

Apprenticeship Program Request Form

RA-002171
ASE Education Foundation

 429 S. Sharon Amity Rd.
 Suite B
 Charlotte, NC 28211

Number of Employees: **50**
 Program Type: **Individual Not Joint**
 Indenture: **N**
 Workers Compensation: **Y**
 VA Approved: **N**
 Affirmative Action Pledge on File: **Y**

County: **Mecklenburg**
 Location: **429 S. Sharon Amity Rd.**
Suite B
Charlotte, NC 28211
 Supervisor: **Mike Coley**
 Title: **President**
 Email: **mcoley@ase.com**
 Telephone: **(703) 732-3205**

49-3023.00 - Automotive Technician Specialist *Status: In Progress*

OJL Term: **2000** Total hours
 RI Contact Hours: **486**
 # of Journeyworkers: **10** Quota: **20** Ratio: **2 to 1**

Wage Scale: Standard	Journeyworker Rate: \$16.00	Rate Date: 10/03/2022
Interval	Time	Rate
1	1000	\$12.00
2	1000	\$14.00

This document may be executed in counterparts, each of which will be deemed an original and all of which will constitute one and the same document. The parties may exchange signature pages electronically or by facsimile, and such signatures will be effective to bind the parties to all the terms contained in this document.

Signature of Sponsor or Representative Date:	Signature of Apprentice Consultant <i>Joyce Milling</i> Date: 09/28/2022	Signature of Director's Approval Date:
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Registered Apprenticeship Standards

- National Program Standards
- Natl Guidelines for Appr Standards
- Statewide Apprenticeship Standards
- Local Apprenticeship Standards

ASE EDUCATION FOUNDATION

Occupation(s)

Automotive Technician Specialist

Status: **In Progress**

O*NET Code: **49-3023.00**

RAPIDS Code: **1034CL**

Developed in Cooperation with the
U.S. Department of Labor
Office of Apprenticeship

Approved by the
NC Community College System Office
ApprenticeshipNC

Registered By: Joyce Milling
(For ApprenticeshipNC Use Only)

Certified By: _____
(For ApprenticeshipNC Use Only)

Signature: Joyce Milling
(Sign here for Apprenticeship Standards)

Signature: _____
(Sign here for Apprenticeship Standards)

Title: Apprenticeship Consultant / Coordinator

Title: _____

Date: 10-4-22

Approval Date: _____

Registration Number: **002171**

Check here if these are revised standards

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SECTION I – STANDARDS OF APPRENTICESHIP 29 CFR § 29.5

- A. Provisional Registration:** Pursuant to 29 CFR §§ 29.3(g) and (h) and NC General Statutes § Chapter 115D, all new programs registered after December 1, 2010, receive provisional registration approval for one (1) year. At the end of the first year, the Division will evaluate the program for compliance and the program may either receive full recognition, continue in provisional status through the first full training cycle, or be recommended for deregistration procedures if not in operation or not conforming to the regulations during the provisional approval period.
- B. Responsibilities of the sponsor:** *ASE Education Foundation* must conduct, operate, and administer this program in accordance with all applicable provisions of Title 29 Code of Federal Regulations (CFR) parts 29 and 30, and all relevant guidance issued by the North Carolina Community College System Office and the US Department of Labor (USDOL). The sponsor must fully comply with the requirements and responsibilities listed below and with the requirements outlined in the document "**Requirements for Apprenticeship Sponsors Reference Guide.**"

Sponsors shall:

- Ensure adequate and safe equipment and facilities for training and supervision and provide safety training for apprentices on-the-job and in related instruction.
- Ensure there are qualified training personnel and adequate supervision on the job.
- Ensure that all apprentices are under written apprenticeship agreements incorporating, directly or by reference, these standards and the document "Requirements for Apprenticeship Sponsors," and that meets the requirements of Title 29, CFR part 29.7. Apprenticeship agreements are available upon logging into NCRAN.
- Register all apprenticeship standards with the Registration Agency, ApprenticeshipNC including local variations, if applicable.
- Submit apprenticeship agreements within 45 days of enrollment of apprentices.

- Arrange for periodic evaluation of apprentices' progress in skills and technical knowledge and maintain appropriate progress records.
- Notify ApprenticeshipNC within 45 days of all suspensions for any reason, reinstatements, extensions, transfers, completions and cancellations with explanation of causes.
- Provide each apprentice with a copy of these standards, Requirements for Apprenticeship Sponsors Reference Guide, and Appendix A, any applicable written rules and policies, and require apprentices to sign an acknowledgment of their receipt. If the sponsor alters these standards or any Appendices to reflect changes it has made to the apprenticeship program, the sponsor will obtain approval of all modifications from the Registration Agency, then provide apprentices a copy of the updated standards and Appendices and obtain another acknowledgment of their receipt from each apprentice.
- Adhere to Federal, State, and Local Law Requirements – The State Apprenticeship Agency's registration of the apprenticeship program described in these Standards of Apprenticeship on either a nationwide basis (under the National Program Standards of Apprenticeship) or within a particular State, and the registration of individual apprentices under the same program, does not exempt the program sponsor, and/or any employer(s) participating in the program, and/or the individual apprentices registered under the program from abiding by any applicable Federal, State, and local laws or regulations relevant to the occupation covered by these Standards, including those pertaining to occupational licensing requirements and minimum wage and hour requirements.
- The program's Standards of Apprenticeship must also conform in all respects with any such applicable Federal, State, and local laws and regulations. Any failure by the program to satisfy this requirement may result in the initiation of deregistration proceedings for reasonable cause by the ApprenticeshipNC under 29CFR § 29.8.

C. Minimum Qualifications - 29 CFR §29.5(b)(10)

An apprentice must be at least **16** years of age, except where a higher age is required by law, and must be employed to learn an apprenticeable occupation. Please include any additional qualification requirements as appropriate (optional):

There is an educational requirement of : **High School Diploma:High School Equivalency: must complete safety training before starting work**

There is a physical requirement of: Must be physically capable of performing the essential functions of the apprenticeship program, with our without a reasonable accommodation, and without posing a threat to the health and safety of the applicant or others

The following aptitude test(s) will be administered _____

A valid driver's license is required.

Other: Must be able to pass any physical examination or drug screening required by a perspective employer.

(List all other requirements)

D. Apprenticeship Approach and Term - 29 CFR § 29.5(b)(2)

The apprenticeship program(s) will select an apprenticeship training approach. See Appendix A to select approach.

E. Work Process Schedule and Related Instruction Outline - 29 CFR § 29.5(b) (3),(4) and NC General Statutes § Chapter 115D-11.11(4)

Every apprentice is required to participate in related instruction in technical subjects related to the occupation. Apprentices []will [X]will not be paid for hours spent attending related instruction classes. Insert Work Process Schedule and Related Instruction Outline at Appendix A.

