer certificate credits to the AAS degree program. A certificate can typically be completed in one year. Certificates can also be earned in conjunction with another degree (such as an associate or bachelor degree) to give the student job skills to be used while attending college.

The Automotive Technology curriculum follows the guidelines established by the National Automotive Technician Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). The curriculum follows the safety requirements, areas of focus, time frames and recognized task list designed by the above two agencies.

AUTOMOBILE TECHNICIAN TRAINING ACCREDITATION PROGRAM
The Board of Trustees of the National Automotive Technicians Education Foundation (NATEF) is responsible for accreditation of automotive (automobile, collision repair & refinish, medium/heavy truck) programs at secondary and post-secondary levels.

NATEF grants accreditation to programs that comply with the evaluation procedure, meet established standards, and adhere to the policies in this document. Program accreditation is under the direct supervision of the NATEF Board of Trustees and such personnel designated or employed by NATEF.

On January 1, 2011, NATEF assumed the role of accreditation of automotive programs as an extension of its role as the evaluation organization with the family of organizations of the National Institute for Automotive Service Excellence (ASE).

The ASE standards for automobile program certification were introduced in 1982. Standards for collision repair & refinish programs were launched in 1989 and truck standards followed in 1992. NATEF’s role in the process was to work with industry and education to update the standards on a regular basis and evaluate programs against those standards.
Everyone associated with an automotive program, whether it is automobile, collision repair &
refinish, or medium/heavy truck, should be aware that an extensive program evaluation must be
conducted by school personnel and certain criteria must be met to be approved for an on-site
team evaluation. Documentation must be available for the on-site team to verify that the
program meets all requirements for NATEF accreditation. The good news is that the on-site
team will evaluate exactly the same items the school evaluated.

Based on a positive evaluation, programs were “certified” by ASE for a period of five (5) years.
Program Evaluation

The accreditation process begins with an extensive program evaluation performed by training
program instructors, administrators, and advisory committee members. Members of this group
compare the program to national standards, and have the opportunity to make improvements
before submitting the application and a summary of the evaluation to NATEF.

INTEGRATED ACADEMIC SKILLS RECOGNITION
An automotive technician's job description consists of far more than the performance of
manipulative tasks required to service today's complex vehicles. Successful technicians must
possess an array of workplace skills and a unique blend of academic and technical skills.

To that end, the NATEF Board of Trustees has approved an updated version of integrated
academic skills in the disciplines of English, mathematics, and science for automotive
technicians. This document includes a listing of communication, math, and science skills
required of automotive technicians to effectively analyze, diagnose, service and/or repair today's
technically sophisticated automobiles.

Furthermore, the integrated academic skills have been correlated with comparable national
standards for English, mathematics, and science as published respectively by the International
Reading Association/National Council of Teachers of English, the National Council of Teachers
of Mathematics, and the National Science Teachers Association. Such correlations add
credibility to the multi-disciplinary approach to training automotive technicians. NATEF will
issue a certificate of excellence to those programs that provide documentation including, but not
limited to, student assignments or activities, classroom/lab instructional materials, student
performance records, and interviews with academic instructors.

Programs that wish to receive recognition must complete the Integrated Academic Skills
Recognition form and return it with the application for accreditation or renewal of accreditation.
Documentation on integrated academic skills activities must be available for the ETL at the time
of the on-site evaluation.

Programs may receive recognition in English, Mathematics, Science, or any combination of the
three areas.

The Integrated Academic Skills manual for automobile technicians is available on the NATEF
website at www.natef.org.
NATEF PROGRAM
ACCREDITATION STANDARDS

Automobile

Effective Date: July 1, 2013
With Workplace Employability Supplemental Task List

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National Automotive Technicians Education Foundation (NATEF)
101 Blue Seal Drive, S.E.
Suite 101
Leesburg, VA 20175
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BACKGROUND

AUTOMOBILE TECHNICIAN TRAINING ACCREDITATION PROGRAM

The Board of Trustees of the National Automotive Technicians Education Foundation (NATEF) is responsible for accreditation of automotive (automobile, collision repair & refinish, medium/heavy truck) programs at secondary and post-secondary levels. NATEF will grant accreditation to programs that comply with the evaluation procedure, meet established standards, and adhere to the policies in this document. Program accreditation is under the direct supervision of the NATEF Board of Trustees and such personnel designated or employed by NATEF.

History

On January 1, 2011, NATEF assumed the role of accreditation of automotive programs as an extension of its role as the evaluation organization with the family of organizations of the National Institute for Automotive Service Excellence (ASE). The ASE standards for automobile program certification were introduced in 1982. Standards for collision repair & refinish programs were launched in 1989 and truck standards followed in 1992. NATEF’s role in the process was to work with industry and education to update the standards on a regular basis and evaluate programs against those standards. Based on a positive evaluation, programs were “certified” by ASE for a period of five (5) years.

Effective January 1, 2011, all programs that held current ASE program certification, were grandfathered as accredited by NATEF until such time that they were due to renew their accreditation.

