**INSTRUCTIONS FOR PROGRAM EVALUATION & APPLICATION - 2022**

**INITIAL AND RENEWAL ACCREDITATION**

**\*The program evaluation and application process is the same for both Initial Accreditation and Renewal of Accreditation**

1. Review the **Program Standards** regarding all requirements and materials for accreditation. Compile supporting documentation on each of the standards. It is required that a school administrator participate in the evaluation process.
2. Initial Accreditation:

 Identify an individual to coordinate the program evaluation. The person responsible for coordinating the program evaluation should meet with 3-4 Advisory Committee members interested in conducting the self-evaluation. Additional participants might be instructors, other Advisory Committee members, school counselors, etc.

 Renewal of Accreditation:

The Evaluation for Accreditation Renewal requires a minimum of (4) Advisory Committee members participate in the evaluation process and review of the program standards. An individual from the program should be identified to coordinate the accreditation process.

1. The advisory committee will use the Program Evaluation Forms when conducting its review.The group may choose to divide the responsibilities for reviewing each of the standards.
2. The committee will need to observe the program's operations, curriculum, facilities and equipment, and hold discussions with staff and administration.
3. When completing the Collision Repair & Refinish Program Evaluation, responses should be rated on a 1-5 point scale (except for the items which request a percent, a number, or a yes/no, or N/A response). When rating items, document the location of the information used to justify the score (brochure, faculty handbook, Advisory Committee meeting minutes, budget reports, etc.). If an item is rated below a 4, an explanation of the rating and recommended improvement should be provided.
4. After the advisory committee completes the Collision Repair & Refinish Program Evaluation forms, the group should meet to discuss their individual ratings. The scores of each item rated by more than one person should be averaged by adding all scores on each item and dividing by the number of responses. The results must be recorded on the Collision Repair & Refinish Program Evaluation Summary Sheets contained in the Accreditation Application.
5. Transfer the average score for each standard from the Program Evaluation form to the Application Program Evaluation Summary Sheet. **\*If you are completing the Application, you should be on this step\***
6. Send the following items to the ASE Education Foundation (keep a copy for your records):

**The Application for Accreditation includes:**

* Program Evaluation Summary Sheet
* On-Site Evaluation Team Member List
* Instructor Certifications & Instructor Training Forms
* Advisory Committee List
* Collision Program Evaluation Participants List **(must be signed by each participant)**
* Integrated Academic Skills Recognition Forms (optional)
* Payment Worksheet—Purchase Order, Check, or Credit Card Authorization for the Base Application Fee and additional fees as applicable (application(s) will not be processed until payment is received)
1. **The on-site evaluation team will use the Program Evaluation Form when conducting its review. They will evaluate all compiled documentation to validate averages given by the advisory committee’s evaluation and to conduct their own evaluation of the program.**

Please review the Process Overview located in the Procedures section of the Program Standards for additional information. The Program Standards can be found on our website at [ASEeducationfoundation.org](http://www.ASEeducationfoundation.org).

**Visit the ASE Education Foundation’s website at ASEeducationfoundation.org for more information on Advisory Committee tasks, program evaluation information, and suggested documentation.**

**On-Site Evaluation Information**

**Initial Accreditation:**

In its review, the on-site evaluation team for Initial Accreditation will rate the identical items as on the Collision Repair & Refinish Program Evaluation form. Please refer to the Process Overview in the Procedures section and the Collision Repair & Refinish Program Requirements in the Policies section for additional information.

**Renewal of Accreditation:**

For Accreditation Renewal, the on-site evaluation team will only rate Standards 6, 7, 8, 9 and 10 (and Standards 11/12 if applicable) unless the program’s evaluation average by the Advisory Committee on one or more of Standards 1 - 5 was less than 4. Please refer to the Process Overview in the Procedures section and the Collision Repair & Refinish Program Requirements in the Policies section for additional information.

