

CENTER IMPLEMENTATION PLAN FOR NEW AUTOMOBILE TECHNICIAN TRAINING PROGRAM

I. Center Information

Center Name _____ Career Technical Training (Vocational) Manager _____

II. Automobile Technician Program Status and Certification Plan

Contracted Slots _____ Number of Instructors _____ Name of Lead Instructor _____

Certification Type Designated by National Office (check one): GST () Articulate four specialty areas ()

Accept or Request Alternate by Center and Advisory Committee (check one): Accept () Alternate ()

If Applicable, Indicate Requested Certification Alternate: GST () Articulated Four Specialty Areas () Stand-alone () Master ()

Final Approval by National and Regional Offices: GST () Articulated Four Specialty Areas () Stand-alone () Master ()

III. Meeting Key Requirements from Job Corps Program Description (expand the line space if necessary:

Key Program Requirements	Status	Next Steps and Plan towards Program Certification	Target Completion Date
Instructor(s)' ASE certification in four areas: Brakes; Electrical/ Electronics; Engine Performance; Steering/ Suspension			
Career interest and aptitude tests			

Attachment D

Key Program Requirements	Status	Next Steps and Plan towards Program Certification	Target Completion Date
Higher academic requirement for enrollment into the Automotive Technician training program			
Establishment and use of Automobile Industry Advisory Committee			
Applied academics system to support instruction of technical training			
Articulation Agreements with UAW/LETC program or local ASE-certified training program			
Use of Internet or CD-ROM based curriculum			
Adequate equipment, tools, and supplies as required by NATEF based on Automobile Industry Advisory Committee			

Key Program Requirements	Status	Next Steps and Plan towards Program Certification	Target Completion Date
Use of Modified Lock-step for instruction			

IV. Meeting All NATEF Program Standards for GST and Automobile Technician Level Certifications (expand the line space if necessary):

Requirements	Status	Next Steps and Plan towards Meeting Standard	Target Completion Date
Standard 1: Purpose 1.1 – Employment Potential			
1.2 – Program Description/ Goals			
Standard 2: Administration 2.1 – Student Competency Certification			
2.2 – Chain of Command			
2.3 – Administrative Support			
2.4 – Written Policies			
2.5 – Advisory Committee			

Requirements	Status	Next Steps and Plan towards Meeting Standard	Target Completion Date
2.6 – Public/Community Relations			
2.7 – Live Work			
Standard 3: Learning Resources			
3.1 – Service Information			
3.2 – Multimedia			
3.3 – Instructional Development Services			
3.4 – Periodicals			
3.5 – Student Materials			
Standard 4: Finances			
4.1 – Program Training Cost			
4.2 – Budget			
4.3 – Budget Preparation			
4.4 – Status Reports			

Requirements	Status	Next Steps and Plan towards Meeting Standard	Target Completion Date
Standard 5: Student Services			
5.1 – Pre-testing			
5.2 – Pre-Admission Interview			
5.3 – Student Records			
5.4 – Placement			
5.5 – Follow-up			
5.6 – Legal Requirements			
Standard 6: Instruction			
6.1 – Program Plan			
6.2 – Student Training Plan			
6.3 – Preparation Time			
6.4 – Teaching Load			
6.5 – Curriculum			

Requirements	Status	Next Steps and Plan towards Meeting Standard	Target Completion Date
6.6 – Student Progress			
6.7 – Performance Standards			
6.8 – Safety Standards			
6.9 – Personal Characteristics			
6.10 – Work Habits/Ethics			
6.11 – Provision for Individual Differences			
6.12 – Related Instruction			
6.13 – Testing			
6.14 – Evaluation of Instruction			
6.15 – Live Work			
6.16 – Articulation			

Requirements	Status	Next Steps and Plan towards Meeting Standard	Target Completion Date
Standard 7: Equipment 7.1 – Safety			
7.2 – Quantity and Quality			
7.3 – Consumable Supplies			
7.4 – Maintenance			
7.5 – Replacements			
7.6 – Inventory			
7.7 – Parts Purchasing			
7.8 – Hand Tools			
Standard 8: Facilities 8.1 – Training Stations			
8.2 – Safety			
8.3 – Maintenance			

Requirements	Status	Next Steps and Plan towards Meeting Standard	Target Completion Date
8.4 – Housekeeping			
8.5 – Office Space			
8.6 – Instruction Area			
8.7 – Storage			
8.8 – Support Facilities			
8.9 – Ventilation			
8.10 – First Aid			
8.11 – Facility Evaluation			
Standard 9: Instructional Staff 9.1 – Technical Competency			
9.2 – Instructional Competency/Certification			
9.3 – Technical Updating			

Requirements	Status	Next Steps and Plan towards Meeting Standard	Target Completion Date
9.4 – First Aide			
9.5 – Substitutes			
Standard 10: Cooperative Agreement (optional)			
10.1 – Standards			
10.2 – Agreements			
10.3 – Supervision			

V. Addressing Other Issues Related to Program Certifications by ASE/NATEF:

Related Issues	Status	Next Steps and Plan towards Program Certification	Target Completion Date