After a lengthy process that included discussions with industry, employers, and educators, NATEF conducted a series of workshops and webinars to review the automobile standards. In June 2012 NATEF published a new model for automobile program standards. This new model introduced standards based on three (3) levels rather than by automobile area (brakes, electrical/electronic systems, etc). The three levels are: Maintenance & Light Repair (MLR), Automobile Service Technician (AST), and Master Automobile Service Technician (MAST). Each successive level includes all the tasks of the previous level in addition to newly designated tasks. In other words, the AST task list includes all of the MLR tasks plus additional tasks. The MAST task list includes all of AST tasks plus additional tasks specifically for MAST.

The cost to each program for accreditation will be as reasonable as possible to encourage program participation. This cost will include program evaluation materials, application (processing) fee, on-site team evaluation materials, and the honorarium and expenses of the Evaluation Team Leader (ETL).
AUTOMOBILE PROGRAM STANDARDS

STANDARD 1 - PURPOSE

THE AUTOMOBILE TECHNICIAN TRAINING PROGRAM SHOULD HAVE CLEARLY STATED PROGRAM GOALS, RELATED TO THE NEEDS OF THE STUDENTS AND EMPLOYERS SERVED.

Standard 1.1 - Employment Potential
The employment potential for automobile technicians, trained to the level for the specialty or general areas outlined in the program goals, should exist in the geographic area served by the program.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
1.1 Employment Potential

A. - B. Provide a copy of the annual survey and a summary of the results.

Standard 1.2 - Program Description/Goals
The written description/goals of the program should be shared with potential students and may include admission requirements if applicable, employment potential, area(s) of specialty training offered, and the cost of all tuition and fees. Technical qualifications of the faculty and the overall goal(s) of the program should also be included.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
1.2 Program Description/Goals

A. Provide a copy of the brochure and/or catalog with appropriate pages identified (use sticky notes, highlighter, etc. to make the information easy to find).
Standard 2.4 - Written Policies
Written policies should be adopted by the administration and policy board for use in decision-making situations and to provide guidance in achieving the program goals. Policies regarding safety, liability, and lab/shop operation should be written and prominently displayed as well as provided to all students and instructors.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
2.4 Written Policies

A. - C. Provide a copy of the school policy and teacher/student handbook with pages marked with sticky note and references highlighted.

Standard 2.5 – Customer Vehicle Work
A systematic method of collecting, documenting, and disbursing customer vehicle work repair receipts should be used. Instructional staff should not be required to collect payment for customer vehicle work repairs. (This applies only to programs that accept customer vehicles for instruction.)

What’s Needed and/or acceptable documentation to support the program evaluation rating:
2.5 Customer Vehicles

A. - B. This applies only to programs that use customer vehicles. Show the policy statement on collecting, disbursing, and accounting for funds.

Standard 2.6 - Legal Requirements
The training program should meet all applicable local, state, and federal requirements.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
2.6 Legal Requirements


2.7 FIRST AID
Rate the availability of a written policy approved by the school administration on First Aid administration and procedures.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
A. Provide a copy of the written policy on First Aid.
Standard 3.4 - Student Resources
Pertinent instructional texts, resources, and e-learning materials should be available for each student to satisfy the objectives of the mode of instruction used. Basic and specialty learning resources should have copyright dates that are not over six (6) years old.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
3.4 Student Resources

A. Provide a copy of each textbook and other materials used for instruction.

STANDARD 4 - FINANCES

FUNDING SHOULD BE PROVIDED TO MEET THE PROGRAM GOALS AND PERFORMANCE OBJECTIVES.

Standard 4.1 - Budget
An adequate annual budget should be developed, allocated, and used for the operation of the program. The budget should be prepared by the institutional administration in conjunction with the program faculty with input from the advisory committee. Budget status reports should be made available to program staff at least quarterly.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
4.1 Budget

A. State the process used to determine the program budget.

B. Provide budget information and highlight pertinent discussion regarding budget in Advisory Committee minutes.

C. Refer to 4.1 A. Provide copies of budget requests. ETLs may interview program staff.

D. Provide a copy of the last quarter’s report.
Standard 5.3 - Placement
A systematic student placement system should be used to assist program graduates to obtain employment in the automobile industry.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
5.3 Placement

A. Provide the policy or explanation of the placement process.

Standard 5.4 – Annual Follow-up
A follow-up system should be used to determine graduates' employment location and for feedback regarding the efficiency, effectiveness, and appropriateness of training. The follow-up procedure should be designed to assure feedback regarding needed additions to or deletions from the training curriculum, program, and tools and equipment. Follow-up of graduates employed outside of the automobile industry should indicate reasons for non-automobile service employment. When applicable, this information should be used to modify the training quality and/or content.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
5.4 Annual Follow-Up

A. - D. Provide an explanation and a sample document.

E. Describe the procedure to use the information obtained in follow-up and give an example of changes made to program based on feedback, if available.
Standard 6.3 – Annual Follow-up
Information gathered from the annual follow-up of program graduates and employers should be reviewed by the Advisory Committee to assess employment potential and provide input on program modifications.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
6.3 Annual Follow-up

A. Describe the annual review process and provide an example from the annual survey data and Advisory Committee minutes with pertinent information highlighted.