F. Credit for Previous Experience – 29 CFR § 29.5(b)(12)

Apprentice applicants seeking credit for previous experience gained outside the apprenticeship program must furnish such transcripts, records, affidavits, etc. that may be appropriate to substantiate the claim. ASE Education Foundation will evaluate the request for credit and make a determination during the apprentice's probationary period.

Additional requirements for an apprentice to receive credit for previous experience [Optional]:

G. Probationary Period – (29 CFR § 29.5 (b)(8) and (20) NC General Statutes § Chapter 115D-11.11(7)

Every applicant selected for apprenticeship will serve a probationary period which may not exceed 25 percent of the length of the program or 1 year whichever is shorter. Insert probationary period at Appendix A.

H. Ratio of Apprentices to Journey workers - 29 CFR § 29.5 (b)(7)

Every apprenticeship program is required to provide an apprenticeship ratio of apprentices to journey workers for adequate supervision. Insert ratio at Appendix A.

I. Apprentices Wage Schedule - 29 CFR § 29.5 (b)(5)

Apprentices must be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey worker wage rate. Insert the progressive wage schedule at Appendix A.

J. Equal Employment Opportunity and Affirmative Action

1. Equal Opportunity Pledge - 29 CFR §§ 29.5(b)(21) and 30.3(c)(1)

ASE Education Foundation will not discriminate against apprenticeship applicants or apprentices based on race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40-years old or older.

ASE Education Foundation will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

[Optional] The equal opportunity pledge applies to the following additional protected bases (as applicable per the sponsor's state or locality):

2. Affirmative Action Program - 29 CFR §§ 29.5(b)(21), 30.4, and 30.10

ASE Education Foundation acknowledges that it will adopt an affirmative action plan in accordance with 29 Title CFR § 30.4-30.9 (required for sponsors with five or more registered apprentices by two years from the date of the sponsor's registration or by two years from the date of registration of the program's fifth (5th) apprentice). Information and technical assistance materials relating to the creation and maintenance of an affirmative action plan will be made available on the Office of Apprenticeship's website.

3. Selection Procedures - 29 CFR § 30.10

Every sponsor will adopt selection procedures for their apprenticeship programs, consistent with the requirements set forth in 29 CFR § 30.10(b). See Appendix A to enter your selection procedures for each occupation for which the sponsor intends to train apprentices.

K. Complaint Procedures - 29 CFR §§ 29.5(b)(22), 29.7(k), 29.12, and 29 CFR § 30.14

If an applicant or an apprentice believes an issue exists that adversely affects the apprentice's participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief. Nothing in these complaint procedures precludes an apprentice from pursuing any other remedy authorized under another Federal, State, or local law. Below are the methods by which apprentices may send a complaint:

- 1. Complaints regarding discrimination.** Complaints must contain the complainant's name, address, telephone number, and signature, the identity of the respondent, and a short description of the actions believed to be discriminatory, including the time and place. Generally, a complaint must be filed within 300 days of the alleged discrimination. Complaints of discrimination should be directed to the following contact:

U.S. Department of Labor, Office of Apprenticeship

200 Constitution Ave. NW, Washington, DC 20210

Telephone Number: (202) 693-2796

Email Address: ApprenticeshipEEOcomplaints@dol.gov

Point of Contact: Director, Division of Registered Apprenticeship and Policy

Attn: Apprenticeship EEO Complaints

- 2. Other General Complaints.** The sponsor will hear and attempt to resolve the matter locally if written notification from the apprentice is received within 15 days of the alleged violation(s). The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Any complaint described in that cannot be resolved by the program sponsor to the satisfaction of all parties may be submitted to the Registration Agency. Complaints may be filed with the Registration Agency at (To be completed by ApprenticeshipNC):

Name: *Kathryn P. Castelloes*

Address: *5001 Mail Service Center*

Raleigh, NC 27699

Telephone Number: *919-807-6991*

Email Address: *castelloesk@nccommunitycolleges.edu*

L. Registration Agency General Contact Information 29 CFR § 29.5(b)(17)

The Registration Agency is the NC Community College System Office/ApprenticeshipNC. General inquiries, notifications and requests for technical assistance may be submitted to the Registration Agency using the contact information below: (To be completed by

ApprenticeshipNC).

Name: Kathryn P. Castelloes

Address: 5001 Mail Service Center
Raleigh, NC 27699

Telephone Number: 919-807-6991

Email Address: castelloesk@nccommunitycolleges.edu

M. Reciprocity of Apprenticeship Programs 29 CFR § 29.13 (a)(7)

States must accord reciprocal approval for Federal purposes to apprentices, apprenticeship programs and standards that are registered in other States by the Office of Apprenticeship or a Registration Agency if such reciprocity is requested by the apprenticeship program sponsor.

Program sponsors seeking reciprocal approval must meet the wage and hour provisions and apprentice ratio standards of the reciprocal State.

SECTION II - APPENDICES AND ATTACHMENTS

- Appendix A** – *Work Process Schedule, Related Instruction Outline, Apprentice Wage Schedule, Ratio of Apprentices to Journey-workers, Type of Occupation, Term of Apprenticeship, Selection Procedures, and Probationary Period*
- Appendix B** – *Apprenticeship Agreement*
- Appendix C** – *Affirmative Action Plan* (Required within two years of registration unless otherwise exempt per 29 CFR §30.4(d))
- Appendix D** – *Employer Acceptance Agreement (For programs with multiple-employers only)*

SECTION III - VETERANS' EDUCATIONAL ASSISTANCE AS MANDATED BY PUBLIC LAW 116-134 (134 STAT. 276)

Pursuant to section 2(b)(1) of the Support for Veterans in Effective Apprenticeships Act of 2019 (Pub. L. 116-134, 134 Stat. 276), by signing these program standards the program sponsor official whose name is subscribed below assures and acknowledges to the U.S. Department of Labor's Office of Apprenticeship the following regarding certain G.I. Bill and other VA-administered educational assistance referenced below (and described in greater detail at the VA's website at: <https://www.va.gov/education/eligibility>) for which current apprentices and/or apprenticeship program candidates may be eligible:

- (1) The program sponsor is aware of the availability of educational assistance for a veteran or other eligible individual under chapters 30 through 36 of title 38, United States Code, for use in connection with a registered apprenticeship program;
- (2) The program sponsor will make a good faith effort to obtain approval for educational assistance described in paragraph (1) above for, at a minimum, each program location that employs or recruits an veteran or other eligible individual for educational assistance under chapters 30 through 36 of title 38, United States Code; and
- (3) The program sponsor will not deny the application of a qualified candidate who is a veteran or other individual eligible for educational assistance described in paragraph (1) above for the purpose of avoiding making a good faith effort to obtain approval as described in paragraph (2) above.

NOTE: The aforementioned requirements of Public Law 116-134 shall apply to "any program applying to become a registered apprenticeship program on or after the date that is 180 days after the date of enactment of this Act" (i.e., September 22, 2020). Accordingly, apprenticeship programs that were registered by a Registration Agency before September 22, 2020, are not subject to these requirements.

