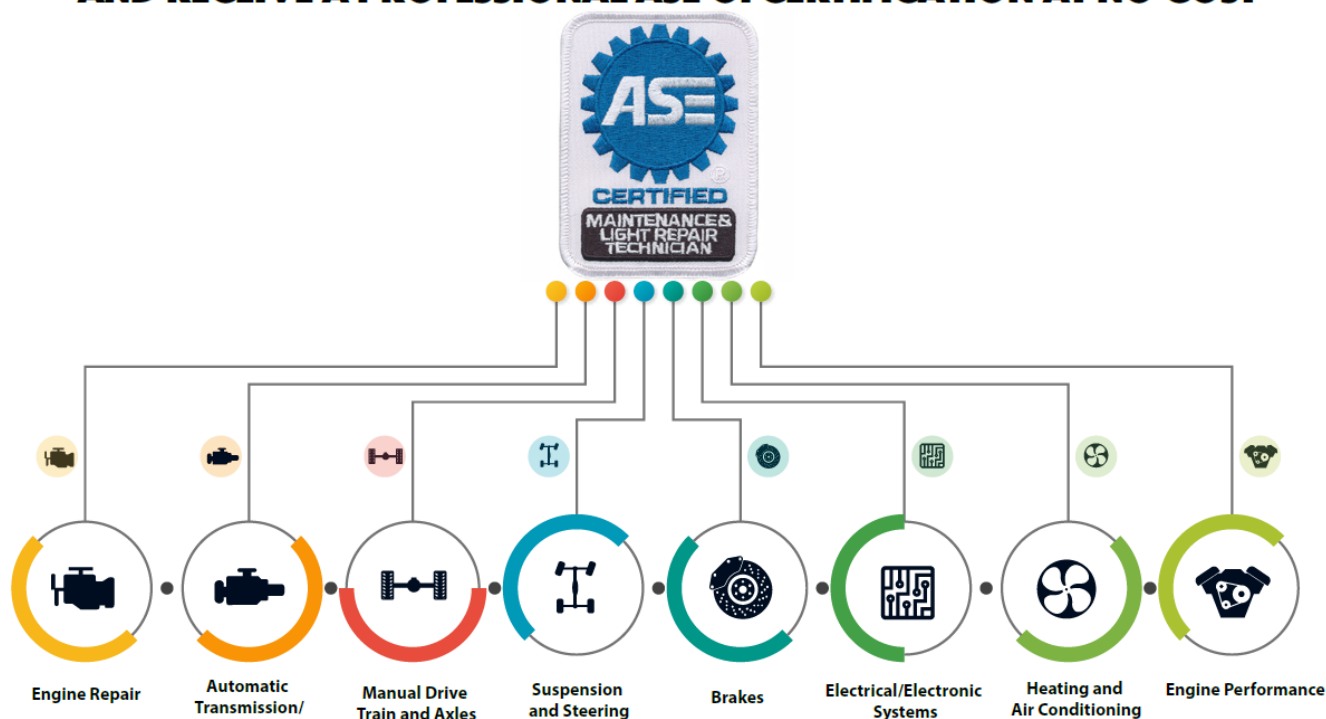




## Entry-Level Certification Program

### EARN THESE 8 ASE ENTRY-LEVEL AUTOMOBILE CERTIFICATIONS AND RECEIVE A PROFESSIONAL ASE G1 CERTIFICATION AT NO COST\*



Education Foundation

\*MUST BE ENROLLED IN ASE ACCREDITED TRAINING PROGRAM.  
HANDS-ON WORK EXPERIENCE NEEDED FOR G1 CERTIFICATION.  
VISIT [ASE.COM/ENTRY-LEVEL](https://www.ase.com/entry-level) FOR DETAILS.