Standard 6.4 – Review of Curriculum
The Advisory Committee should provide guidance and approve all tasks added to the mandatory NATEF task list required for the program accreditation level being sought.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
6.4 Review of Curriculum

A. Highlight pertinent information in the Advisory Committee minutes.

Standard 6.5 – Evaluation of Instruction, Tools and Equipment, and Facilities
The Advisory Committee should provide input in the evaluation of the instructional process to assure that the program goals are met. The Committee should also conduct annual inspections of tools and equipment to assure that they are up-to-date and comparable to industry standards for quality and safety.

The Advisory Committee should review information from safety inspections and conduct an annual evaluation of the facilities to assure compliance with local, state and federal safety and environmental rules and regulations. Additionally, the committee should review all safety practices for appropriateness in meeting program goals.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
6.5 Evaluation of Instruction, Tools and Equipment and Facilities

A.– D. Highlight pertinent information in the Advisory Committee minutes.
**Standard 7.4 - Teaching Load**
The instructor/student ratio and class contact hours should allow time for interaction on a one-to-one basis. A safe working environment should be considered when determining teacher/student ratio.

**What's Needed and/or acceptable documentation to support the program evaluation rating:**

7.4 Teaching Load

A. - B. Show student enrollment sheets, indicate the number of training stations, and identify teaching assistants (if any).

**Standard 7.5 - Curriculum**
All tasks have been given a priority rating. Ninety-five percent (95%) of the tasks designated as Priority 1 (P-1) must be taught in the curriculum. Eighty percent (80%) of the tasks designated as Priority 2 (P-2) must be taught in the curriculum. Fifty percent (50%) of the tasks designated as Priority 3 (P-3) must be taught in the curriculum.

Instruction on the legal aspects and responsibilities of the automobile technician in areas such as Environmental Protection Agency regulations, safety regulations, OSHA regulations, and other appropriate requirements must be included in the curriculum. Instruction and practice in filling out work order forms, ordering parts, and basic record keeping should be a part of the training program.

Tools and equipment must be available to perform the tasks in each of the areas for which accreditation is requested.

**What’s Needed and/or acceptable documentation to support the program evaluation rating:**

7.5 Curriculum

A. Cross reference to curriculum and student progress instrument.

B. The evaluation team will conduct a visual inspection. Provide a copy of the tool inventory / location.

C. Provide syllabus (with information highlighted), course descriptions, job sheets, student materials, etc.

D. Provide samples of work order forms, parts order form, and show how time spent on task is recorded.
Standard 7.9 - Personal Standards
All training activities and instructional material should emphasize the importance of maintaining high personal standards.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
7.9 Personal Standards

   A. The evaluation team will conduct a visual inspection. Provide instructional materials, class / lab / shop rules.

Standard 7.10 - Work Habits/Ethics
The training program should be organized in such a manner that work habits and ethical practices required on the job are an integral part of the instruction.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
7.10 Work Habits/Ethics

   A. - B. The evaluation team will conduct a visual inspection. Describe attendance policy, etc.

Standard 7.11 - Provision for Individual Differences
The training program should be structured in such a manner that students with different levels of cognitive and psychomotor skills can be accommodated.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
7.11 Provisions For Individual Differences

   A. Provide ADA information, equipment modifications, differential instruction, and provide an example of an Individual Education Plan (IEP) if applicable.
Standard 7.14- Evaluation of Instruction
Instructional procedures should be evaluated in a systematic manner. This evaluation should be through regular reviews by students and the administration. Program evaluation of instruction should also be utilized on a systematic and regular basis. This system should include input from former students and the Advisory Committee members. Instructional procedures should show responsiveness to the feedback from these evaluations.

What's Needed and/or acceptable documentation to support the program evaluation rating:
7.14 Evaluation Of Instruction

A. E. Provide an explanation of the overall program evaluation policy and plan. Show samples of the instructor evaluation instrument, etc.

Standard 7.15 – On-Vehicle Service and Repair Work
On-vehicle service and repair work should be scheduled to benefit the student and supplement ongoing instruction on items specified in the NATEF task list. A student should have had instruction and practice on a specific repair task before on-vehicle service and repair work requiring that task is assigned. Vehicles donated by the manufacturers or other sources, customer-owned vehicles, and other training vehicles may be used as the primary source of on-vehicle service and repair work. Training program student-owned vehicles, school buses, and other vehicles owned and operated by the governing body of the school must not be the primary source of on-vehicle service and repair work vehicles. All vehicles in the lab/shop should have a completed industry-type work order attached to or on the vehicle.

