ETL Accreditation Guide

Upon Assignment

1. Once you accept and have been assigned a program as the ETL, there are many tasks to complete prior to setting an on-site date with the school program coordinator.
2. Contact the program coordinator and advise them that you have been assigned and will need several things for review within the next two weeks and prior to setting the onsite date:
   - [ ] A copy of the original application
   - [ ] A copy of all advisory minutes
     a. 1 year for an initial accreditation
     b. 5 years for a renewal
   - [ ] The advisory committee rosters
   - [ ] A copy of the self-evaluation
   - [ ] The course of study for the program
     a. The program task list
     b. Percentages of the P1, P2, and P3 tasks or HP-I and HP-G
     c. Syllabus for each class
     d. A sample of their tracking for performance tasks for students
     e. Scope and sequence
   - [ ] Team member list with contact information
   - [ ] Program Graduate Employer contact list (prefer 6, minimum 3)
     a. The instructor needs to contact these people to let them know about the calls they will get on the day of the on-site.
   - [ ] Instructor training records
     a. 1 year for an initial accreditation
     b. 5 years for a renewal
   - [ ] Instructor ASE Certification Verification
   - [ ] On-site Evaluation Agreement
   - [ ] See if the school requires any background checks or procedures prior to visiting.
3. Advise the coordinator that you will need a room for the team to work on the day of the onsite near the program area and that the team will need privacy throughout the day.
4. Let them know that all documentation files need to be pulled and organized according to the standards and placed in the room where the team will be working. Electronic documentation files are acceptable, but all team members must have access simultaneously.
5. Have them coordinate lunch for the team and eat lunch in the work room provided.
6. Ask all the Go/No-Go questions and let them know you are trying to protect them.
7. Confirm if the program is using standard 11 or 12 to meet the minimum required hours.
8. Follow up the call with an email and include program administration.

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Pre-Site Activities

1. You should receive all documentation within 2 weeks, if not, contact the coordinator again and see if it is coming. On third contact advise the ASE office.
2. Contact the team members and verify qualifications, including the alternate. Explain the process overview. See if they have questions and ask about advisory membership (1 allowed that did **not** participate in the self-evaluation review).
    a. 5 years of professional experience as a technician
    b. HS diploma or equivalent
3. Read all minutes and verify:
    a. 5 members of local industry in attendance
    b. 2 meetings per year
    c. Advisory conducts an inspection of facilities annually.
    d. Advisory is included in budget decisions.
    e. Advisory has approved the program's task list.
    f. Advisory is involved in tool and equipment purchase recommendations.
    g. Advisory has leadership and is conducting the meetings.
4. Check the self-evaluation:
    a. 4 advisory members in attendance
    b. An administrator in attendance
    c. Instructor in attendance
5. Check their Course of Study:
    a. Accurate percentages of Priority Tasks
        i. Automobile: P1-90%, P2-75%, P3-50%
        ii. Collision: HP-I 90%, HP-G 85%
        iii. Truck: P1-90%, P2-70%, P3-25%
    b. Check program hours:
        i. Automobile: 540 MLR, 840 AST, 1200 MAST
        ii. Collision: 46 Damage Analysis, 300 Paint and Refinishing, 300 Non-Structural with 75 welding additional, 185 Structural, 200 Mechanical and Electrical (Master Collision Accredited in all areas) or 300 Collision Fundamentals
        iii. Truck: 540 Inspection Maintenance and Minor repair, 740 Truck Service Technology, 1040 Master Truck Service Technology
6. Check the instructor training records for 20 hours/year technical training, not professional development.
7. Verify ASE certs for accreditation level sought and classes taught by instructors.

Set the On-Site Date

1. Once you have verified the program is ready for the on-site, contact the coordinator and let them know you can set the on-site date or solidify the already arranged date. Agree on the schedule for the on-site.
2. Send a copy of the agreement to the ASE office and the coordinator.
3. Send the coordinator and each team member the schedule.
4. Make sure you have received copies of the ETL manual and team member books. Contact ASE if not.

