**AUTOMOBILE COMPLIANCE REVIEW**

The compliance review is required of your program at the 2 ½ year anniversary of the programs accreditation. It attests to the fact that your program continues to comply with program standards, and continues its efforts of continuous program improvement. The ASE Education Foundation will notify the program at the 2 year anniversary of accreditation that compliance review is due. **The completed compliance review is due six months from the notification date, and must include minutes from the last two advisory committee meetings. If the program is unable to meet the six month due date requirement please contact the ASE Education Foundation as soon as possible.**

**PLEASE NOTE**: The compliance review is not to be confused with renewal of accreditation. However, a copy of the compliance review, and results of the review must be available for inspection during the renewal of accreditation process. More information about accreditation renewal is available on the website at www.ASEeducationfoundation.org.

**Steps to complete the Compliance Review**

**STEP 1:** Download the ***Compliance Review*** form and the ***Evaluation of Program Standards by Advisory Committee*** rating form available on our website at [www.ASEeducationfoundation.org](http://www.natef.org). At your next advisory committee meeting provide each member with the ***Evaluation of Program Standards by Advisory Committee*** rating form. Assemble materials and provide information to your advisory committee to assist them in the evaluation rating process. Please have your advisory committee use the following rating scale for program Standards 1-10, and Standards 11 and 12 if applicable.

 **Rating**

Has Improved 3

No Change 2

Needs Improvement 1

**STEP 2:** **Average** the scores from the ***Evaluation of Program Standards by Advisory Committee*** rating forms that have been completed by the Advisory Committee. Transfer the average scores to the ***Summary of Program Evaluation*** page located within the ***Compliance Review*** document. Complete all remaining pages in the Compliance Review. Please **DO NOT** send the ***Evaluation of Program Standards by Advisory Committee*** rating form that was completed by the Advisory Committee member that participated in the evaluation.

**STEP 3:** Email the completed ***Compliance Review*** form and **meeting minutes from the last 2 advisory committee meetings** to info@ASEeducationfoundation.org. Compliance Reviews/meeting minutes can also be submitted via mail *or fax to:*

ASE Education Foundation

Attn: Compliance Reviews

1503 Edwards Ferry Rd. NE Suite 401

Leesburg, VA 20176

FAX - 703-669-6125

The ASE Education Foundation will evaluate the compliance review and notify you of problems that affect accreditation. This will provide you with guidelines for any necessary improvements that must be implemented before renewal of accreditation.

**AUTOMOBILE COMPLIANCE REVIEW**

**PROGRAM BEING EVALUATED**

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|       |

School Name

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| --- |
|       |

Program Name

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| --- |
|       |

Street (physical address of program)

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|       |       |       |

City State Zip

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|       |  |       |

Telephone Fax

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Website

**PROGRAM CONTACT INFORMATION**

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 Administrator Name Title E-mail Address Phone

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 Primary Contact Title E-mail Address Phone

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|       |       |       |       |

 Instructor Name Title E-mail Address Phone

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 Accounts Payable Contact Title E-mail Address Phone

**LEVEL OF PROGRAM BEING EVALUATED:**

[ ]  Secondary [ ]  Post-Secondary [ ]  Secondary & Post-Secondary

**ADDITIONAL INFORMATION - SECONDARY PROGRAMS**

Secondary programs that successfully achieve accreditation are now eligible to offer the student career readiness model to their automotive students. Visit [www.ASEeducationfoundation.org](http://www.ASEeducationfoundation.org) for all the details.

**SUMMARY OF EVALUATION BY ADVISORY COMMITTEE**

Average the total score for each Standard from the ratings provided in the Evaluation by Advisory Committee forms.