Evaluation Teams are valuable assets to programs seeking accreditation. They provide a link between the program and the ASE Education Foundation office. Once an Evaluation Team Leader (ETL) is assigned to a program, the program coordinator should contact the ETL. In addition to arranging dates for the on-site evaluation, the ETL must be consulted prior to the evaluation for guidance on preparation, space requirements, etc. that will facilitate the process. Most importantly, the ETL should be viewed as a resource prepared to assist programs in the accreditation process. It is essential the evaluation team has access to all information and reference materials necessary to complete the evaluation of each standard. **Documentation should be organized and labeled by each standard.**

The on-site evaluation must be conducted while classes and labs are in session. The evaluation team will tour classrooms and the lab/shop areas during instructional periods. They will need to evaluate the curriculum, tools and equipment, space, storage areas, etc. The evaluation team will make every effort to conduct its evaluation with as little disruption to classroom and lab/shop activities as possible. In addition, the evaluation team will conduct a survey of employers of program graduates. **Prior to the on-site date, provide the ETL** with a list of six individuals who have completed the program within the last three years and are employed locally at different automotive related facilities. Using the Program Graduate Employer Survey Form include the name of the graduate, his/her supervisor and the address and phone number of the place of employment. The ETL will select a minimum of three employers to survey during the evaluation. The program instructor or administrator must contact the employers prior to the on-site visit informing the employer a representative from the ASE Education Foundation will be in contact with them regarding the graduate or intern.

Upon completion of the on-site evaluation, the ETL will review general program strengths and recommendations for improvement with instructors and administrators. The evaluation team does not have the authority to indicate if the program will be accredited. The ASE Education Foundation will notify the program contacts after all evaluation materials have been reviewed and a determination on accreditation has been made.

**APPLICATION FOR ACCREDITATION - 2022**

**COLLISION REPAIR & REFINISH**

**NOTE:** This application is to be used for initial or renewal of accreditation. A separate Application for Accreditation must be completed for each program requesting accreditation, e.g., Ford ASSET, GM ASEP, Toyota T-TEN etc.

**INSTITUTION:**

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| --- |
|       |

 Name

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| --- |
|       |

 Program

|  |
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|       |

 Street (physical address of the program)

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

 City State Zip

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

Telephone Program Website

**ADMINISTRATOR OF THE INSTITUTION:**

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

 Name Title

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

 Telephone E-mail

**PERSON RESPONSIBLE FOR COORDINATION OF SELF-EVALUATION:**

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

 Name Title

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

 Telephone E-mail

**ACCOUNTS PAYABLE CONTACT:**

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

 Name Title

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

 Telephone E-mail

**TYPE OF ACCREDITATION**

[ ] Initial Accreditation [ ] Renewal of Accreditation

**Please indicate which accreditation areas your program will be applying under:**

 [x]  **Damage Analysis/Estimating/Customer Service**

 **(Required for all accredited programs)**

**[ ]  Painting & Refinishing**

 [ ]  **Non-Structural Analysis & Damage Repair**

 **(75 additional hours are required for Welding, Cutting & Joining)**

 **[ ]  Structural Analysis &Damage Repair**

 **(Accreditation in Non-Structural Analysis & Damage Repair is also required)**

 **[ ]  Mechanical and Electrical Components**

**LEVEL OF PROGRAM BEING EVALUATED:**

[ ]  Secondary [ ]  Post-Secondary [ ]  Secondary & Post-Secondary (Dual Enrollment)

**ADOPT-A-SCHOOL**

Programs that need to develop more community support should see the Adopt-A-School information - visit [Adopt-A-School Information](https://www.aseeducationfoundation.org/adoptaschool) for details.

**PROGRAM HOURS**

Enter the number of hours of instruction in the laboratory/shop and classroom for the entire length of the program.