### Professional G1 – Auto Maintenance and Light Repair Certification Award

**New – Students can earn their first professional level ASE Certification!** Beginning August 1<sup>st</sup>, 2024, the ASE Education Foundation has established an exciting new opportunity for students that participate in the ASE Entry-Level Certification testing program:

- School/Program is currently an ASE Accredited Training Program
- Pass (8) specific ASE Entry-Level Certification Tests and
- Submit the eligible work experience (6-months of full-time work or 1-year of part-time work)

Students will automatically receive 6-months towards the required 1 year of work experience requirement and the ASE professional certification in G1 – Maintenance & Light Repair. This award must be claimed through their ASE Entry-Level student dashboard to be activated. The school must have one or more ASE accredited programs and the student's certificate must be printed.

This opportunity is available to all students enrolled in an actively accredited ASE training program who take the ASE Entry-Level Certification tests and successfully pass the **Automobile** series tests in Engine Repair (ER), Automatic Transmission/Transaxle (AT), Suspension & Steering (SS), Brakes (BR), Electrical/Electronic Systems (EE), Heating & Air Conditioning (AC), Engine Performance (EP), Manual Drive Train & Axles (MD).

**Kelly Taylor's Dashboard**

My Exams My Badges (19) My Awards Edit My Profile Change Password User Manual Quick Start Guide Logout

Logged in as KT412 **Congratulations, you have earned new awards!**

If your test session is interrupted (e.g. due to an internet connection failure), the testing proctor can initiate a same day restart of the test that allows you to continue where you left off. After the proctor unlocks your test, you may need to either refresh your screen or log out and back in again to restart your test.

Academic Year	Date Completed	School	Series	Test	Test Status	
2024 - 2025 Academic Year	7/17/2024	Kim BrightShift Only	Automobile	Suspension and Steering	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/17/2024	Kim BrightShift Only	Automobile	Manual Drive Train and Axles	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/17/2024	Kim BrightShift Only	Automobile	Maintenance and Light Repair	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/18/2024	Kim BrightShift Only	Automobile	Heating and Air Conditioning	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/17/2024	Kim BrightShift Only	Automobile	Engine Repair	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/18/2024	Kim BrightShift Only	Automobile	Engine Performance	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/17/2024	Kim BrightShift Only	Automobile	Electrical/Electronic Systems	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/17/2024	Kim BrightShift Only	Automobile	Brakes	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/18/2024	Kim BrightShift Only	Automobile	Automobile Service Technology	Completed	<a href="#">View Test Results</a>
2024 - 2025 Academic Year	7/17/2024	Kim BrightShift Only	Automobile	Automatic Transmission and Transaxle	Completed	<a href="#">View Test Results</a>

Page: 1 of 4

Once the student successfully passes all (8) tests, allow 24-hours for the system to verify the required tests have been passed and log back in. A message will appear on the student dashboard stating “Congratulations, you have earned new awards!”.

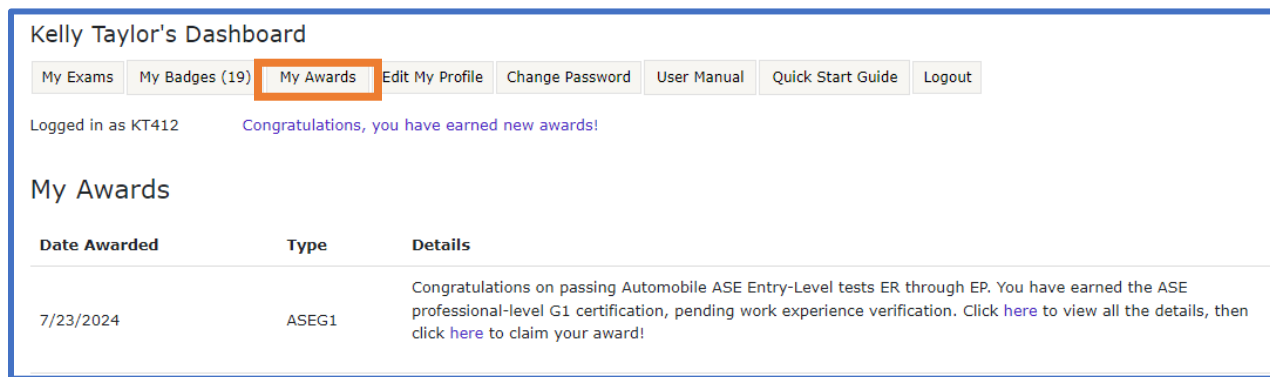
**Kelly Taylor's Dashboard**

My Exams My Badges (19) My Awards Edit My Profile Change Password User Manual Quick Start Guide Logout

