**2022 COLLISION INSTRUCTOR QUALIFICATION SHEET**

(an instructor qualification sheet must be filled out for each instructor)

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

(please print or type instructor’s name) (as it appears on their certificate)

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

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

**Damage Analysis/Customer Service/Estimating**

**Painting & Refinishing**

**Non-Structural Analysis & Damage Repair**

**Structural Analysis & Damage Repair**

**Mechanical & Electrical Components**

|  |  |  |
| --- | --- | --- |
| **Current ASE Certifications:** | **Expiration Date** | **Required** |
| **B2 Painting & Refinishing** |  | If taught |
| **B3 Non-Structural Analysis & Damage Repair** |  | If taught |
| **B4 Structural Analysis & Damage Repair** |  | If taught |
| **B5 Mechanical & Electrical Components** |  | If taught |

**Programs must indicate areas being taught by this instructor**

Painting & Refinishing

Non-Structural Analysis & Damage Repair

Structural Analysis & Damage Repair

Mechanical & Electrical Components

**INSTRUCTOR TRAINING FORM**

**ALL instructors** **are required to attend a minimum of 20 hours of recognized automotive industry technical update training each year that is relevant to their program.** Please list all relevant industry update training for the past year below. Note: educational courses to fulfill state teacher licensure requirements, professional improvement and/or in-service activities do not count as industry technical update training. Use a separate form for each 12-month period (calendar year or academic year).

**Hands-on Work Option:** Under specific conditions, automotive instructors may substitute ten (10) hours of documented hands-on work for one (1) hour of update training. See the Hands-on Work Report on the next page for full details and requirements.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Instructor’s Name | |  | | | |
| Date of Training | Training Provider/Company | | Course Title | Online or In Person | Hours |
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**HANDS-ON WORK REPORT FORM**

Collision Repair/Refinish instructors may substitute ten (10) hours of documented hands-on work as a technician in a retail or fleet collision repair business outside the school (e.g., part-time work or summer externship) for one (1) hour of update training, up to a maximum of ten (10) hours of update training each year, toward the annual update training requirement. The work must be related to the areas they teach and take place in the same year for which substitute credit is sought.

If you wish to use hands-on work as a partial substitute for update technical training, complete the form below and have it signed by the business owner or manager. Use a separate form for each 12-month period (calendar year or academic year).

|  |  |
| --- | --- |
| Instructor’s Name |  |
| Business Name |  |
| Business Type | Dealership  Independent Repair Shop  Retail Chain Store  Fleet Repair Shop  Other (please specify) |
| Business Address |  |
| Business Phone No. |  |
| Owner/Manager’s Name |  |
| Owner/Manager’s Title |  |
| Dates worked |  |
| Describe the work performed (must be as a service technician, not parts counter, service writer, etc.) |  |
| Paid or Unpaid | Paid  Unpaid |
| Total hours worked as a service technician |  |
| Hours worked / 10 = training hours substituted | **(maximum of 10 hours of substitute credit)** |
| **I attest that the information provided on this form for this instructor’s hands-on work is true and correct to the best of my knowledge.** | |
| Owner/Manager’s Signature |  |
| Date |  |