SECTION IV - SIGNATURES

OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The undersigned sponsor hereby subscribes to the provision of the Apprenticeship Standards formulated and registered by ASE Education Foundation, by the 5th day of October, 2022.

The signatories acknowledge that they have read and understand the document titled "Requirements for Apprenticeship Sponsors Reference Guide" and that the provisions of that document are incorporated into this agreement by reference unless otherwise noted.

Signature of Sponsor (designee)

(Requires Manual Signature)

Signature of Sponsor (designee)

(Requires Manual Signature)

Printed Name

Printed Name

SECTION V - DISCLOSURE AGREEMENT *(Optional)*

ApprenticeshipNC routinely makes public general information relating to Registered Apprenticeship programs. General information includes the name and contact information of the sponsor, the location of the program, and the occupation(s) offered.

In addition, sponsors submitting National Program Standards or Local Standards have the option of allowing ApprenticeshipNC to share publicly the contents of a sponsor's application for registration to assist in building a high-quality National Apprenticeship System. This may include a copy of the Standards, Appendix A, Appendix D (as applicable), but not completed versions of Agreements, or Appendix C "Affirmative Action Plan" because those documents are submitted after a sponsor's application is approved and the program is registered. **Please note that ApprenticeshipNC will consider a sponsor's application as releasable to the public unless the sponsor requests non-disclosure by signing below.**

I, _____ *(Sponsor Representative)*, acting on behalf of **ASE Education Foundation** request that ApprenticeshipNC not publicly disclose its application, other than general information about the program, as described above as it is considered confidential commercial information and steps are taken to preserve it. Further, I understand that if Apprenticeship receives a request for this application pursuant to 5 U.S.C. 552, we may be contacted to support ApprenticeshipNC's withholding of the information, including in litigation, if necessary. I understand that my request that ApprenticeshipNC not publicly disclose this application will remain in effect, including with respect to subsequent amendments to this application, unless and until I notify ApprenticeshipNC otherwise.

Signature
(Requires Manual Signature)

Date

Printed Name

Appendix A

WAGE SCALE, WORK PROCESS SCHEDULE, AND RELATED INSTRUCTION OUTLINE

**ASE Education Foundation
(RA-002171)**

Automotive Technician Specialist 49-3023.00 (1034CL)

In Progress

APPRENTICESHIP APPROACH

Time-based Competency-based Hybrid

TERM OF APPRENTICESHIP

The term of the apprenticeship is 1 years over 2000 hours of OJL training , and a required 486 hours of Related Instruction (**Note: The competency-based training approach does not require hours.**)

RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journey-worker ratio is: **2 to 1**

APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker wage rate, which is:

Standard Wage Scale **\$16.00** per hour Journeyworker rate

Seq	Hours	Rate
1	1000	\$ 12.00
2	1000	\$ 14.00

PROBATIONARY PERIOD

Every applicant selected for apprenticeship will serve a probationary period of 500 hours.

SELECTION PROCEDURES

Please enter selection procedures for this occupation:

Alternative selection methods

The sponsor may select apprentices by any other method, including its present selection method, provided that the sponsor meets the requirements listed in 29 CFR § 30.5(b)(4).

Selection on basis of rank from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on the basis of the rank order of their scores on one or more qualification standards where there is a significant statistical relationship between rank order of scores and performance in the apprenticeship program. The selection of any qualification standards beyond minimum legal working age, the use of oral interviews, the notification of applicants, and the establishment of goals for the admission of

minorities and women (minority and nonminority) into the pool of eligible must proceed in accordance with the requirements of 29 CFR § 30.5(b)(1).

Random selection from pool of eligible applicants

The sponsor may select apprentices from a pool of eligible applicants on a random basis. The method of random selection is subject to approval by the U.S. Department of Labor. Supervision of the random selection process shall be by an impartial person or persons selected by the sponsor but not associated with the administration of the apprenticeship program. The time and place of the selection, and the number of apprentices to be selected, shall be announced. The place of the selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the program sponsor's place of business.

Selection from pool of current employees

The sponsor may select apprentices from an eligibility pool of the workers already employed by the program sponsor or by the sponsor's established promotion policy. The sponsor adopting this method of selecting apprentices shall establish goals for the selection of minority and female apprentices, unless the sponsor concludes, in accordance with the provisions of 29 CFR §§ 30.4(d), (e), and (f) that it does not have deficiencies in terms of underutilization of minorities and/or women (minority and nonminority) in the apprenticeship of journey-worker occupations represented by the program.

DIRECT ENTRY

Sponsors that wish to invoke the direct entry provision may do so without regard to the existing selection procedure or minimum qualifications used for entry into the apprenticeship program. Individuals selected into the apprenticeship program via direct entry shall include only those individuals described below who have received training or employment in an occupation directly or indirectly related to the occupation(s) registered in these standards. The sponsor will award credit for previous experience in accordance with Section XII of these standards and will pay each apprentice at the wage rate commensurate with his or her skill attainment. The credit for previous experience shall be awarded without regard to race, color, religion, national origin, or sex. The methods for direct entry are as follows:

Pre-Apprenticeship Program

An individual who has completed a structured pre-apprenticeship training program that meets the requirements outlined in Training and Employment Notice 13-12, Defining a Quality Pre-Apprenticeship Program and Related Tools and Resources, in any occupational area covered in these standards of apprenticeship and who meets the minimum qualifications of the apprenticeship program may be admitted directly into the program. The candidate shall provide official documentation confirming that he or she fulfilled the specific requirements of the pre-apprenticeship program, such as completion/graduation certificates, transcripts, notarized letters of confirmation, and sworn statements.

☐ ***Veteran with military training in industry***

A military veteran who are registered with the Helmets to Hardhats program or have completed military technical training school and/or participated in a registered apprenticeship program or related occupation while in the military in the occupations registered in the **Logistics** industry may be given direct entry into the apprenticeship program. The sponsor shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The sponsor will determine what training requirements the veteran needs to meet to ensure he or she receives all necessary training for completion of the apprenticeship program. Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. ***(Note: This is a method of direct entry into the apprenticeship program.)***

WORK PROCESS SCHEDULE
Automotive Technician Specialist 49-3023.00

Competency-based Occupation: Please describe competencies required for the apprenticeship (left column and identify an appropriate means of testing and/or evaluating for such competencies (right column)).

The term of the apprenticeship is **2000** hours of OJL training .