Logged in as KT412 **Congratulations, you have earned new awards!**

Clicking on the message opens the My Awards tab, which shows the earned G1 award. This message will appear for 30 days after the 8<sup>th</sup> test is passed. After 30 days, the message will no longer appear, but the award will always be available under the “My Awards” tab.

***\*Note: The school must have one or more ASE accredited programs and the student’s certificate must be printed.***



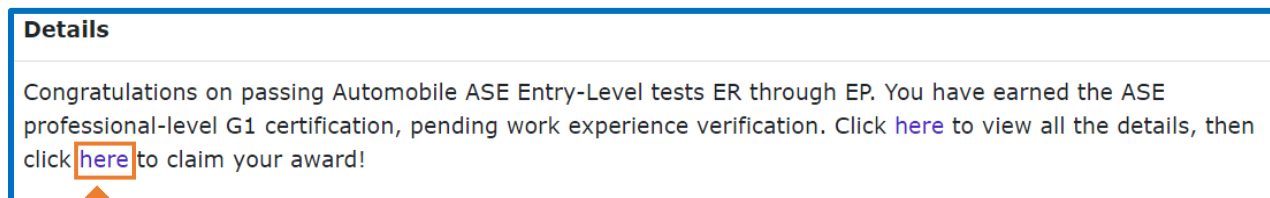
Kelly Taylor's Dashboard

My Exams My Badges (19) **My Awards** Edit My Profile Change Password User Manual Quick Start Guide Logout

Logged in as KT412 Congratulations, you have earned new awards!

### My Awards

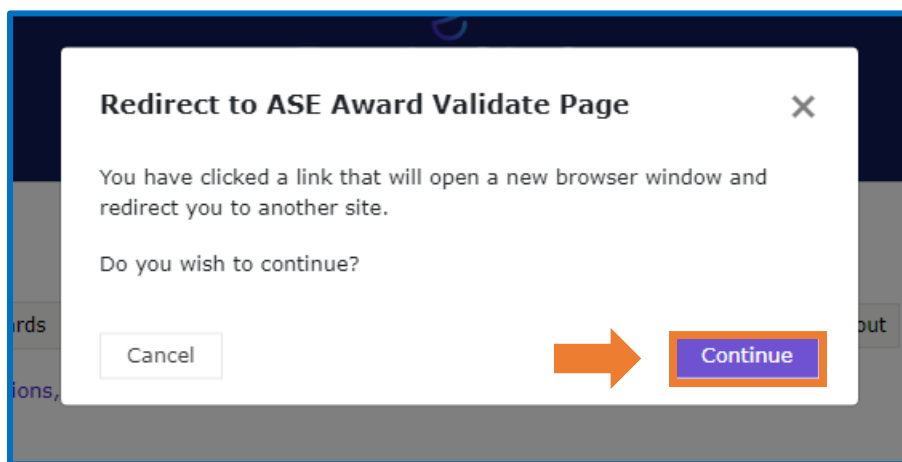
Date Awarded	Type	Details
7/23/2024	ASEG1	Congratulations on passing Automobile ASE Entry-Level tests ER through EP. You have earned the ASE professional-level G1 certification, pending work experience verification. Click <a href="#">here</a> to view all the details, then click <a href="#">here</a> to claim your award!



### Details

Congratulations on passing Automobile ASE Entry-Level tests ER through EP. You have earned the ASE professional-level G1 certification, pending work experience verification. Click [here](#) to view all the details, then click [here](#) to claim your award!

By clicking to claim the award, the student will see a pop-up message warning they are opening a new browser page from ASE. Click Continue.