***Note: The ‘Work-based Learning’ and ‘E-Learning’ columns are designated for programs that will be using those hours to meet up to 25% of the minimum hour requirement for the level of accreditation being sought. If the program will not be using Work-based learning or E-learning to meet hour requirements please leave blank.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SPECIALTY AREAS** | **LAB/SHOP** | **CLASSROOM** | **Standard 11****Work-based Learning** | **Standard 12****E-Learning** | **= PROGRAM TOTAL** |
| Damage Analysis/Estimating/Customer Service (DAECS) (DAECS tasks/hours required) |       |       |       |       | 0 |
| Painting and Refinishing  |       |       |       |       | 0 |
| Non-Structural Analysis & Damage Repair  |       |       |       |       | 0 |
| MIG Welding(**75 Hours** required for Non-Structural Analysis/Damage Repair) |       |       |       |       | 0 |
| Structural Analysis & Damage Repair(Can only be added if accrediting in Non-Structural Analysis)  |       |       |       |       | 0 |
| Mechanical & Electrical Components |       |       |       |       | 0 |

**\*Provide hours only for the areas of accreditation in which you are applying for at this time.**

# COLLISION REPAIR & REFINISH PROGRAM EVALUATION SHEET – 2022

|  |
| --- |
| **STANDARD 1 – PURPOSE** |
|  |
| 1.1 Employment Potential |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 1.2 Program Description/Goals |
| 1. 1 2 3 4 5
 |       |
|  |  |
| **STANDARD 1 AVERAGE SCORE** **(3 ITEMS)** |  |

|  |
| --- |
| **STANDARD 2 – ADMINISTRATIVE PROGRAM SUPPORT** |
|  |
| 2.1 Administrative Support |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 2.2 Written Policies |
| 1. [ ] Yes [ ] No
 |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 2.3 Provisions for Individual Differences |
| 1. 1 2 3 4 5
 |       |
|  |
| **STANDARD 2 AVERAGE SCORE** **(as many as 10 ITEMS)** |  |

|  |
| --- |
| **STANDARD 3 – LEARNING RESOURCES** |
|  |
| 3.1 Service Information |
| 1. 1 2 3 4 5
 |       |
|  |  |
| 3.2 Multimedia  |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 3.3 Student Resources |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| **STANDARD 3 AVERAGE SCORE (5 ITEMS)** |  |

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| --- |
| **STANDARD 4 – FUNDING** |
|  |
| 4.1 Funding |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| **STANDARD 4 AVERAGE** **(3 ITEMS)** |  |

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| --- |
| **STANDARD 5 – STUDENT SERVICES** |
|  |
| 5.1 Pre-Admission Program Advisement |
| 1. 1 2 3 4 5
 |       |
|  |  |
| 5.2 Placement |
| 1. 1 2 3 4 5
 |       |
|  |
| 5.3 Annual Graduate Follow-Up |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. (1) 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| **STANDARD 5 AVERAGE SCORE****(9 ITEMS)** |  |

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| --- |
| **STANDARD 6 – ADVISORY COMMITTEE** |
|  |
| **6.1 Membership** |
| 1. **[ ] Yes [ ] No**
 |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  **STANDARD 6 – ADVISORY COMMITTEE** **\*Continued\*** |
| 6.2 Review of Student Surveys |
| 1. 1 2 3 4 5
 |       |
|  |
| 6.3 Review of Program Funding |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 6.4 Review of Graduate Follow-Up and Employer Surveys |
| 1. 1 2 3 4 5
 |       |
|  |
| 6.5 Review of Course of Study |
| 1. 1 2 3 4 5
 |       |
|  |
| * 1. Review of Tools, Equipment, and Facilities
 |
| 1. 1 2 3 4 5
 |       |
| 1. [ ] Yes [ ] No
 |
|  |
| **STANDARD 6 AVERAGE SCORE (8 ITEMS)** |  |