|  |  |
| --- | --- |
|  | **RATING** |
|  |  |
| **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 2 - ADMINISTRATION** Program administration should ensure that instructional activities support and promote the goals of the program. |       |
|  |
| **STANDARD 3 - LEARNING RESOURCES**Support materials, consistent with both program goals and performance objectives, should be available to staff and students. |       |
|  |
| **STANDARD 4 - FINANCES**Funding should be provided to meet the program goals and performance objectives. |       |
|  |
| **STANDARD 5 - STUDENT SERVICES**Systematic skills assessment, interviews, counseling services, placement and follow-up procedures should be used. |       |

|  |  |
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| **STANDARD 6 – ADVISORY COMMITTEE** |  |
| **An officially sanctioned program Advisory Committee must be used to provide input on program goals.** |  |
|  |
| **Does the Advisory Committee convene a minimum of two working meetings per years?** | **[ ] Yes** **[ ] No** |
|  |
| **Is the Advisory Committee included when conducting an annual evaluation of the facilities to assure adequacy in meeting program goals.** | **[ ] Yes [ ] No** |

|  |  |
| --- | --- |
| **STANDARD 7 – INSTRUCTION**Instruction must be systematic and reflect program goals. A task list and specific performance objectives with criterion referenced measures must be used.  |       |
|  |
| **\*Only provide hours for the level of accreditation currently being taught.** |
| **ACCREDTATION LEVEL** | # ofHours | %P-1 | %P-2 | %P-3 |
| **Maintenance & Light Repair** |       |       |       |       |
|  |  |  |  |  |
| **Automobile Service Technology** |       |       |       |       |
|  |  |  |  |  |
| **Master Automobile Service Technology** |       |       |       |       |

**Are the tools and equipment available at the for the tasks taught at the level of accreditation being requested?\***

|  |
| --- |
| **Accreditation Level** |
|  |
| **Maintenance & Light Repair** | **[ ]  Yes [ ] No** |
|  |  |
| **Automobile Service Technology** | **[ ]  Yes [ ] No** |
|  |  |
| **Master Automobile Service Technology** | **[ ]  Yes [ ] No** |

|  |  |
| --- | --- |
| **STANDARD 8 – EQUIPMENT** Equipment and tools used in the automobile technician training program must be of the type and quality found in the repair industry and must also be the type needed to provide training to meet the program goals and performance objectives. |  |
|  |
| **Are all shields, guards, and other safety devices in place, operable, and used?** | **[ ] Yes** **[ ] No** |
|  |
| **Do all students, instructors, and visitors wear safety glasses in the lab/shop area while lab is in session?**  | **[ ] Yes [ ] No** |
|  |
| **STANDARD 9 - FACILITIES** The physical facilities must be adequate to permit achievement of the program goals and performance objectives. |  |
|  |  |

|  |  |
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| **STANDARD 10 - INSTRUCTIONAL STAFF**  The instructional staff must have technical competency and meet all state and local requirements for accreditation. |       |
|  |
| ***The following applies to ALL Programs:*** |
| ***Do ALL instructors hold current ASE certification in:*** |
|  |
| ***1. G-1 Maintenance & Light Repair*** | **[ ]  Yes** **[ ]  No** |
| ***2. A-6 Electrical/Electronic Systems*** | **[ ]  Yes [ ]  No** |
|  |
| ***The following applies to Maintenance & Light Repair Programs only:*** |
| 1. ***Do MLR instructors hold current ASE certification in:***
 |
|  |
| ***1. A-4 Suspension & Steering*** | **[ ]  Yes [ ]  No** |
| ***2. A-5 Brakes*** | **[ ]  Yes [ ]  No** |
|  |
| ***The following applies to AST and MAST Programs:*** |
| 1. **Do instructors hold current ASE certification in the automotive area(s) they teach?**
 | **[ ]  Yes [ ]  No** |
|  |
| ***The following applies to MAST Programs:*** |
| 1. **Do Engine Performance instructors hold current ASE certification in Advanced Engine Performance L-1?**
 | **[ ]  Yes [ ]  No** |
|  |
| **Do all instructors attend a minimum of 20 hours per year of recognized industry update training relevant to the level in which their program is accredited?** | **[ ]  Yes [ ]  No** |

|  |
| --- |
| **STANDARD 11 - WORKBASED LEARNING** |
|  |
| Does the program use Work Based Learning to meet minimum hour requirements for accreditation? | [ ]  Yes [ ]  No [ ] N/A |
|  |
| Written policies and procedures should be used for cooperative and apprenticeship training programs (N/A if program does not offer cooperative/apprenticeship programs). | **[ ]  N/A** |

|  |
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| **STANDARD 12 – E-LEARNING** |
| Does the program use E-Learning to meet minimum hour requirements for accreditation? | [ ]  Yes [ ]  No [ ] N/A |
|  |
| WRITTEN POLICIES AND PROCEDURES MUST BE FOLLOWED WHEN E-LEARNING CURRICULAR MATERIALS ARE USED OUTSIDE OF SCHEDULED CLASSROOM/LAB/SHOP TIME FOR THE PURPOSE OF MEETING INSTRUCTIONAL HOUR REQUIREMENTS. (This applies only to programs that are using e-learning to meet program hour requirements. This is a go/no go Standard that requires validation of a ‘yes’ response to each of the criterion.) | **[ ]  Yes [ ]  No [ ] N/A** |