**Redirect to ASE Award Validate Page** X

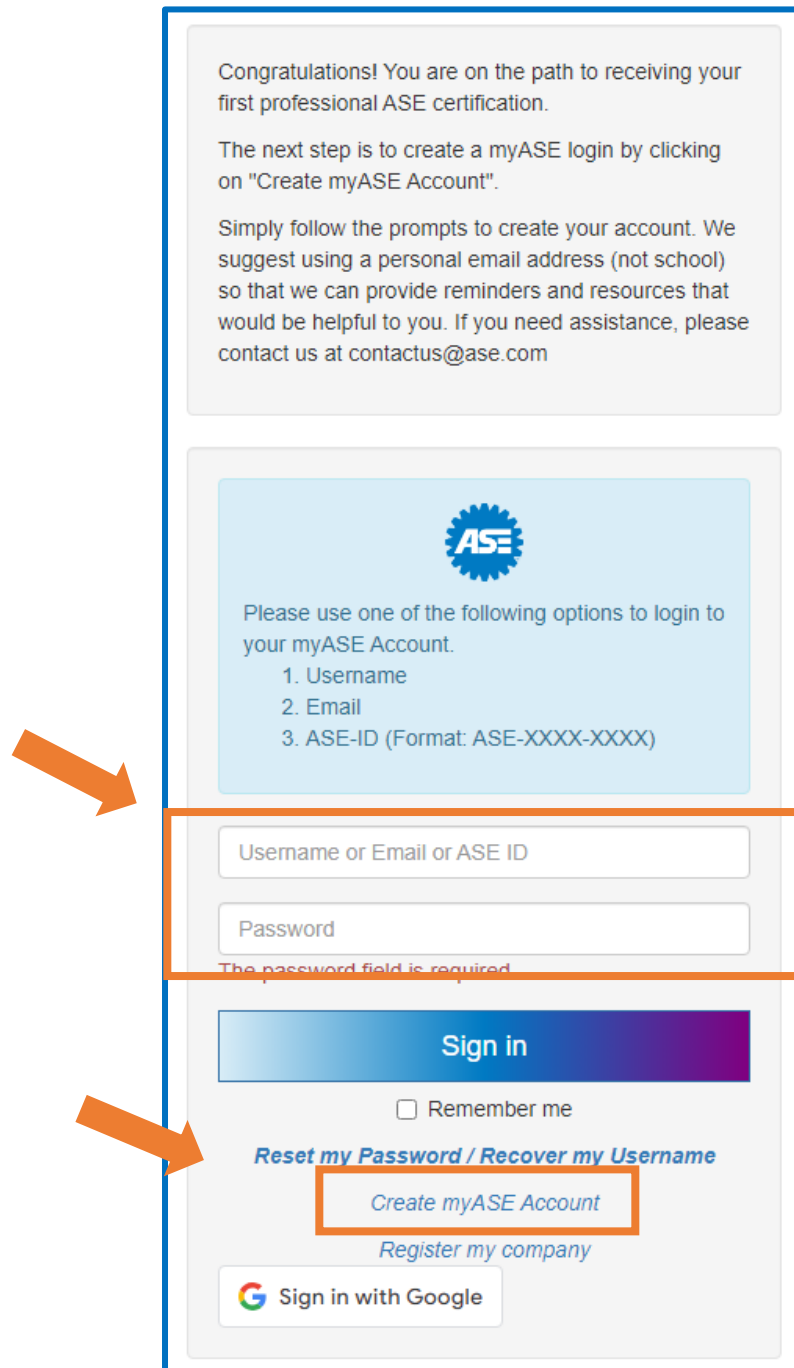
You have clicked a link that will open a new browser window and redirect you to another site.

Do you wish to continue?

Cancel Continue

The myASE login page will appear. If you already have a myASE account, just log in. If you have not yet created a myASE account (most students do not have a myASE account), click the *Create myASE Account* link at the bottom of the page.