	Description	Hours
	Safety is included in all aspects of on the job training	
1	JOB FUNCTION 1: Engine Repair - General	2000
2	JOB FUNCTION 2: Engine Repair -- Cylinder Head and Valve Train	
3	Job Function 3: Engine Repair -- Lubrication and Cooling Systems	
4	JOB FUNCTION 4: Automatic Transmission & Transaxle - General	
5	JOB FUNCTION 5: Automatic Transmission & Transaxle -- In-Vehicle Transmission/Transaxle	
6	JOB FUNCTION 6: Automatic Transmission & Transaxle -- Off-Vehicle Transmission/Transaxle	
7	JOB FUNCTION 7: Manual Drive Train & Axles -- General	
8	JOB FUNCTION 8: Manual Drive Train & Axles -- Clutch	
9	JOB FUNCTION 9: Manual Drive Train & Axles - Transmission/Transaxle	
10	JOB FUNCTION 10: Manual Drive Train & Axles -- Drive Shaft, Half Shafts, Universal Joints and Constant-Velocity (CV) Joints (Front, Rear, All, and Four-wheel drive)	
11	JOB FUNCTION 11: Manual Drive Train & Axles - Differential Case Assembly	
12	JOB FUNCTION 12: Suspension & Steering- General	
13	JOB FUNCTION 13: Suspension & Steering - Related Suspension and Steering Service	
14	JOB FUNCTION 14: Suspension & Steering - Wheel Alignment	
15	JOB FUNCTION 15: Suspension & Steering - Wheels and Tires	
16	JOB FUNCTION 16: Brakes - General	
17	JOB FUNCTION 17: Brakes - Hydraulic System	
18	JOB FUNCTION 18: Brakes - Drum Brakes	
19	JOB FUNCTION 19: Brakes - Disc Brakes	
20	JOB FUNCTION 20: Brakes - Power Assist Units	
21	JOB FUNCTION 21: Brakes - Related Systems (i.e., Wheel Bearings, Parking Brakes, Electrical)	
22		

- JOB FUNCTION 22: Brakes - Electronic Brake, Traction Control, and Stability Control Systems
- 23 JOB FUNCTION 23: Electrical/Electronic Systems - General
- 24 JOB FUNCTION 24: Electrical/Electronic Systems - Battery Service
- 25 JOB FUNCTION 25: Electrical/Electronic Systems - Starting System
- 26 JOB FUNCTION 26: Electrical/Electronic Systems - Charging System
- 27 JOB FUNCTION 27: Electrical/Electronic Systems - Lighting, Instrument Cluster, Driver Information, and Body Electrical Systems
- 28 JOB FUNCTION 28: Heating, Ventilation, & Air Conditioning (HVAC) - General
- 29 JOB FUNCTION 29: Heating, Ventilation, & Air Conditioning (HVAC) - Refrigeration System Components
- 30 JOB FUNCTION 30: Heating, Ventilation, & Air Conditioning (HVAC) - Heating, Ventilation, and Engine Cooling Systems
- 31 JOB FUNCTION 31: Heating, Ventilation, & Air Conditioning (HVAC) - Operating Systems and Related Controls
- 32 JOB FUNCTION 32: Engine Performance - General
- 33 JOB FUNCTION 33: Engine Performance - Computerized Controls
- 34 JOB FUNCTION 34: Engine Performance - Fuel, Air Induction, and Exhaust Systems
- 35 JOB FUNCTION 35: Engine Performance - Emissions Control Systems
- 36 JOB FUNCTION 36: Supplemental Tasks - Shop and Personal Safety
- 37 JOB FUNCTION 37: Supplemental Tasks - Tools and Equipment
- 38 JOB FUNCTION 38: Supplemental Tasks - Preparing Vehicle for Service
- 39 JOB FUNCTION 39: Supplemental Tasks - Preparing Vehicle for Customer
- 40 JOB FUNCTION 40: Employability Skills - Personal Standards
- 41 JOB FUNCTION 41: Employability Skills - Work Habits and Ethics

RELATED INSTRUCTION OUTLINE
Automotive Technician Specialist 49-3023.00

Please provide the Related Instruction Outline to include a list of the anticipated courses, the learning objectives, and the estimated number of contact hours for each course or the total minimum number of contact hours for all courses.

Provider: **NC Community College**
Ttl Min Num of Contact Hrs: **486**
Instruction Type: **Classroom;Online**
Program Type: **Curriculum**
Program Name:
Credentials: **Certificate**
Description:

	Description	Course	Hours
	Safety and Anti-Harassment training is included in all aspects of Related Instruction.		
1	Intro to Transport Tech	TRN-110	486
2	Engine Repair	AUT-116	
3	Auto Transm/Transaxles	AUT-221	
4	Man Trans/Axles/Drtrains	AUT-231	
5	Suspension & Steering Sys	AUT-141	
6	Brake Systems	AUT-151	
7	Basic Transp Electricity	TRN-120	
8	Transp Climate Control	TRN-140	

9 Engine Performance 1

AUT-181

10 -OR- Associates Degree in Automotive Systems Technology



ASE EDUCATION FOUNDATION
REGISTERED YOUTH APPRENTICESHIP
AUTOMOBILE MAINTENANCE AND LIGHT REPAIR TECHNICIAN

WORK PROCESS

Apprentices are expected to work part-time while they are still taking automotive training classes so that the classroom learning is reinforced in the workplace. Apprentices can then work full time between school terms or after graduation, subject to scheduling with their employer. On average, the program should take 18 to 24 months to complete.

This program is competency-based, not time-based. Apprentices progress by achieving competence in specific job skills. Apprentices will be assessed on these competencies by their mentors and supervisors over the course of the apprenticeship using the following rating scale:

- 4 - Competent/Proficient. Able to perform all elements of the task successfully and independently.
3 - Satisfactory performance. Able to perform elements of the task with minimal assistance.
2 - Completed the task with significant assistance.
1 - Unsuccessfully attempted the task.
0 - No exposure. (Note the reason- absence, skill isn't covered, etc.)

Completion Date means the date the apprentice completes final demonstration of competency by successfully completing three or more separate demonstrations with a rating of 3 or 4. The supervisor or mentor will initial for completion of each competency. The apprentice's progress can be tracked using a paper form like this or a mobile app approved by the ASE Education Foundation.

The competencies listed below may be completed in any order. When all competencies marked as required for pay increase have been successfully completed, the apprentice will receive a pay increase to the "step-up" wage. When all competencies have been successfully completed, the apprentice will have completed the apprenticeship and receive a pay increase to the "exit" wage.