**AUTOMOBILE INSTRUCTOR QUALIFICATION SHEET**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructor**  |       | **ASE ID# (required)** |  |

 (please print or type) (as it appears on your certificate)

**Are you a new instructor with the program?** **[ ] No** **[ ] Yes - Hire Date:**

**Please indicate the level of accreditation being sought:**

**Maintenance & Light Repair** [ ]  **Automobile Service Technology** [ ]

 **Master Automobile Service Technology** [ ]

|  |  |  |
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| **Current ASE Certifications:** |  | **Valid Until** |
| **\*G-1 Maintenance & Light Repair** |  |  |
| **A-1 Engine Repair** |  |  |
| **A-2 Automatic Transmission/Transaxle** |  |  |
| **A-3 Manual Drive Train & Axles** |  |  |
| **\*A-4 Suspension & Steering** |  |  |
| **\*A-5 Brakes** |  |  |
| **\*A-6 Electrical/Electronic Systems** |  |  |
| **A-7 Heating & Air Conditioning** |  |  |
| **A-8 Engine Performance** |  |  |
|  |  |  |
| **L-1 Advanced Engine Performance** **(Required for MAST Engine Performance instructors only)** |  |  |

***\*Indicates instructor certifications required for Maintenance & Light Repair Programs***

**AST & MAST programs must indicate areas being taught by this instructor**

Engine Repair [ ]

Automatic Transmission/Transaxle [ ]

Manual Drive Train & Axles [ ]

Suspension & Steering [ ]

Brakes [ ]

**\*\*Electrical/Electronic System**  [ ]

Heating and Air Conditioning [ ]

Engine Performance [ ]  *ASE certification in L-1 required for MAST programs*

**\*\*All levels of accreditation require instructors to hold current ASE certification in Maintenance & Light Repair – G1, and Electrical/Electronic Systems – A6**

Effective 1/1/2018 all Master Certified instructors are required to hold G1 ASE Certification.

**INSTRUCTOR TRAINING FORM**

**Revised October 2013**

**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.

|  |  |
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| **Instructor:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Training | Training Provider/Company  | Course Title | Online or Class/Shop | Hours |
|       |       |       |       |       |
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**ADVISORY COMMITTEE LIST**

Please list the names of **all** members of the Program Advisory Committee and indicate the category that each represents (a minimum total of five (5) members is required). Instructors and administrators of the program are not eligible to be advisory committee members. Committee members should represent a broad cross-section of the local industry in the area the program serves. Possible categories that advisory committee members might represent are:

 Automobile Technicians Local Employers

 Consumer Groups Former Students

 Parents Automotive Trainers

 **NAME** **CATEGORY REPRESENTED**

|  |  |  |
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 (IF NECESSARY, INCLUDE SEPARATE ATTACHMENT TO INCLUDE FULL COMMITTEE)

**ADVISORY COMMITTEE MEMBERS THAT PARTICIPATED IN REVIEW:**

|  |  |  |
| --- | --- | --- |
| **Type or print name** |  | **Signature** |
|  |  |  |
|  |  |  |
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***By signing below, both the Program Administrator and Program Instructor certify that the information provided within this compliance review is true and correct. In addition, the Program Administrator and Program Instructor understand that the program will be required use most current standards available at the time of accreditation renewal.***

|  |  |  |
| --- | --- | --- |
|  |       |       |

 Administrator Signature Printed/Typed Name Date

|  |  |  |
| --- | --- | --- |
|  |       |       |

 Instructor Signature Printed/Typed Name Date

***Note: Programs submitting their compliance review 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)*** |

***Thank you for supporting program accreditation.***