What's Needed and/or acceptable documentation to support the program evaluation rating:
7.15 On-Vehicle Service And Repair Work

A. Show task sheets and repair orders. The evaluation team will conduct a visual inspection.

B. Show course of study and a copy of the student progress chart.

C. Provide a copy of the program policy.

D. Show a sample work order. The evaluation team will conduct a visual inspection.
Standard 8.3 - Consumable Supplies
Sufficient consumable supplies should be readily available to assure continuous instruction.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
8.3 Consumable Supplies

A. The evaluation team will conduct a visual inspection. Provide inventory sheets and describe replenishment procedure.

Standard 8.4 - Preventive Maintenance
A preventive maintenance schedule should be used to minimize equipment down-time.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
8.4 Preventive Maintenance

A. Provide a copy of the preventive maintenance schedule or spreadsheet.

Standard 8.5 - Replacement
An annual review process should be used to maintain up-to-date tools and equipment at industry and safety standards. Student follow-up and Advisory Committee input should be used in this process.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
8.5 Replacement

A. Describe the annual review process and provide an example from the annual survey data and Advisory Committee minutes with pertinent information highlighted.

Standard 8.6 – Tool Inventory and Distribution
An inventory system should be used to account for tools, equipment, parts, and supplies.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
8.6 Tool Inventory and Distribution

A. Provide the inventory list and describe how tools are disbursed and/or signed in/out to students.
Standard 9.2 - Safety
The facilities should meet all applicable safety standards and an emergency plan should be in place and posted in all classrooms and lab/shop areas.

**What’s Needed and/or acceptable documentation to support the program evaluation rating:**

9.2 Safety

A. The evaluation team will conduct a visual inspection of the location of signs.

B. The evaluation team will conduct a visual inspection of fire extinguishers.

C. The evaluation team will conduct a visual inspection and location of posted policy/procedures.

D. The evaluation team will conduct a visual inspection of lighting.

E. Note inspection schedule, show check list, and highlight pertinent comments in Advisory Committee minutes.

F. The evaluation team will conduct a visual inspection to verify that all other applicable safety standards are met, i.e. eye wash, shower, spill kit, etc.

G. The evaluation team will look for the identified vehicle traffic lanes.

Standard 9.3 – Emergency Maintenance and Repair
A written facilities maintenance program should be used to ensure facilities are suitable when required for instruction.

**What’s Needed and/or acceptable documentation to support the program evaluation rating:**

9.3 Emergency Maintenance And Repair

A. Provide copy of written policy and procedures.

Standard 9.4 - Housekeeping
The classroom(s), lab/shop, and support area(s) should be kept clean and orderly.

**What’s Needed and/or acceptable documentation to support the program evaluation rating:**

9.4 Housekeeping

A. - B. The evaluation team will conduct a visual inspection.
Standard 9.9 - Ventilation
An exhaust fume removal system should be in place and operational. When appropriate, heating and cooling systems should be used to provide sufficient comfort for learning.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
9.9 Ventilation

A. The evaluation team will conduct a visual inspection and verify the function of exhaust fume removal system.

B. The ETL and team members will interview instructors and students.

Standard 9.10 - First Aid
A first aid kit should be in place and should be maintained and comply with local regulations and school policy.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
9.10 First Aid

A. - C. Provide copy of the written policy. The evaluation team will conduct a visual inspection.

STANDARD 10- INSTRUCTIONAL STAFF

THE INSTRUCTIONAL STAFF MUST HAVE TECHNICAL COMPETENCY AND MEET ALL STATE AND LOCAL REQUIREMENTS FOR ACCREDITATION.

Standard 10.1 - Technical Competency
Instructors must hold current ASE certification to meet the requirements for the level of program accreditation sought (MLR, AST or MAST).

What’s Needed and/or acceptable documentation to support the program evaluation rating:
10.1 Technical Competency

A. - B. Provide information on each instructor, diplomas earned, and copy of ASE Certification.
STANDARD 11 – WORKBASED LEARNING

WRITTEN POLICIES AND PROCEDURES SHOULD BE USED FOR WORK-BASED LEARNING PROGRAMS. (This applies only to programs that offer work-based learning.)

Standard 11.1 - Standards
The student training plan and performance standards should be developed and coordinated by the automobile instructor, and include employer expectations and role.

What’s Needed and/or acceptable documentation to support the program evaluation rating:

11.1 Standards

A. Show overall work-based learning plan, sample training plan, and progress of student into the workforce. The ETL will talk with instructor. This may be N/A.

Standard 11.2 - Agreements
All agreements should be written and legally binding.

What’s Needed and/or acceptable documentation to support the program evaluation rating:

11.2 Agreements

A. Show a sample agreement. This may be N/A.

Standard 11.3 - Supervision
A supervising automobile instructor or supervising work-based coordinator should be assigned responsibility, authority, and time to coordinate and monitor automobile work-based learning programs.

What’s Needed and/or acceptable documentation to support the program evaluation rating:

11.3 Supervision

A. Show written policy on supervision, identify the person responsible for supervision; the ETL should interview the person who supervises the work-based learning program. This may be N/A.
Standard 12.3 – Advisory Committee Input
E-learning, for the purpose of meeting NATEF hour requirements, should be discussed and approved by the Advisory Committee.