***\*Note: The student's name must match what is listed on their ASE Entry-Level Student Dashboard when setting up their myASE account.***




The screenshot shows the myASE login page. At the top, a grey box contains congratulatory text and instructions to create a myASE account. Below this is a light blue box with the ASE logo and a list of login options: Username, Email, and ASE-ID (Format: ASE-XXXX-XXXX). An orange arrow points to the login fields. Below the list are two input fields: 'Username or Email or ASE ID' and 'Password'. The 'Password' field is highlighted with an orange box, and a red error message 'The password field is required' is visible below it. Below the input fields is a blue 'Sign in' button. Under the button is a 'Remember me' checkbox. Below that is a link 'Reset my Password / Recover my Username'. An orange arrow points to the 'Create myASE Account' link, which is also highlighted with an orange box. Below this link is a 'Register my company' link. At the bottom is a 'Sign in with Google' button.

Congratulations! You are on the path to receiving your first professional ASE certification.

The next step is to create a myASE login by clicking on "Create myASE Account".

Simply follow the prompts to create your account. We suggest using a personal email address (not school) so that we can provide reminders and resources that would be helpful to you. If you need assistance, please contact us at [contactus@ase.com](mailto:contactus@ase.com)



Please use one of the following options to login to your myASE Account.

1. Username
2. Email
3. ASE-ID (Format: ASE-XXXX-XXXX)

Username or Email or ASE ID

Password

The password field is required


**Sign in**

☐ Remember me

[Reset my Password / Recover my Username](#)

[Create myASE Account](#)

[Register my company](#)

 Sign in with Google

Upon completing your first name, last name, date of birth, and last 4 digits of your social security number; click Next. **Note: To claim the G1 award, the name you enter here MUST match the name shown on your ASE Entry-Level dashboard.**

**STEP 1: Create myASE Account**


First Name\*

Last Name\*

Date of Birth\*      Last 4 digits of SSN\*

xx/xx/xxxx     

Next



Upon clicking Next, enter your phone number, mailing address, and e-mail address, and create a password. This should be a strong password that is different from your ASE Entry-Level password. Continue by clicking Next.

1 2 3

**STEP 2: Create myASE Account**

First Name  
Kelly

Middle Initial

Last Name  
Taylor

Suffix  
Select...

Phone Number\*  
(000)-000-0000

Cell Number  
(000)-000-0000

Date of Birth      Last 4 digits of SSN  
01/03/2000      0016

Additional Languages  
☐ Chinese  
☐ French  
☐ Korean  
☐ Spanish

Street Number and Name\*  
(example: 123 View Drive)

Additional Address Info  
(example: Box Number, Apartment Number, etc)

City\*      State\*      Zip\*


Country\*  
United States

**Password requirements:**  
Must contain at least 8 characters, including 1 uppercase and lowercase letter, and 1 number or special character. (ex: ! @ # \$ % & . \_ -)

Email\*      Password\*  
Enter email     

Confirm Password  
Strong password is required

Back      Cancel      Next



Next, complete the remaining optional identifying information and click “Submit”.

1 2 3

**STEP 3: Create myASE Account**

**Gender**  
☐ Male ☐ Female ☐ Other

**Race or Ethnic Group**  
Select...

**Current Employer**  
Find Employer

**Education**  
Select...

☒ Release my ASE status to others  
☒ Receive news and information from ASE  
☒ Receive Special offers from Partners  
☒ Receive text messages from ASE

Submit

The next page explains that at least 6-months of hands-on work experience must be submitted to become fully ASE certified. If you already have the needed experience, click the first link to read the instructions on completing the work experience report form. Click the second link to complete the form. You don’t have to do that right away; you can get work experience later and add it to your myASE profile then. Click the last link to go to your myASE home page.

Congratulations! You have created your professional myASE account and we have added your provisional G1 certification.

To become fully ASE certified in G1 and receive your certificate and insignia, you must also have at least 1 year of hands-on work experience. Because you have passed 3 or more ASE Entry-Level Certifications, you get 6 months credit. For the remaining six months, you need actual hands-on work experience. This can be full-time or part-time work experience when you are paid for maintaining, servicing, or repairing cars or trucks, totaling at least 1,040 hours (six months at 40 hours per week).