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A Few Days from the On-Site

1. A few days or up to the day before the on-site, contact the coordinator again and make sure they are still good to go. If it has been longer than 2 weeks since the last communication, 1 week before the scheduled on-site date.
2. Contact the team members and the alternate again to make sure they are still on board and see if they have any questions.
3. Begin filling out the final report and have it loaded on a laptop and save to an alternative location such as a portable USB drive or a cloud drive like Google drive or OneDrive.

On-Site

1. On the day of the on-site, make sure you bring the on-site team member manuals and the ETL manual.
2. Bring all documentation sent by the school with you.
3. Meet with administration, coordinator, and team members for an orientation.
    a. Thank the team members for their willingness to help the program.
    b. Tour the facility with the team
    c. Explain that the team will need to have privacy during the on-site.
    d. Inquire if the school needs to adjust the schedule.
    e. Set a potential time for the debriefing meeting.
4. Once alone with the team:
    a. Go over the team member manuals/notebooks.
    b. Explain the 5-point scale.
    c. Explain a consensus is required for any ratings below 4.
    d. Complete an example rating as a group.
        i. Explain that some are Yes/No and some are N/A
    e. Explain that notes are required to justify a 3 or below as well as a 5 and that you will collect these notes to share on the debriefing meeting form.
    f. Explain they are to keep the information from the evaluation private and not share it with school personnel.
5. Give first assignments to the team members.
    a. Let them choose by preference/expertise IE: technicians usually prefer tools and equipment, and service managers will usually prefer facilities.
    b. As an instructor, the ETL is the best person to complete ratings for standards 6 and 7 but team members are also appropriate especially if an advisory member; they can complete standard 6.
    c. Decide if individuals will work alone on each standard or in groups.
    d. Set an expectation for completion of their ratings and specify a time.
6. Check in with them regularly and see if the expected completion time is still valid or if they need more time.
7. Have lunch as a team in the workroom provided for you.
8. Review progress made and give afternoon assignments.
9. Check in with them.
10. Make the employer contacts and get ratings for the employer questionnaire.
11. Have team members calculate their averages (sum of ratings divided by ratings given, not total ratings in the standard)

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12. Once all are completed, review, summarize and record all findings on the supplementary sheets in the final report.
13. Complete the final report.
14. Complete the Debriefing Meeting Forms as a team, listing items that are exemplary (standard items with rating of 5), then items requiring improvement and general recommendations for improvement.
15. Encourage the team members that noted deficiencies or exemplary items to be ready to speak to those items at the debriefing meeting. (ETL can do it if they are not inclined to)
16. Include the standard numbers.
17. Save your document in more than one place then ask the coordinator/instructor for access to a computer with printing capabilities.
18. Print the entire final report form and extract the supplementary sheets and leave a copy with the program coordinator.
19. Extract the Summary of Debriefing Meeting Forms (last three pages of the final report) and have copies made for each person attending the debriefing meeting.
20. Ensure that school personnel do not see the entire final report.
21. Take one copy of the debriefing meeting and mark it as the "Original."
22. Have the administrator, Instructor, team members, and you sign the debriefing form original. Save for your records and leave a copy of the signed original with the coordinator.

Debriefing Meeting

1. Meet with administrators, instructors, the coordinator, and the team members.
2. Thank the school staff for their willingness to achieve accreditation for their program and their students.
3. Thank the team members for their time and work in helping the program.
4. Team members explain the items requiring improvement.
5. Team members explain the items that are exemplary.
6. Note any items that the team would like to recommend.
7. Collect all team member books, all your notes, the final report, and signed forms to take with you when you leave. It is imperative these are not left behind or in view of school staff.

Post-Site Tasks

1. Within **one week**, send a copy of the competed final report and the signed summary of debriefing form to: info@aseeducationfoundation.org or directly to the person that assigned the on-site to you or upload to the portal. Submit all payment forms and receipts (if applicable) as well.
2. Keep all documentation, accreditation books, and electronic copies of the final report in a file for a minimum of 2 years, or up to 5 years, for future reference if needed.

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