|  |
| --- |
| **STANDARD 7 – INSTRUCTION** |
|  |
| 7.1 Program |
| 1. 1 2 3 4 5
 |       |
|  |
| 7.2 Preparation Time |
| 1. 1 2 3 4 5
 |       |
|  |
| 7.3 Teaching Load |
| 1. 1 2 3 4 5
 |       |
|  |
| **7.4 Course of Study** |
| **A.** | **95% - HP-I** | **90% - HP-G** |
| **Damage Analysis/****Estimating/Customer Service**  |  |  |
| **Painting & Refinishing** |  |  |
| **Non-Structural Analysis & Damage Repair** |  |  |
| **Structural Analysis & Damage Repair** |  |  |
| **Mechanical & Electrical Components** |  |  |
|  |
| 1. (1) 1 2 3 4 5
 |       |
| (2) 1 2 3 4 5 |       |
| (3) 1 2 3 4 5 |       |
| (4) 1 2 3 4 5 |       |
| (5) 1 2 3 4 5 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 7.5 Performance Standards and Student Progress |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| **7.6 Safety Standards** |
|  | **[ ] Yes [ ] No** |
|  | **[ ] Yes [ ] No** |
|  |
| * 1. Personal Standards
 |
| 1. (1) 1 2 3 4 5
 |       |
| (2) 1 2 3 4 5 |       |
| (3) 1 2 3 4 5 |       |
| (4) 1 2 3 4 5 |       |
| (5) 1 2 3 4 5 |       |
|  |
| 7.8 Work Habits/Ethics |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 7.9 Related Instruction |
| 1. 1 2 3 4 5
 |       |
|  |
| 7.10 Testing |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 7.11 Evaluation of Instruction |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 7.12 On-Vehicle Service and Repair Work |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. (1) 1 2 3 4 5
 |       |
| (2) 1 2 3 4 5 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 7.13 Customer Vehicles |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
|  |
| 7.14 Articulation |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
|  |
| **STANDARD 7 AVERAGE SCORE (as many as 35 ITEMS)** |  |

|  |
| --- |
| **STANDARD 8 – TOOLS & EQUIPMENT** |
|  |
| **8.1 Safety** |
|  | **[ ] Yes [ ] No** |
|  | **[ ] Yes [ ] No** |
|  |
| 8.2 Quantity and Quality |
|  | **[ ] Yes [ ] No** |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 8.3 Consumable Supplies |
| 1. 1 2 3 4 5
 |       |
|  |
| 8.4 Preventive Maintenance |
| 1. 1 2 3 4 5
 |       |
|  |  |
| 8.5 Replacement |
| 1. 1 2 3 4 5
 |       |
|  |
| 8.6 Tool Inventory and Distribution |
| 1. 1 2 3 4 5
 |       |
|  |
| 8.7 Parts Purchasing |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
|  |
| 8.8 Hand Tools |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| **STANDARD 8 AVERAGE SCORE (as many as 10 ITEMS)** |  |

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| **STANDARD 9 – FACILITIES** |
|  |
| 9.1 Training Stations |
| 1. (1) 1 2 3 4 5
 |       |
| (2) 1 2 3 4 5 |       |
|  |
| 9.2 Safety |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 12 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 9.3 Facility Maintenance |
| 1. 1 2 3 4 5
 |       |
| 9.4 Housekeeping |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 9.5 Office Space |
| 1. 1 2 3 4 5
 |       |
|  |
| 9.6 Instructional Area |
| 1. 1 2 3 4 5
 |       |
|  |
| 9.7 Storage |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
| 1. 1 2 3 4 5
 |       |
|  |
| 9.8 Support Facilities |
| 1. 1 2 3 4 5
 |       |
|  |
| 9.9 Ventilation |
| 1. 1 2 3 4 5
 |       |
| 1. 1 2 3 4 5
 |       |
|  |
| 9.10 First Aid |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
|  |
| **STANDARD 9 AVERAGE SCORE (as many as 22 ITEMS)** |  |