What’s Needed and/or acceptable documentation to support the program evaluation rating:
12.3 Advisory Committee Input

A. Highlight pertinent information in the Advisory Committee meeting minutes.
APPLICATION FOR ACCREDITATION
AUTOMOBILE

NOTE: This application is to be used for initial or renewal of accreditation. A separate Application for Accreditation must be completed for each program requesting accreditation, e.g., Ford ASSET, GM ASE, Toyota T-TEN etc.

INSTITUTION:

Utah State University - Eastern
Name

Automotive Technology
Program

451 East 400 North
Street (physical address of the program)

Price Utah 84521
City State Zip

Telephone

Program Website

ADMINISTRATOR OF THE INSTITUTION:

Name
Title

Telephone
E-mail

PERSON RESPONSIBLE FOR COORDINATION OF SELF-EVALUATION:

Stanley D. Martineau
Name

Automotive Department chair
Title

(435) 613-5221
Telephone

stan.martineau@usu.edu
E-mail

ACCOUNTS PAYABLE CONTACT:

Name
Title

Telephone
E-mail

7/1/2013
PROGRAM HOURS

Record the number of hours of instruction in the laboratory or shop and in the classroom for the level in which program accreditation is being requested. **Note:** The 'E-Learning' column is designated for program hours that take place outside of the regularly scheduled classroom and lab/shop timeframe. If you are not applying for accreditation under Standard 11 (E-Learning) do not enter program hours in the E-Learning column.

<table>
<thead>
<tr>
<th>ACCREDITATION LEVEL</th>
<th>LAB/SHOP + CO-OP</th>
<th>CLASSROOM</th>
<th>E-LEARNING+</th>
<th>= PROGRAM TOTAL</th>
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<tr>
<td>Maintenance &amp; Light Repair</td>
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<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Automobile Service Technology</td>
<td></td>
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<td>Master Automobile Service Technology</td>
<td></td>
<td></td>
<td></td>
<td><strong>1200</strong></td>
</tr>
</tbody>
</table>

*Provide hours only for the level of accreditation in which you are applying for at this time.*
5.4 Annual Follow-up (cont.)
B. 1 2 3 4 5
C. (1) 1 2 3 4 5
   (2) 1 2 3 4 5
   (3) 1 2 3 4 5
D. 1 2 3 4 5
E. 1 2 3 4 5

STANDARD 5 AVERAGE SCORE [4.0]

STANDARD 6 – ADVISORY COMMITTEE

6.1 Membership
A. □ Yes □ No
B. 1 2 3 4 5
C. 1 2 3 4 5

6.2 Review of Budgeted Funds
A. 1 2 3 4 5
B. 1 2 3 4 5

6.3 Annual Follow-up
A. □ Yes □ No

6.4 Review of Curriculum
A. 1 2 3 4 5

6.5 Evaluation of Instruction, tools, etc.
A. 1 2 3 4 5
B. 1 2 3 4 5
C. □ Yes □ No
D. 1 2 3 4 5

STANDARD 6 AVERAGE SCORE [4.0]

STANDARD 7 – INSTRUCTION

7.1 Program
A. 1 2 3 4 5

7.2 Student Training Plan
A. 1 2 3 4 5

7.3 Preparation Time
A. 1 2 3 4 5

7.4 Teaching Load
A. 1 2 3 4 5
B. 1 2 3 4 5

7.5 Curriculum
A. 95% - 80% - 50%
   P1    P2    P3
   MLR Y/N  Y/N  Y/N
   AST Y/N  Y/N  Y/N
   MAST Y/N  Y/N  Y/N
B.
   MLR □ Yes □ No
   AST □ Yes □ No
   MAST □ Yes □ No
C. (1) 1 2 3 4 5
   (2) 1 2 3 4 5
   (3) 1 2 3 4 5
   (4) 1 2 3 4 5
   (5) 1 2 3 4 5
D. 1 2 3 4 5

7.6 Student Progress
A. 1 2 3 4 5

7.7 Performance Standards
A. □ Yes □ No
B. 1 2 3 4 5
C. 1 2 3 4 5

7.8 Safety Standards
A. □ Yes □ No
B. □ Yes □ No
C. 1 2 3 4 5

7.9 Personal Standards
A. (1) 1 2 3 4 5
   (2) 1 2 3 4 5
   (3) 1 2 3 4 5
   (4) 1 2 3 4 5
   (5) 1 2 3 4 5
   (6) 1 2 3 4 5

7.10 Work Habits/Ethics
A. 1 2 3 4 5
B. 1 2 3 4 5

7.11 Provisions for Individual Differences
A. 1 2 3 4 5

7.12 Related Instruction
A. 1 2 3 4 5
B. 1 2 3 4 5

7/1/2013

7.5 Curriculum
A. 95% - 80% - 50%
   P1    P2    P3
   MLR Y/N  Y/N  Y/N
   AST Y/N  Y/N  Y/N
   MAST Y/N  Y/N  Y/N
B.
   MLR □ Yes □ No
   AST □ Yes □ No
   MAST □ Yes □ No
C. (1) 1 2 3 4 5
   (2) 1 2 3 4 5
   (3) 1 2 3 4 5
   (4) 1 2 3 4 5
   (5) 1 2 3 4 5
D. 1 2 3 4 5
9.9 Ventilation
A. 1 2 3 4 5
B. 1 2 3 4 5