If you already have six months or more of hands-on work experience, you can submit the details now. If not, you can gain that experience and submit the details anytime in the next five years.

Click [here](#) for instructions on completing the work experience form.

Click [here](#) to complete the work experience form.

Click [here](#) to go to your myASE home page. There is a link to the work experience form at the bottom of the page. You can always log in at [my.ase.com](#).

Questions? Contact us at [info@ASEEducationFoundation.org](mailto:info@ASEEducationFoundation.org).

Congratulations! You created a myASE account and now have your G1 certification in hand. In addition to successfully completing all 8 tests, you also receive half of the work experience requirement to activate the professional level G1 Certification. To activate the new certification, you will need to submit the remaining applicable work experience. Once you submit the work experience information, you will receive a printed certificate and insignia to proudly display. You can return here anytime to add work experience, purchase other professional ASE tests, and view your professional credentials.

**Daily Message: Welcome to MyASE!**

Kelly Taylor

Overview

My Employers

Test Results

Company-Assigned IDs

Orders

Profile

## Overview

**Reminders**

Code	Notification	Options
Work Experience Needed	Must complete Repair Technician - 1 year work experience for test G1.	

**Current Designations**

You do not hold any designations.

**Test Results**

Test	Description	Test Date	Result
G1	Auto Maintenance and Light Repair	08/16/2024	Pass

**Certifications**

Certificates are now mailed weekly. If you pass tests and we have your work experience on file, you should receive your certificate within 3 weeks. To get an official ASE Status Letter *right now*, click on the "View Status Letter" button below.

Test	Description	Expiration Date	Status
G1	Auto Maintenance and Light Repair	12/31/2029	Needs Experience

Send Status Letter

View Status Letter

**Work Experience**


To become ASE certified, you must pass one or more ASE certification tests and present evidence of the required amount and type of hands-on work experience that is applicable to the certification you would like to achieve. The form should only be submitted if the relevant 1 year, 2 years, or 3 years work experience requirement can presently be fulfilled in its entirety. It is highly recommended to read the Important Information and Instructions page for complete details about the work experience requirements before submitting the form for review.

Click the Submit Work Experience Form button to access the form and the Important Information and Instructions. The Important Information and Instructions blue button is located at the top of the form.

You do not currently have any Work Experience on file.

Submit Work Experience Form


Instructors and Administrators will also be able to see which students have met the required criteria and achieved the award. When an instructor is logged into the ASE Entry-Level system and viewing their dashboard, they can click the “Select” button next to any roster(s) listed, including active or inactive rosters, to view any students that have achieved the award. Students that have met the criteria will have an award icon to the right of their name:

Batch Print Certificates		Refresh Student List	
First		<input type="checkbox"/> SELECT ALL	
Tinker	Results	<input checked="" type="checkbox"/> ENABLE TEST ASSIGNMENT	<div>Awards</div> <div> Award Details</div>
Tinker	Results	<input checked="" type="checkbox"/> ENABLE TEST ASSIGNMENT	
Sally	Results	<input type="checkbox"/> ENABLE TEST ASSIGNMENT	
Charlie	Results	<input checked="" type="checkbox"/> ENABLE TEST ASSIGNMENT	
Bugs	Results	<input checked="" type="checkbox"/> ENABLE TEST ASSIGNMENT	
Daisy	Results	<input checked="" type="checkbox"/> ENABLE TEST ASSIGNMENT	

### Student Awards

This student has earned the ASE professional-level G1 certification, pending work experience verification. Ask them to log into their ASE Entry-Level student dashboard and click “My Awards” tab to claim it. Click [here](#) for more information.