Table with 5 columns: Competency, Required for pay increase, Required for completion, Rating, Completion Date/Initials. Row 1: Verify operation of the instrument panel engine warning indicators. (Checked box in Required for pay increase column)

JOB FUNCTION 1: Engine Repair – General				
Inspect engine assembly for fuel, oil, coolant, and other leaks; determine necessary action.	<input checked="" type="checkbox"/>			
Install engine covers using gaskets, seals, and sealers as required.	<input checked="" type="checkbox"/>			
Verify engine mechanical timing.		<input checked="" type="checkbox"/>		
Perform common fastener and thread repair, to include the following: remove broken bolt, restore internal and external threads, and repair internal threads with thread insert.	<input checked="" type="checkbox"/>			
Identify service precautions related to service of the internal combustion engine of a hybrid vehicle.	<input checked="" type="checkbox"/>			

JOB FUNCTION 2: Engine Repair -- Cylinder Head and Valve Train				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Identify components of the cylinder head and valve train.		<input checked="" type="checkbox"/>		

Job Function 3: Engine Repair -- Lubrication and Cooling Systems				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Perform cooling system pressure and dye tests to identify leaks; check coolant condition and level; inspect and test radiator, pressure cap, coolant recovery tank, heater core, and galley plugs; determine necessary action.	<input checked="" type="checkbox"/>			
Inspect, replace, and/or adjust drive belts, tensioners, and pulleys; check pulley and belt alignment.	<input checked="" type="checkbox"/>			

Job Function 3: Engine Repair -- Lubrication and Cooling Systems				
Remove, inspect, and replace thermostat and gasket/seal.	<input checked="" type="checkbox"/>			
Inspect and test coolant; drain and recover coolant; flush and refill cooling system; use proper fluid type per manufacturer specification; bleed air as required.	<input checked="" type="checkbox"/>			
Perform engine oil and filter change; use proper fluid type per manufacturer specification; reset maintenance reminder as required.	<input checked="" type="checkbox"/>			
Identify components of the lubrication and cooling systems.	<input checked="" type="checkbox"/>			

JOB FUNCTION 4: Automatic Transmission & Transaxle – General				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Check fluid level in a transmission or a transaxle equipped with a dipstick.	<input checked="" type="checkbox"/>			
Check fluid level in a transmission or a transaxle not equipped with a dipstick.	<input checked="" type="checkbox"/>			
Check transmission fluid condition; check for leaks.		<input checked="" type="checkbox"/>		
Identify drive train components and configuration.		<input checked="" type="checkbox"/>		

JOB FUNCTION 5: Automatic Transmission & Transaxle -- In-Vehicle Transmission/Transaxle				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect, adjust, and/or replace external manual valve shift linkage, transmission		<input checked="" type="checkbox"/>		

range sensor/switch, and/or park/neutral position switch.				
Inspect for leakage at external seals, gaskets, and bushings.	<input checked="" type="checkbox"/>			
Inspect, replace and/or align power train mounts.		<input checked="" type="checkbox"/>		
Drain and replace fluid and filter(s); use proper fluid type per manufacturer specification.	<input checked="" type="checkbox"/>			

JOB FUNCTION 6: Automatic Transmission & Transaxle -- Off-Vehicle Transmission/Transaxle				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Describe the operational characteristics of a continuously variable transmission (CVT).		<input checked="" type="checkbox"/>		
Describe the operational characteristics of a hybrid vehicle drive train.		<input checked="" type="checkbox"/>		

JOB FUNCTION 7: Manual Drive Train & Axles -- General				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Drain and refill manual transmission/transaxle and final drive unit; use proper fluid type per manufacturer specification.	<input checked="" type="checkbox"/>			
Check fluid condition; check for leaks.		<input checked="" type="checkbox"/>		
Identify manual drive train and axle components and configuration.	<input checked="" type="checkbox"/>			

JOB FUNCTION 8: Manual Drive Train & Axles -- Clutch				
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Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Check and adjust clutch master cylinder fluid level; use proper fluid type per manufacturer specification	<input checked="" type="checkbox"/>			
Check for hydraulic system leaks.	<input checked="" type="checkbox"/>			

JOB FUNCTION 9: Manual Drive Train & Axles – Transmission/Transaxle				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Describe the operational characteristics of an electronically controlled manual transmission/transaxle.		<input checked="" type="checkbox"/>		

JOB FUNCTION 10: Manual Drive Train & Axles -- Drive Shaft, Half Shafts, Universal Joints and Constant-Velocity (CV) Joints (Front, Rear, All, and Four-wheel drive)				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect, remove, and/or replace bearings, hubs, and seals.	<input checked="" type="checkbox"/>			
Inspect, service, and/or replace shafts, yokes, boots, and universal/CV joints.	<input checked="" type="checkbox"/>			
Check for leaks at drive assembly and transfer case seals; check vents; check fluid level; use proper fluid type per manufacturer specification.		<input checked="" type="checkbox"/>		

JOB FUNCTION 11: Manual Drive Train & Axles – Differential Case Assembly				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Clean and inspect differential case; check for leaks; inspect housing vent.		<input checked="" type="checkbox"/>		

Check and adjust differential case fluid level; use proper fluid type per manufacturer specification.		<input checked="" type="checkbox"/>		
Drain and refill differential housing.		<input checked="" type="checkbox"/>		

JOB FUNCTION 12: Suspension & Steering– General				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Disable and enable supplemental restraint system (SRS); verify indicator lamp operation.		<input checked="" type="checkbox"/>		
Identify suspension and steering system components and configurations.	<input checked="" type="checkbox"/>			

JOB FUNCTION 13: Suspension & Steering – Related Suspension and Steering Service				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect rack and pinion steering gear inner tie rod ends (sockets) and bellows boots.	<input checked="" type="checkbox"/>			
Inspect power steering fluid level and condition.	<input checked="" type="checkbox"/>			
Flush, fill, and bleed power steering system; use proper fluid type per manufacturer specification.	<input checked="" type="checkbox"/>			
Inspect for power steering fluid leakage.	<input checked="" type="checkbox"/>			
Remove, inspect, replace, and/or adjust power steering pump drive belt.	<input checked="" type="checkbox"/>			
Inspect for power steering fluid leakage; determine needed action.	<input checked="" type="checkbox"/>			

JOB FUNCTION 13: Suspension & Steering – Related Suspension and Steering Service				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect and replace power steering hoses and fittings.		<input checked="" type="checkbox"/>		
Inspect, remove and/or replace pitman arm, relay (centerlink/intermediate) rod, idler arm, mountings, and steering linkage damper.	<input checked="" type="checkbox"/>			
Inspect, remove and/or replace tie rod ends (sockets), tie rod sleeves, and clamps.	<input checked="" type="checkbox"/>			
Inspect, remove and/or replace upper and lower control arms, bushings, and shafts.	<input checked="" type="checkbox"/>			
Inspect and replace rebound and/or jounce bumpers.	<input checked="" type="checkbox"/>			
Inspect, remove and/or replace track bar, strut rods/radius arms, and related mounts and bushings.	<input checked="" type="checkbox"/>			
Inspect, remove and/or replace upper and lower ball joints (with or without wear indicators).	<input checked="" type="checkbox"/>			
Inspect, remove and/or replace suspension system coil springs and spring insulators (silencers).	<input checked="" type="checkbox"/>			
Inspect remove and/or replace suspension system torsion bars and mounts.	<input checked="" type="checkbox"/>			
Inspect and/or replace front/rear stabilizer bar (sway bar) bushings, brackets, and links.	<input checked="" type="checkbox"/>			
Inspect, remove, and/or replace strut cartridge or assembly; inspect mounts and bushings.	<input checked="" type="checkbox"/>			