9.10 First Aid
A. 1 2 3 4 5  N/A
B. 1 2 3 4 5  N/A
C. 1 2 3 4 5  N/A

STANDARD 9 AVERAGE SCORE  
(26 ITEMS) 49.9

STANDARD 10 – INSTRUCTIONAL STAFF

10.1 Technical Competency – Instructor

A. All Program Instructors
1. ☑ Yes ☐ No
2. ☑ Yes ☐ No

B. MLR Instructors
1. ☐ Yes ☐ No
2. ☐ Yes ☐ No

C. AST & MAST Program Instructors
☑ Yes ☐ No

D. MAST Program Instructors Only
☐ Yes ☐ No

E. ☐ Yes ☐ No

10.2 Instructional Competency/Certifications
A. 1 2 3 4 5

10.3 Technical Updating
A. 1 2 3 4 5

B. ☑ Yes ☐ No

10.4 Substitutes
A. ☐ Yes ☐ No

STANDARD 10 AVERAGE SCORE (2 ITEMS) 5.0

STANDARD 11 – WORKBASED LEARNING

11.1 Standards
A. 1 2 3 4 5  N/A

11.2 Agreements
A. 1 2 3 4 5  N/A

11.3 Supervision
A. 1 2 3 4 5  N/A

STANDARD 11 AVERAGE SCORE (as many as 3 ITEMS)

STANDARD 12 – E-LEARNING

12.1 Access
☐ Yes ☐ No ☐ N/A

12.2 Curriculum and Student Progress
A. ☐ Yes ☐ No ☐ N/A
B. ☐ Yes ☐ No ☐ N/A
C. ☐ Yes ☐ No ☐ N/A
D. ☐ Yes ☐ No ☐ N/A

12.3 Advisory Committee Input
A. ☐ Yes ☐ No ☐ N/A

STANDARD 12
Number of ‘Yes’ Responses (as many as 6 items)
3. TEAM MEMBER FROM DEALERSHIP, INDEPENDENT REPAIR FACILITY, OR AUTOMOBILE TRAINING PROGRAM:

Name: James Medearis  
Position (Title): Shop Foreman (Tech)  
Company Name: Supreme Muffler  
Company Address: 941 E 1st St, Price UT  
Years of hands-on experience: Total automobile: 26  
High school graduate or equivalent: \[\square \text{YES} \quad \square \text{NO}\]  
ASE Automobile Certifications (recommended):  

4. ALTERNATE TEAM MEMBER (DEALERSHIP OR INDEPENDENT REPAIR FACILITY):

Name: Joe Piccolo  
Position (Title): Owner - Master Tech  
Company Name: Supreme Muffler  
Company Address: 941 E 1st St, Price UT  
Years of hands-on experience: Total automobile: 26  
High school graduate or equivalent: \[\square \text{YES} \quad \square \text{NO}\]  
ASE Automobile Certifications (recommended):  

INSTRUCTOR TRAINING FORM

ALL instructors are required to attend a minimum of 20 hours of recognized automotive industry technical update training each year that is relevant to their program. Please list all industry update training for the past year. Use a separate page for each instructor and attach to appropriate Instructor Qualification Sheet.

NOTE: Educational courses to fulfill state teacher licensure requirements, professional improvement and/or in-service activities do not count as industry update training. Hours spent working in the industry may not be applied.

Instructor: Stanley D. Martineau

<table>
<thead>
<tr>
<th>Date of Training</th>
<th>Training Provider/Company</th>
<th>Course Title</th>
<th>Online or Class/Shop</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25</td>
<td>NATEF</td>
<td>ETL update</td>
<td>online</td>
<td>1</td>
</tr>
<tr>
<td>5/3</td>
<td>Utah SSD</td>
<td>Safety Rep update</td>
<td>class</td>
<td>3</td>
</tr>
<tr>
<td>4/27</td>
<td>Tool Verplaces</td>
<td>Next Automotive</td>
<td>class</td>
<td>4</td>
</tr>
<tr>
<td>10/2</td>
<td>Crenshaw</td>
<td>Basic Training</td>
<td>class</td>
<td>3</td>
</tr>
<tr>
<td>4/26</td>
<td>Hunter</td>
<td>Alignment update</td>
<td>shop</td>
<td>2</td>
</tr>
<tr>
<td>12/31</td>
<td>Hunter</td>
<td>Fixed Some Basics</td>
<td>shop</td>
<td>2</td>
</tr>
<tr>
<td>2/24</td>
<td>OTC</td>
<td>General's Training</td>
<td>shop</td>
<td>2</td>
</tr>
<tr>
<td>1/6</td>
<td>Hunter</td>
<td>Electromotive Theory</td>
<td>shop</td>
<td>2</td>
</tr>
<tr>
<td>1/22</td>
<td>Library</td>
<td>Auto AC Systems</td>
<td>class</td>
<td>2</td>
</tr>
<tr>
<td>7/27</td>
<td>Student Center</td>
<td>Student/Shop Supply</td>
<td>class</td>
<td>2</td>
</tr>
</tbody>
</table>

7/1/2013
INSTRUCTOR TRAINING FORM

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Instructor:

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<th>Hours</th>
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</thead>
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</tbody>
</table>
ADVISORY COMMITTEE MEMBERS

The following Advisory Committee members support this program’s efforts to become a NATEF-Accredited automobile program.