Awards

 Award Details

This award only appears if the program is currently ASE accredited. Awards are processed overnight, so the notification for students will appear the day after students have passed all 8 required tests. For students to claim their award, students must be logged into their student dashboard and click the “My Awards” tab and click the link. Once they click to claim their award, they will be redirected to myASE to continue the process for logging into their myASE account or creating one. Once they are logged into their myASE account, they will see their G1 – Auto Maintenance and Light Repair certification listed. Students **MUST** click to claim the award through their Entry-Level account to claim the G1 certification award. For additional information, please read the frequently asked questions below.



## Frequently Asked Questions

### **Students took and passed the required (8) tests before this academic year; will they receive the award?**

Yes. Any student that is currently or previously enrolled at an ASE accredited training program and has passed the required tests within the last 2 years has already been granted the award and eligible to claim the G1 Certification. All steps for submitting the required 6-months of work experience must still be followed to activate the certification.

### **Students took all (8) tests that are required and do not see their award.**

It will take up to 24 hours once the 8<sup>th</sup> test is successfully passed for the award to appear on the student dashboard. Once the student passes the 8<sup>th</sup> test, they will need to login the next day to see their award.

### **What tests qualify for the award?**

Currently, only the following (8) Automobile Series Tests qualify for the G1 award:

#### AUTOMOBILE SERIES

- Engine Repair (ER)
- Automatic Transmission/Transaxle (AT)
- Manual Drive Train and Axles (MD)
- Suspension and Steering (SS)
- Brakes (BR)
- Electrical/Electronic Systems (EE)
- Heating and Air Conditioning (AC)
- Engine Performance (EP)

\*The Automobile Maintenance and Light Repair (MLR) and Automobile Service Technology (AST) tests do **not** qualify towards the G1 Certification award criteria.

### **My program is not currently ASE Accredited. Can students still receive the G1 certification award?**

No. The G1 certification award requires the program be a currently ASE accredited training program.

### **How do students submit work experience?**

Students will need to login to their ASE Entry-Level Certification account and click the "My Awards" tab on their dashboard. They will then see the explanation for achieving the award and need to click the link to claim the award. Once they claim the award, they will be redirected to myASE where they will either login to their existing myASE account or click "*Create myASE account*" and proceed through the steps to create an account. Once logged into their myASE account they will be able to enter their work experience details.

**What work experience is required?**

A total of 6-months of full-time work experience or 1 year of part-time work experience must be submitted. They must be paid employees performing automotive service and repair. Additional work experience qualification details can be found here: [ASE Work Experience Details](#).

**How long does it take for work experience to be verified?**

It may take up to a maximum of 2 weeks to verify the submitted work experience qualifies.

**How long will the student have to meet the work experience requirement once they complete the steps to claim the award and set up their myASE account?**

The G1 Certification will be valid for 5 years from the date they complete the 8<sup>th</sup> test. The student may submit the work experience anytime within the 5 years to receive their ASE certificate and insignia.

**Students already have a myASE account. Will the G1 certification award automatically appear in their myASE account?**

No. Students **MUST** click the link to claim the award through their ASE Entry-Level student dashboard so the system can validate the student meets the G1 Certification criteria outlined. When the student claims the award through their ASE Entry-Level dashboard, they will be taken to myASE where they can simply login with their existing credentials and receive the G1 Certification award. If the student does not have an existing myASE account, they will need to click “*Create myASE Account*” and simply complete the login steps to receive their G1 Certification award.

**How long does it take to receive my ASE certificate and insignia once the required work experience is approved?**

It may take up to 4 weeks after the required work experience is submitted and approved for students to receive their ASE certificate and insignia.

**Does the G1 ASE Certification cost money to receive?**

No. There is no money required to receive the G1 Certification Award once the required ASE Entry-Level tests are successfully taken and passed and the program is currently accredited. Taking the required (8) ASE Entry-Level Certification tests does require a seat license, paid for and administered by the student’s school.

**Who do I contact if there are issues claiming my award or setting up myASE account?**

- Phone – (800) 390-6789 Toll Free – Monday through Friday from 8:00 AM to 5:00 PM EST, with a lunch break from 12:30 PM to 1:30 PM daily.
- Email – email us at [contactus@ase.com](mailto:contactus@ase.com).