

September 12, 2013

<b>DIRECTIVE:</b> <b>JOB CORPS PROGRAM INSTRUCTION NOTICE NO. 13-08</b>
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**TO:**                        ALL JOB CORPS NATIONAL OFFICE STAFF  
                              ALL JOB CORPS REGIONAL OFFICE STAFF  
                              ALL JOB CORPS CENTER DIRECTORS  
                              ALL JOB CORPS CENTER OPERATORS  
                              ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
                              ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

**FROM:**                 GRACE A. KILBANE  
                              National Director  
                              Office of Job Corps

**SUBJECT:**             New Automotive Training Programs – Maintenance and Light Repair (MLR), Automobile Service Technician (AST), and Master Automobile Service Technician (MAST) Accreditation Requirements

1.     Purpose. To provide information for the accreditation of the new automotive programs.
2.     Background. With input from the National Automotive Technician Education Foundation (NATEF), automotive instructors, NTC/UAW-LETC and automotive industry partners, the Automobile Technician Program has been restructured. Curriculum Change Notice 12-02 provided the field with preliminary information on three new automotive training programs with the release of the new Electronic Training Achievement Records (e-TARs).

The certification requirements established by the National Institute of Automotive Service Excellence (ASE) were incorporated. Three new rigorous Training Achievement Records (TARs) have been created for the Job Corps automotive program, exceeding the ASE/NATEF standards.

3.     Renewal of Accreditation: **All centers offering Automotive Training Programs will be required to renew their NATEF accreditation. Please see the attached chart showing the status of your accreditation renewal.** The NATEF office will contact the program 11 months prior to the accreditation expiration date. Programs must formally request renewal of accreditation materials at [www.natef.org](http://www.natef.org). The program must return two (2) copies of the following items to NATEF.

Application for Accreditation or Renewal of Accreditation to include:

- Program Evaluation Summary Sheet
- On-site Evaluation Team Member List
- Instructor Qualifications Forms and Instructor Training Forms
- Advisory Committee List

- Integrated Academics Recognition Forms (optional)
- Payment Worksheet – Purchase Order, Check, or Credit Card Authorization for base application fee and additional fees as applicable (applications will be returned if received without payment)

**NOTE:** All applications for accreditation renewal should be submitted **before** the program accreditation expiration date. If NATEF does not receive the application 6 months after the expiration date, the program is required to follow all procedures for initial accreditation.

### Cost for Renewal of Accreditation Effective July 1, 2013

Accreditation Documents	\$0-available on Web site
Application Fee	\$750 (\$375 for additional program at each site)
On-Site Evaluation Team Manuals (\$65 each)	Included in the application fee
Honorarium for the Evaluation Team Leader (ETL) @ \$250 per day (paid directly to the ETL)	\$250
Estimated expenses for the ETL (paid directly to the ETL)	\$150

The program requesting accreditation can download the program evaluation form and application from the NATEF Web site below. Initial accreditation requires the program to have at least one graduated class before application submission.

**Resources:**

NATEF Program Standards - 2013 Automobile Program Accreditation Standards effective July 1, 2013 at [www.natef.org](http://www.natef.org). Automotive Service Excellence (ASE), <http://www.ase.com/Tests/ASE-Certification-Tests/Test-Series.aspx>

4. ASE student certification: The student must finish all required tasks to be a completer of Job Corps Automotive Training Program. The new Maintenance and Light Repair (MLR) test will be the first in the series to match the MLR level in the new NATEF model for program accreditation. Upon successful completion of an exam, the center should print the certificate, have it signed by the Career Transition Training Manager (CTT)/Center Director or proctor for validation, and then award it to the student. Student certification is valid for 2 years from the date the test was taken.

5. Instructor Qualifications. Instructors will be required to maintain qualified certification(s) in their program areas. Instructors must attend a minimum of 20 hours per year of recognized industry update-training relevant to their program. The type of training the instructor receives must be recognized by the center base automotive advisory committee.

The instructor training must result in the following outcomes. See crosswalk code below.

- All MLR instructors must be ASE certified in G1, A4, A5, and A6.
- All AST and MAST instructors must hold current ASE certification in G1, A6 and in the automobile area(s) (A1, A2, A3, A4, A5, A7, and A8) they teach.
- MAST instructors teaching Engine Performance must also be ASE certified in L1 – Advanced Engine Performance.

ASE Certification Crosswalk

A1 – Engine Repair	A6 – Electrical/Electronic Systems
A2 – Auto Transmission/Transaxle	A7 – Heating and Air Conditioning
A3 – Manual Drive Train and Axles	A8 – Engine Performance
A4 – Suspension and Steering	A9 – Light Vehicle Diesel Engines
A5 – Brakes	
G1 – Auto Maintenance and Light Repair Certification Test	
L1 – Advanced Engine Performance	

6. Equipment funds: Each new automotive training area (MLR, AST, MAST) has a new specialty Tool and Equipment list required for each program.

As part of the self-evaluation process, centers will identify any equipment that is required but not available either on center or through a work experience/partnership opportunity. Please see attached Auto Accreditation Equipment Request Form.

Upon completion of the self-evaluation process, submit the equipment request with all pertinent information to the e-mail addresses below, and copy your Regional Project Manager/Contracting Officer’s Representative. The Office of Job Corps will review your request and determine approval of funds based on availability of equipment dollars and quality of the submittals.

7. Action. Addressees are to ensure this Instruction Notice is distributed to all appropriate staff, including CTT Managers, Auto Instructors, Records Managers, and Career Transition Services Managers.

8. Expiration Date. Until superseded.

9. Inquiries. Inquiries should be directed to Tracy Bradshaw-Morris at (202) 693-8000 or [bradshaw-morris.t@dol.gov](mailto:bradshaw-morris.t@dol.gov); or Bill Renwick at (202) 693-3108 or [renwick.bill@dol.gov](mailto:renwick.bill@dol.gov).

Attachments

- A – NATEF Accreditation status chart
- B – Auto Accreditation Equipment Request Form