<table>
<thead>
<tr>
<th>Type or print name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Kollar</td>
<td></td>
</tr>
<tr>
<td>Brandon Erwin</td>
<td></td>
</tr>
<tr>
<td>Brent Barker</td>
<td></td>
</tr>
<tr>
<td>Kevin Axelgard</td>
<td></td>
</tr>
<tr>
<td>Dallas Truman</td>
<td></td>
</tr>
<tr>
<td>Ashley Swank</td>
<td></td>
</tr>
<tr>
<td>Don Gordon</td>
<td></td>
</tr>
</tbody>
</table>

By signing below, both the Program Administrator and Program Instructor certify that the information provided within this application is true and correct. Furthermore, it is also understood that all expenditures incurred for the on-site evaluation will be paid by the automobile program or institution requesting accreditation.

[Signatures]

Note: Programs submitting their application electronically, must agree to the following statement:

By submitting this application electronically, I certify that the information I have provided on this application is true and correct. By checking the “Yes” box below, I am “signing” the application. Furthermore, by typing in names where signatures are required, I agree that a complete paper copy of the application with signatures (Institution Administrator, Program Instructor, and Advisory Committee Members) is available upon request.

☐ Yes, I agree to the above statement

☐ N/A (submitting signed application through mail)
PAYMENT WORKSHEET

Please include the following applicable fees with your automobile accreditation application. Payment must be included for your application to be processed. Forms of payment include purchase order, check made out to NATEF, or credit card (MC/VISA, or American Express). Please indicate method of payment below.

Uth State University - Eastern
School Name

451 East 400 North
School Address

Price City UT State 84521
Initial Accreditation Renewal of Accreditation

Base Accreditation Fee ☐ $850.00 ☒ $750.00
Manufacturer Specific (if applicable): ☐ $425.00* ☐ $375.00*

*This fee is in addition to the Base Accreditation fee. If submitting multiple applications at the same time (GM ASEP, Toyota T-TEN, etc.) this fee must be included.

Method of payment

Purchase Order ☐ please include copy of PO
Check ☐
MasterCard/Visa/AMEX ☐

Card Number
Month/Year
Exp. Date (MM/YYYY)
Name as it appears on card
Cardholder signature
Cardholder Email Address

NOTE: Payment of the ETL honorarium and the ETL expenses must be made directly to the ETL. Payment or arrangements for payment must be made at the time of the on-site visit. Do not send ETL payments to NATEF.
<table>
<thead>
<tr>
<th>Certification Status</th>
<th>2015 Spring</th>
<th>B: Collision</th>
<th>6/25/2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collision Repair Technician</td>
<td>2015 Fall</td>
<td>G: Maintenance and Light Repair</td>
<td>12/25/2015</td>
</tr>
<tr>
<td>Maintenance and Light Repair Technician</td>
<td>2015 Fall</td>
<td>G: Maintenance and Light Repair</td>
<td>12/25/2015</td>
</tr>
<tr>
<td>Medium/Heavy Truck Technician</td>
<td>2015 Spring</td>
<td>T: Medium/Heavy Truck</td>
<td>6/25/2015</td>
</tr>
<tr>
<td>Truck Equipment Technician</td>
<td>2015 Spring</td>
<td>E: Truck Equipment</td>
<td>6/25/2015</td>
</tr>
<tr>
<td>Undercar Specialist</td>
<td>2015 Spring</td>
<td>X: Specialty</td>
<td>6/25/2015</td>
</tr>
</tbody>
</table>