JOB FUNCTION 13: Suspension & Steering – Related Suspension and Steering Service				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect remove and/or replace front strut bearing and mount.	<input checked="" type="checkbox"/>			
Inspect rear suspension system lateral links/arms (track bars), control (trailing) arms.	<input checked="" type="checkbox"/>			
Inspect rear suspension system leaf spring(s), spring insulators (silencers), shackles, brackets, bushings, center pins/bolts, and mounts.	<input checked="" type="checkbox"/>			
Inspect, remove, and/or replace shock absorbers; inspect mounts and bushings.	<input checked="" type="checkbox"/>			
Inspect electric power steering assist system.		<input checked="" type="checkbox"/>		
Identify hybrid vehicle power steering system electrical circuits and safety precautions.		<input checked="" type="checkbox"/>		
Describe the function of steering and suspension control systems and components, (i.e., active suspension, and stability control).		<input checked="" type="checkbox"/>		

JOB FUNCTION 14: Suspension & Steering – Wheel Alignment				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Perform pre-alignment inspection; measure vehicle ride height.		<input checked="" type="checkbox"/>		
Describe alignment angles (camber, caster, and toe)		<input checked="" type="checkbox"/>		

JOB FUNCTION 15: Suspension & Steering – Wheels and Tires				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect tire condition; identify tire wear patterns; check for correct tire size, application (load and speed ratings), and air pressure as listed on the tire information placard/label.		<input checked="" type="checkbox"/>		
Rotate tires according to manufacturers' recommendations including vehicles equipped with tire pressure monitoring systems (TPMS).	<input checked="" type="checkbox"/>			
Dismount, inspect, and remount tire on wheel; balance wheel and tire assembly.	<input checked="" type="checkbox"/>			
Dismount, inspect, and remount tire on wheel equipped with tire pressure monitoring system sensor.	<input checked="" type="checkbox"/>			
Inspect tire and wheel assembly for air loss; determine necessary action.		<input checked="" type="checkbox"/>		
Repair tire following vehicle manufacturer approved procedure.		<input checked="" type="checkbox"/>		
Identify indirect and direct tire pressure monitoring systems (TPMS); calibrate system; verify operation of instrument panel lamps.		<input checked="" type="checkbox"/>		
Demonstrate knowledge of steps required to remove and replace sensors in a tire pressure monitoring system (TPMS), including relearn procedure.	<input checked="" type="checkbox"/>			

JOB FUNCTION 16: Brakes – General				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Describe procedure for performing a road test to check brake system operation, including an anti-lock brake system (ABS).		<input checked="" type="checkbox"/>		
Install wheel and torque lug nuts.	<input checked="" type="checkbox"/>			
Identify brake system components and configuration.	<input checked="" type="checkbox"/>			

JOB FUNCTION 17: Brakes – Hydraulic System				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Measure proper brake pedal height, travel, and free play (as applicable). determine needed action.		<input checked="" type="checkbox"/>		
Check master cylinder for external leaks and proper operation. determine needed action.		<input checked="" type="checkbox"/>		
Inspect brake lines, flexible hoses, and fittings for leaks, dents, kinks, rust, cracks, bulging, wear, and loose fittings/supports. determine needed action.	<input checked="" type="checkbox"/>			
Select, handle, store, and fill brake fluids to proper level; use proper fluid type per manufacturer specification.	<input checked="" type="checkbox"/>			
Identify components of hydraulic brake warning light system.		<input checked="" type="checkbox"/>		
Bleed and/or flush brake system.	<input checked="" type="checkbox"/>			
Test brake fluid for contamination.	<input checked="" type="checkbox"/>			

JOB FUNCTION 18: Brakes – Drum Brakes				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Remove, clean, and inspect brake drum; measure brake drum diameter; determine serviceability.		<input checked="" type="checkbox"/>		
Refinish brake drum and measure final drum diameter; compare with specification.		<input checked="" type="checkbox"/>		
Remove, clean, inspect, and/or replace brake shoes, springs, pins, clips, levers, adjusters/self-adjusters, other related brake hardware, and backing support plates; lubricate and reassemble.		<input checked="" type="checkbox"/>		
Inspect wheel cylinders for leaks and proper operation; remove and replace as needed.		<input checked="" type="checkbox"/>		
Pre-adjust brake shoes and parking brake; install brake drums or drum/hub assemblies and wheel bearings; make final checks and adjustments.		<input checked="" type="checkbox"/>		

JOB FUNCTION 19: Brakes – Disc Brakes				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Remove and clean caliper assembly; inspect for leaks and damage/wear; determine necessary action.	<input checked="" type="checkbox"/>			
Inspect caliper mounting and slides/pins for proper operation, wear, and damage; determine necessary action.	<input checked="" type="checkbox"/>			
Remove, inspect, and/or replace brake pads and retaining hardware; determine necessary action.	<input checked="" type="checkbox"/>			

JOB FUNCTION 19: Brakes – Disc Brakes				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Lubricate and reinstall caliper, brake pads, and related hardware; seat brake pads and inspect for leaks.	<input checked="" type="checkbox"/>			
Clean and inspect rotor and mounting surface, measure rotor thickness, thickness variation, and lateral runout; determine necessary action.	<input checked="" type="checkbox"/>			
Remove and reinstall/replace rotor.	<input checked="" type="checkbox"/>			
Refinish rotor on vehicle; measure final rotor thickness and compare with specification.	<input checked="" type="checkbox"/>			
Refinish rotor off vehicle; measure final rotor thickness and compare with specification.	<input checked="" type="checkbox"/>			
Retract and re-adjust caliper piston on an integral parking brake system.	<input checked="" type="checkbox"/>			
Check brake pad wear indicator; determine necessary action.	<input checked="" type="checkbox"/>			
Describe importance of operating vehicle to burnish/break-in replacement brake pads according to manufacturers' recommendation.	<input checked="" type="checkbox"/>			

JOB FUNCTION 20: Brakes – Power Assist Units				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Check brake pedal travel with, and without, engine running to verify proper power booster operation.		<input checked="" type="checkbox"/>		

JOB FUNCTION 20: Brakes – Power Assist Units				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Identify components of the brake power assist system (vacuum and hydraulic); check vacuum supply (manifold or auxiliary pump) to vacuum-type power booster.	<input checked="" type="checkbox"/>			

JOB FUNCTION 21: Brakes – Related Systems (i.e., Wheel Bearings, Parking Brakes, Electrical)				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Remove, clean, inspect, repack, and install wheel bearings; replace seals; install hub and adjust bearings.	<input checked="" type="checkbox"/>			
Check parking brake system components for wear, binding, and corrosion; clean, lubricate, adjust and/or replace as needed.	<input checked="" type="checkbox"/>			
Check parking brake operation and parking brake indicator light system operation; determine necessary action.	<input checked="" type="checkbox"/>			
Check operation of brake stop light system.	<input checked="" type="checkbox"/>			
Replace wheel bearing and race.	<input checked="" type="checkbox"/>			
Inspect and replace wheel studs.	<input checked="" type="checkbox"/>			