|  |
| --- |
| **STANDARD 10 – INSTRUCTIONAL STAFF** |
|  |
| * 1. Technical Competency
 |
|  |
| 1. **Program Instructors**
 |
| **B2 – Painting & Refinishing** | **[ ]  Yes [ ] No** |
| **B3 – Non-Structural Analysis & Damage Repair** | **[ ]  Yes [ ] No** |
| **B4 – Structural Analysis & Damage Repair** | **[ ]  Yes [ ] No** |
| **B5 – Mechanical & Electrical Components** | **[ ]  Yes [ ] No** |
|  |
| 10.2 Instructional Competency |
| 1. 1 2 3 4 5
 |       |
|  |
| 10.3 Technical Updating |
| 1. 1 2 3 4 5
 |       |
|  **B.** | **[ ]  Yes [ ] No** |
|  |
| 10.4 Substitutes |
| 1. 1 2 3 4 5
 |       |
|  |
| **STANDARD 10 AVERAGE SCORE (3 ITEMS)** |  |

|  |
| --- |
| **STANDARD 11 – WORKBASED LEARNING** |
|  |
| *Work-based Learning* | *[ ] Yes* *[ ] No* |
|  |
| 11.1 Standards |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
|  |
| 11.2 Agreements |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
|  |
| 11.3 Supervision |
| 1. 1 2 3 4 5
 |       | [ ] N/A |
|  |
| **STANDARD 11 AVERAGE SCORE (as many as 3 ITEMS)** |  |

|  |
| --- |
| **STANDARD 12 – E-LEARNING** |
|  |
| *E-Learning* | *[ ]  Yes* *[ ] No* |
|  |
| **12.1 Access** |
|  | **[ ]  Yes** **[ ] No** | **[ ] N/A** |
|  |
| **12.2 Curriculum and Student Progress** |
|  |  **[ ]  Yes [ ] No** | **[ ] N/A** |
| **B.** |  **[ ]  Yes [ ] No** | **[ ] N/A** |
| **C.** |  **[ ]  Yes [ ] No** | **[ ] N/A** |
| **D.** |  **[ ]  Yes [ ] No** | **[ ] N/A** |
|  |
| **12.3 Advisory Committee Input** |
|  |  **[ ]  Yes [ ] No** | **[ ] N/A** |
|  |
| **STANDARD 12** **Number of ‘Yes’ Responses****(as many as 6 items)** |  |

**ON-SITE EVALUATION TEAM MEMBER LIST**

**Collision Repair & Refinish Accreditation**

**NOTE:** There must be one evaluation team member from a dealership, one evaluation team member from an independent repair facility, one from either a dealership, independent repair facility, or current advisory member. **A maximum of one current advisory committee member that has not participated in the program self-evaluation may be selected.** A fourth alternate team member (dealership or independent repair facility) must be identified for an initial accreditation. Manufacturer specific programs may choose to use only team members from the respective manufacturer. See the "Qualifications of On-site Evaluation Teams Members" section for selection criteria.

**Team members for the on-site visit must not be former instructors or graduates of the program within the past three years. Relatives of the administrator or instructor may not serve as a team member.**

1. **TEAM MEMBER FROM DEALERSHIP:**

|  |
| --- |
|       |
| Name |
|       |
| Position (Title) |
|       |
| Company Name |
|       |
| Company Address |
|       |
| Phone Number |

 Years of hands-on experience: Total collision:

 High school graduate or equivalent: [ ] YES [ ] NO

 ASE Collision Repair & Refinish Certifications (recommended):

|  |
| --- |
|       |

**2. TEAM MEMBER FROM INDEPENDENT REPAIR FACILITY:**

|  |
| --- |
|       |
| Name |
|       |
| Position (Title) |
|       |
| Company Name |
|       |
| Company Address |
|       |
| Phone Number |

 Years of hands-on experience: Total collision:

 High school graduate or equivalent: [ ] YES [ ] NO

 ASE Collision Repair & Refinish Certifications (recommended):

|  |
| --- |
|       |

**3. ALTERNATE TEAM MEMBER**

**(DEALERSHIP OR INDEPENDENT REPAIR FACILITY):**

|  |
| --- |
|       |
| Name |
|       |
| Position (Title) |
|       |
| Company Name |
|       |
| Company Address |
|       |
| Phone Number |

 Years of hands-on experience: Total collision:

 High school graduate or equivalent: [ ] YES [ ] NO

 ASE Collision Repair & Refinish Certifications (recommended):

|  |
| --- |
|       |

**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:**

[x]  **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 |  |

**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:

 Collision Repair & Refinish Technicians Local Employers

 Former Students Automotive Trainers

 Parents

 **NAME** **CATEGORY REPRESENTED**

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 **(ADD MORE SHEETS IF NECESSARY TO INCLUDE FULL COMMITTEE)**

**ADVISORY COMMITTEE MEMBERS**

***The following Advisory Committee members support this program’s efforts to become an ASE Accredited training program.***

|  |  |  |
| --- | --- | --- |
| **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 application is true and correct. Furthermore, it is also understood that all expenditures incurred for the on-site evaluation will be paid by the collision repair & refinish program or institution requesting accreditation.***

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

 Administrator Signature Printed/Typed Name Date

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

 Instructor Signature Printed/Typed Name Date

**Note: Programs submitting their application 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) |

**INTEGRATED ACADEMIC SKILLS RECOGNITION (OPTIONAL)**

* *Note: For more information, refer to the Integrated Academic Skills Recognition* *page in the Policies Section of the Program Standards.*

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Program Name

Collision Instructor(s) to be recognized:

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| --- |
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Academic areas and instructors to be recognized:

|  |  |
| --- | --- |
| English Instructor: |       |
| Mathematics Instructor: |       |
| Science Instructor: |       |

Please answer 1-6 and attach in separate document.

1. Briefly describe the coordination between the collision repair & refinish program and the academic department(s) for planning, developing, and teaching integrated academic skills to students.

2. How often do the automotive and academic instructors meet to plan and coordinate classroom activities?

3. Do automotive and academic instructor teams teach automotive students? If so, describe the activities and responsibilities of the instructors.

4. Are automotive and academic instructors actively involved with automotive student organizations, activities, or competitions? If so, describe the activities.

5. Are students given academic credit for their technical classes?

6. If applicable, describe how the *Integrated Academic Skills* manual was used to integrate academic and technical skills student activities.

**PAYMENT WORKSHEET**

Please include the following applicable fees with your collision repair & refinish accreditation application. Payment must be included for your application to be processed. Forms of payment include purchase order, check made out to the ASE Education Foundation, or credit card (MC/VISA, or American Express). Please indicate method of payment below.

|  |
| --- |
|       |
| School Name |
|       |
| School Address |
|       |    |       |
| City | State | Zip Code |

 Initial Accreditation Renewal of Accreditation

Base Accreditation Fee [ ]  $950.00 [ ]  $850.00

Manufacturer Specific (if applicable): [ ]  $475.00\* [ ]  $425.00\*

*\*This fee is in addition to the Base Accreditation fee. If submitting multiple applications at the same time (GM ASEP, Toyota T-TEN, etc.) this fee must be included.*

Method of payment

Purchase Order [ ]  *please include copy of PO*

Check [ ]

MasterCard/Visa/AMEX [ ]

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|       |
| Card Number |
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| Exp. Date (MM/YYYY) |
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| Name as it appears on card |
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| Cardholder signature |
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| Cardholder Email Address |

***NOTE:*** *Payment of the ETL honorarium and the ETL expenses must be made directly to the ETL. Payment or arrangements for payment must be made at the time of*

*the on-site visit. Do not send ETL payments to the ASE Education Foundation.*