### Certification Tests

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Expiration Date</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>A1</td>
<td>Engine Repair</td>
<td>6/30/2019</td>
<td>Current</td>
</tr>
<tr>
<td>A2</td>
<td>Automatic Transmission/Transaxle</td>
<td>6/30/2019</td>
<td>Current</td>
</tr>
<tr>
<td>A3</td>
<td>Manual Drive Train &amp; Axles</td>
<td>6/30/2019</td>
<td>Current</td>
</tr>
<tr>
<td>A4</td>
<td>Suspension &amp; Steering</td>
<td>6/30/2019</td>
<td>Current</td>
</tr>
<tr>
<td>A5</td>
<td>Brakes</td>
<td>6/30/2019</td>
<td>Current</td>
</tr>
<tr>
<td>A6</td>
<td>Electrical/Electronic Systems</td>
<td>6/30/2019</td>
<td>Current</td>
</tr>
<tr>
<td>A7</td>
<td>Heating &amp; Air Conditioning</td>
<td>6/30/2020</td>
<td>Current</td>
</tr>
<tr>
<td>A8</td>
<td>Engine Performance</td>
<td>6/30/2019</td>
<td>Current</td>
</tr>
<tr>
<td>A9</td>
<td>Light Vehicle Diesel Engines</td>
<td>12/31/2020</td>
<td>Current</td>
</tr>
<tr>
<td>B1</td>
<td>Body Repair</td>
<td>7/1/1993</td>
<td>Expired</td>
</tr>
<tr>
<td>B2</td>
<td>Painting &amp; Refinishing</td>
<td>7/1/1993</td>
<td>Expired</td>
</tr>
<tr>
<td>B5</td>
<td>Mechanical &amp; Electrical Components</td>
<td>6/30/2020</td>
<td>Current</td>
</tr>
<tr>
<td>E1</td>
<td>Installation &amp; Repair</td>
<td>6/30/2020</td>
<td>Current</td>
</tr>
<tr>
<td>E2</td>
<td>Electrical/Electronic Systems Installation &amp; Repair</td>
<td>6/30/2020</td>
<td>Current</td>
</tr>
<tr>
<td>F1</td>
<td>Compressed Natural Gas Vehicle</td>
<td>6/30/2019</td>
<td>Current</td>
</tr>
<tr>
<td>G1</td>
<td>Auto Maintenance and Light Repair</td>
<td>12/31/2020</td>
<td>Current</td>
</tr>
<tr>
<td>L1</td>
<td>Automobile Advanced Engine Performance</td>
<td>6/30/2020</td>
<td>Current</td>
</tr>
<tr>
<td>L2</td>
<td>Electronic Diesel Engine Diagnosis</td>
<td>6/30/2015</td>
<td>Expired</td>
</tr>
<tr>
<td>M1</td>
<td>Cylinder Head Specialist</td>
<td>6/30/2015</td>
<td>Expired</td>
</tr>
<tr>
<td>M1D</td>
<td>Cylinder Head Specialist - Diesel</td>
<td>12/31/2010</td>
<td>Expired</td>
</tr>
<tr>
<td>M1G</td>
<td>Cylinder Head Specialist - Gasoline</td>
<td>12/31/2010</td>
<td>Expired</td>
</tr>
<tr>
<td>M2</td>
<td>Cylinder Block Specialist</td>
<td>6/30/2015</td>
<td>Expired</td>
</tr>
<tr>
<td>M2D</td>
<td>Cylinder Block Specialist - Diesel</td>
<td>12/31/2010</td>
<td>Expired</td>
</tr>
</tbody>
</table>

https://portal.aescm.com/Profile/CertificationStatusForm.aspx?selmanid=men1
Travis T Richardson  
Price, UT 84501-2122  
ASE ID: ASE-1410-5176

This individual currently has the ASE certification status shown below:

![ ASE Certification Badges ]

Current ASE Designations

<table>
<thead>
<tr>
<th>Certificates</th>
<th>Test Series</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master Automobile Technician</td>
<td>A: Auto</td>
</tr>
<tr>
<td>Service Consultant</td>
<td>C: Service Consultant</td>
</tr>
<tr>
<td>Parts Specialist</td>
<td>P: Parts Specialist</td>
</tr>
</tbody>
</table>

ASE Certification Details

<table>
<thead>
<tr>
<th>Test</th>
<th>Description</th>
<th>Expiration Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>Engine Repair</td>
<td>12/31/2016</td>
<td>Current</td>
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<td>A2</td>
<td>Automatic Transmission/Transaxle</td>
<td>12/31/2017</td>
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<td>Suspension &amp; Steering</td>
<td>12/31/2016</td>
<td>Current</td>
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<tr>
<td>A5</td>
<td>Brakes</td>
<td>12/31/2016</td>
<td>Current</td>
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<td>A6</td>
<td>Electrical/Electronic Systems</td>
<td>12/31/2016</td>
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</tr>
<tr>
<td>A7</td>
<td>Heating &amp; Air Conditioning</td>
<td>12/31/2017</td>
<td>Current</td>
</tr>
<tr>
<td>A8</td>
<td>Engine Performance</td>
<td>12/31/2017</td>
<td>Current</td>
</tr>
<tr>
<td>C1</td>
<td>Automobile Service Consultant</td>
<td>12/31/2015</td>
<td>Current</td>
</tr>
<tr>
<td>P2</td>
<td>Automobile Parts</td>
<td>12/31/2017</td>
<td>Current</td>
</tr>
<tr>
<td>P4</td>
<td>General Motors Parts Consultant</td>
<td>12/31/2017</td>
<td>Current</td>
</tr>
<tr>
<td>P9</td>
<td>Medium/Heavy Truck Aftermarket Parts - Suspension &amp; Steering</td>
<td>06/30/2012</td>
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</table>