JOB FUNCTION 22: Brakes – Electronic Brake, Traction Control, and Stability Control Systems				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Identify traction control/vehicle stability control system components.		<input checked="" type="checkbox"/>		

JOB FUNCTION 22: Brakes – Electronic Brake, Traction Control, and Stability Control Systems				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Describe the operation of a regenerative braking system.		<input checked="" type="checkbox"/>		

JOB FUNCTION 23: Electrical/Electronic Systems – General				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Demonstrate knowledge of electrical/electronic series, parallel, and series-parallel circuits using principles of electricity (Ohm’s Law).	<input checked="" type="checkbox"/>			
Use wiring diagrams to trace electrical/electronic circuits.	<input checked="" type="checkbox"/>			
Demonstrate proper use of a digital multimeter (DMM) when measuring source voltage, voltage drop (including grounds), current flow, and resistance.	<input checked="" type="checkbox"/>			
Demonstrate knowledge of the causes and effects from shorts, grounds, opens, and resistance problems in electrical/electronic circuits.	<input checked="" type="checkbox"/>			
Use a test light to check operation of electrical circuits.		<input checked="" type="checkbox"/>		
Use fused jumper wires to check operation of electrical circuits.		<input checked="" type="checkbox"/>		
Measure key-off battery drain (parasitic draw).	<input checked="" type="checkbox"/>			
Inspect and test fusible links, circuit breakers, and fuses; determine necessary action.	<input checked="" type="checkbox"/>			

JOB FUNCTION 23: Electrical/Electronic Systems – General				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Repair and/or replace connectors, terminal ends, and wiring of electrical/electronic systems (including solder repair)		<input checked="" type="checkbox"/>		
Identify electrical/electronic system components and configuration.		<input checked="" type="checkbox"/>		

JOB FUNCTION 24: Electrical/Electronic Systems – Battery Service				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Perform battery state-of-charge test; determine necessary action.	<input checked="" type="checkbox"/>			
Confirm proper battery capacity for vehicle application; perform battery capacity and load test; determine necessary action.	<input checked="" type="checkbox"/>			
Maintain or restore electronic memory functions.	<input checked="" type="checkbox"/>			
Inspect and clean battery; fill battery cells; check battery cables, connectors, clamps, and hold-downs.	<input checked="" type="checkbox"/>			
Perform slow/fast battery charge according to manufacturers' recommendations.	<input checked="" type="checkbox"/>			
Jump-start vehicle using jumper cables and a booster battery or an auxiliary power supply.	<input checked="" type="checkbox"/>			
Identify safety precautions for high voltage systems on electric, hybrid-electric, and diesel vehicles.		<input checked="" type="checkbox"/>		

JOB FUNCTION 24: Electrical/Electronic Systems – Battery Service				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Identify electrical/electronic modules, security systems, radios, and other accessories that require reinitialization or code entry after reconnecting vehicle battery.		<input checked="" type="checkbox"/>		
Identify hybrid vehicle auxiliary (12v) battery service, repair, and test procedures.		<input checked="" type="checkbox"/>		

JOB FUNCTION 25: Electrical/Electronic Systems – Starting System				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Perform starter current draw test; determine necessary action.	<input checked="" type="checkbox"/>			
Perform starter circuit voltage drop tests; determine necessary action.	<input checked="" type="checkbox"/>			
Inspect and test starter relays and solenoids; determine necessary action.	<input checked="" type="checkbox"/>			
Remove and install starter in a vehicle.	<input checked="" type="checkbox"/>			
Inspect and test switches, connectors, and wires of starter control circuits; determine necessary action.		<input checked="" type="checkbox"/>		
Demonstrate knowledge of an automatic idle-stop/start-stop system.		<input checked="" type="checkbox"/>		

JOB FUNCTION 26: Electrical/Electronic Systems – Charging System				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Perform charging system output test; determine necessary action.	<input checked="" type="checkbox"/>			
Inspect, adjust, and/or replace generator (alternator) drive belts; check pulleys and tensioners for wear; check pulley and belt alignment.	<input checked="" type="checkbox"/>			
Remove, inspect, and/or replace generator (alternator).	<input checked="" type="checkbox"/>			
Perform charging circuit voltage drop tests; determine necessary action.		<input checked="" type="checkbox"/>		

JOB FUNCTION 27: Electrical/Electronic Systems – Lighting, Instrument Cluster, Driver Information, and Body Electrical Systems				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect interior and exterior lamps and sockets including headlights and auxiliary lights (fog lights/driving lights); replace as needed.		<input checked="" type="checkbox"/>		
Identify system voltage and safety precautions associated with high-intensity discharge headlights.	<input checked="" type="checkbox"/>			
Disable and enable supplemental restraint system (SRS); verify indicator lamp operation.		<input checked="" type="checkbox"/>		
Remove and reinstall door panel.		<input checked="" type="checkbox"/>		
Describe the operation of keyless entry/remote-start systems.		<input checked="" type="checkbox"/>		
Verify operation of instrument panel gauges and warning/indicator lights; reset maintenance indicators.		<input checked="" type="checkbox"/>		

JOB FUNCTION 27: Electrical/Electronic Systems – Lighting, Instrument Cluster, Driver Information, and Body Electrical Systems				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Verify windshield wiper and washer operation; replace wiper blades.	<input checked="" type="checkbox"/>			

JOB FUNCTION 28: Heating, Ventilation, & Air Conditioning (HVAC) – General				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Identify heating, ventilation, and air conditioning (HVAC) components and configuration.		<input checked="" type="checkbox"/>		

JOB FUNCTION 29: Heating, Ventilation, & Air Conditioning (HVAC) – Refrigeration System Components				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect and replace A/C compressor drive belts, pulleys, and tensioners; visually inspect A/C components for signs of leaks; determine necessary action.		<input checked="" type="checkbox"/>		
Identify hybrid vehicle A/C system electrical circuits and the service/safety precautions.		<input checked="" type="checkbox"/>		
Inspect A/C condenser for airflow restrictions; determine necessary action.		<input checked="" type="checkbox"/>		

JOB FUNCTION 30: Heating, Ventilation, & Air Conditioning (HVAC) – Heating, Ventilation, and Engine Cooling Systems				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect engine cooling and heater systems hoses and pipes; determine necessary action.		<input checked="" type="checkbox"/>		

JOB FUNCTION 31: Heating, Ventilation, & Air Conditioning (HVAC) – Operating Systems and Related Controls				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect A/C-heater ducts, doors, hoses, cabin filters, and outlets; determine necessary action.	<input checked="" type="checkbox"/>			
Identify the source of A/C system odors.		<input checked="" type="checkbox"/>		

JOB FUNCTION 32: Engine Performance – General				
Competency	Required for pay increase	Required for completion		Completion Date/Initials
Perform engine absolute manifold pressure tests (vacuum/boost); document results.		<input checked="" type="checkbox"/>		
Perform cylinder power balance test; document results.		<input checked="" type="checkbox"/>		
Perform cylinder cranking and running compression tests; document results.		<input checked="" type="checkbox"/>		
Perform cylinder leakage test; document results.		<input checked="" type="checkbox"/>		
Verify engine operating temperature.	<input checked="" type="checkbox"/>			
Remove and replace spark plugs; inspect secondary ignition components for wear and damage.	<input checked="" type="checkbox"/>			

JOB FUNCTION 33: Engine Performance – Computerized Controls				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Retrieve and record diagnostic trouble codes (DTC), OBD monitor status, and freeze frame data; clear codes when applicable.		<input checked="" type="checkbox"/>		
Describe the use of the OBD monitors for repair verification.		<input checked="" type="checkbox"/>		

JOB FUNCTION 34: Engine Performance – Fuel, Air Induction, and Exhaust Systems				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Replace fuel filter(s) where applicable.	<input checked="" type="checkbox"/>			
Inspect, service, or replace air filters, filter housings, and intake duct work.	<input checked="" type="checkbox"/>			
Inspect integrity of the exhaust manifold, exhaust pipes, muffler(s), catalytic converter(s), resonator(s), tail pipe(s), and heat shields; determine necessary action.		<input checked="" type="checkbox"/>		
Inspect condition of exhaust system hangers, brackets, clamps, and heat shields; determine necessary action.		<input checked="" type="checkbox"/>		
Check and refill diesel exhaust fluid (DEF).		<input checked="" type="checkbox"/>		

JOB FUNCTION 35: Engine Performance – Emissions Control Systems				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Inspect, test, and service positive crankcase ventilation (PCV) filter/breather, valve, tubes, orifices, and hoses; perform necessary action.	<input checked="" type="checkbox"/>			

JOB FUNCTION 36: Supplemental Tasks – Shop and Personal Safety				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Identify general shop safety rules and procedures.	<input checked="" type="checkbox"/>			
Utilize safe procedures for handling of tools and equipment.	<input checked="" type="checkbox"/>			
Identify and use proper placement of floor jacks and jack stands.	<input checked="" type="checkbox"/>			
Identify and use proper procedures for safe lift operation.	<input checked="" type="checkbox"/>			
Utilize proper ventilation procedures for working within the lab/shop area.	<input checked="" type="checkbox"/>			
Identify marked safety areas.	<input checked="" type="checkbox"/>			
Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extinguishers and other fire safety equipment.	<input checked="" type="checkbox"/>			
Identify the location and use of eye wash stations.	<input checked="" type="checkbox"/>			
Identify the location of the posted evacuation routes.	<input checked="" type="checkbox"/>			
Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities.	<input checked="" type="checkbox"/>			
Identify and wear appropriate clothing for lab/shop activities.	<input checked="" type="checkbox"/>			
Secure hair and jewelry for lab/shop activities.	<input checked="" type="checkbox"/>			

JOB FUNCTION 36: Supplemental Tasks – Shop and Personal Safety				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits.	<input checked="" type="checkbox"/>			
Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HID) lamps, ignition systems, injection systems, etc.).	<input checked="" type="checkbox"/>			
Locate and demonstrate knowledge of safety data sheets (SDS).	<input checked="" type="checkbox"/>			

JOB FUNCTION 37: Supplemental Tasks – Tools and Equipment				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Identify tools and their usage in automotive applications.	<input checked="" type="checkbox"/>			
Identify standard and metric designation.	<input checked="" type="checkbox"/>			
Demonstrate safe handling and use of appropriate tools.	<input checked="" type="checkbox"/>			
Demonstrate proper cleaning, storage, and maintenance of tools and equipment.	<input checked="" type="checkbox"/>			
Demonstrate proper use of precision measuring tools (i.e., micrometer, dial-indicator, dial-caliper).	<input checked="" type="checkbox"/>			

JOB FUNCTION 38: Supplemental Tasks – Preparing Vehicle for Service				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Identify information needed and the service requested on a repair order.	<input checked="" type="checkbox"/>			
Research vehicle service information, including all fluid types, refrigerant/oil type, vehicle service history, service precautions, and technical service bulletins.	<input checked="" type="checkbox"/>			
Identify purpose and demonstrate proper use of fender covers, mats.	<input checked="" type="checkbox"/>			
Demonstrate use of the three C's (concern, cause, and correction).	<input checked="" type="checkbox"/>			
Complete work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.	<input checked="" type="checkbox"/>			

JOB FUNCTION 39: Supplemental Tasks – Preparing Vehicle for Customer				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Ensure vehicle is prepared to return to customer per company policy (floor mats, steering wheel cover, etc.).	<input checked="" type="checkbox"/>			

JOB FUNCTION 40: Employability Skills – Personal Standards				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Reports to work daily on time; able to take directions and motivated to accomplish the task at hand.	<input checked="" type="checkbox"/>			

JOB FUNCTION 40: Employability Skills – Personal Standards				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Dresses appropriately and uses language and manners suitable for the workplace.	<input checked="" type="checkbox"/>			
Maintains appropriate personal hygiene.	<input checked="" type="checkbox"/>			
Meets and maintains employment eligibility criteria, such as drug/alcohol-free status, clean driving record, etc.	<input checked="" type="checkbox"/>			
Demonstrates honesty, integrity, and reliability.	<input checked="" type="checkbox"/>			

JOB FUNCTION 41: Employability Skills – Work Habits and Ethics				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Complies with workplace policies/laws.	<input checked="" type="checkbox"/>			
Contributes to the success of the team, assists others and requests help when needed.	<input checked="" type="checkbox"/>			
Works well with all customers and coworkers.	<input checked="" type="checkbox"/>			
Negotiates solutions to interpersonal and workplace conflicts.	<input checked="" type="checkbox"/>			
Contributes ideas and initiative.	<input checked="" type="checkbox"/>			
Follows directions.	<input checked="" type="checkbox"/>			
Communicates (written and verbal) effectively with customers and coworkers.	<input checked="" type="checkbox"/>			
Reads and interprets workplace documents; writes clearly and concisely.	<input checked="" type="checkbox"/>			

JOB FUNCTION 41: Employability Skills – Work Habits and Ethics				
Competency	Required for pay increase	Required for completion	Rating	Completion Date/Initials
Analyzes and resolves problems that arise in completing assigned tasks.	<input checked="" type="checkbox"/>			
Organizes and implements a productive plan of work.	<input checked="" type="checkbox"/>			
Uses scientific, technical, engineering and mathematics principles and reasoning to accomplish assigned tasks.	<input checked="" type="checkbox"/>			
Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service and advice as needed.	<input checked="" type="checkbox"/>			
