



Level III
Program
Inspection

School

Inspection Date

Automotive Technician Training Standards

Program Inspection

School

SCORE				I.D. NO.
0	1	2	4	

AREA I (ETL)

MISSION STATEMENT					
				01.1	Does the automotive program have a clearly defined mission statement with goals and objectives that are related to the needs of the students and the surrounding community?

AREA II (ETL)

PROGRAM					
				02.1	Is the administrative support from your institution adequate?
				02.2	Are there adequate annual budget monies available (under your control) for the program?
				02.3	IS THERE AN ADVISORY COMMITTEE WITH AN INDUSTRY AND EDUCATIONAL MIX THAT CONVENES AT LEAST ONCE A YEAR?
				02.4	Does the advisory committee conduct periodic evaluation of the curriculum and facility to help assure that program goals and objectives are being met?
				02.5	Is there a systematic procedure for collecting and handling live work repair orders?
				02.6	Are repair orders completed in compliance with BAR's "Write it Right?"
				02.7	Does the program have an auto club?

Scoring: 0 – No Evidence 1 – Somewhat 2 – Yes Meets Conditions 4 – Exceptional
 Mandatory requirements emphasized on bold capital letters

				02.8	Is the auto club active?
				02.9	IS THERE A SYSTEMATIC PROCEDURE FOR COLLECTING, RECEIPTING AND HANDLING OF MONEY?
				02.10	Are there any current articulation agreement(s)?
				02.11	Do you have a work experience (or job shadowing) program in place for your students?
				02.12	If yes to 02.7 TO 02.11 above, are you given time to coordinate and monitor such activity?

AREA III (ETL)

					RECRUITING AND COUNSELING
				03.1	Is there adequate counseling for your students?
				03.2	Does the program have a brochure that can be given to students?
				03.3	Do you have documentation that shows employment potential for your students in the local area?

AREA IV (ETL)

					INSTRUCTION
				04.1	DO YOU HAVE UP-TO-DATE MEDIA MATERIALS AVAILABLE AND UTILIZED IN THE PROGRAM?
				04.2	Are equipment and supply items readily available for duplication, copying printed materials, or making transparencies?
				04.3	Is there Internet access available for student use?
				04.4	ARE RELEVANT AND TIMELY INSTRUCTIONAL TEXTS OR OTHER PERTINENT MATERIAL AVAILABLE FOR EACH STUDENT TO HELP SATISFY THE GOALS AND OBJECTIVES OF THE PROGRAM?
				04.5	IS THERE A SYLLABUS AVAILABLE FOR STUDENTS AT THE START OF THE CLASS?
				04.6	HAVE ALL STUDENTS RECEIVED A COPY OF THE COMPETENCY SKILLS REQUIRED FOR THEIR COURSE OF INSTRUCTION?
				04.7	IS A RECORD MAINTAINED FOR EACH STUDENT THAT SHOWS THAT PROGRAM SKILLS WERE COMPLETED?
				04.8	Is there academic/remedial support services available to your students?

				04.9	DOES THE CURRICULUM APPEAR TO BE IN LOGICAL SEQUENCE FOR CAREER PURPOSES?
				04.10	DOES INSTRUCTION INCLUDE BOTH WRITTEN AND PERFORMANCE BASED EVALUATIONS?
				04.11	DO STUDENTS USE FENDER COVERS?
				04.12	Do students use protective covers for seats and floors?
				04.13	IS "LIVE" WORK AN INTEGRAL PART OF THE AUTOMOTIVE PROGRAM?
				04.14	Is instruction and practice ordering parts, and basic record keeping a part of the program?

AREA V (ETL)

					SAFETY/OSHA
				05.1	IS SAFETY INSTRUCTION AN INTEGRAL PART OF THE PROGRAM?
				05.2	IS A SAFETY TEST INCLUDED IN THE PROGRAM?
				05.3	Is a first aid kit in place that complies with local regulations?
				05.4	IS THERE AN EMERGENCY MEDICAL PROCEDURE?
				05.5	Are shop/lab area environmental concerns such as the handling, storage, and disposal of chemicals practiced?
				05.6	ARE MSDS SHEETS ON FILE?
				05.7	Are students taught to read MSDS sheets?
				05.8	DO THE STUDENTS WEAR APPROPRIATE EYE PROTECTION?
				05.9	DO THE STUDENTS WEAR INDUSTRY-APPROPRIATE CLOTHING, AND IS IT CLEAN?
				05.10	DOES EQUIPMENT USED IN THE PROGRAM HAVE SHIELDS, GUARDS, AND OTHER SAFETY DEVICES ORIGINALLY INSTALLED BY THE MANUFACTURER?
				05.11	Has a safety inspection been performed by a government or insurance authority within the last three years?
				05.12	Do fire extinguishers have current inspection dates?

AREA VI (ETL)

					FACILITIES AND SUPPORT
				06.1	Is there service information and specification data readily available for vehicles five years or older?
				06.2	Is the shop/lab organized in a manner that allows all students to perform the program skills?
				06.3	Is there sufficient storage for tools, parts, supplies, and automobiles to support the program goals and objectives?
				06.4	Do the automotive classroom, shop/lab, and support areas meet industry standards for cleanliness and orderliness?
				06.5	Is there an appropriate classroom convenient to the shop/lab area?

AREA VII (TEAM)

					INSTRUCTORS
				07.1	HAVE ALL THE INSTRUCTORS COMPLETED 30 HOURS OF SERVICE AND SKILLS UPDATING IN THE PAST FOUR YEARS? (REFER TO INSTRUCTOR PROFILE.)
				07.2	Is the staff participating in professional organizations (i.e., ASC, CAT, NACAT)? (Refer to Instructor Profile.)

AREA VIII (TEAM)

					TOOLS AND EQUIPMENT
				08.1	DO THE TOOLS AND EQUIPMENT USED IN THE PROGRAM REFLECT THE GOALS AND OBJECTIVES OF THE PROGRAM?
				08.2	Is the equipment functional and well-maintained?
				08.3	Are there enough hand tools and equipment available for use by students in order to complete assigned skills?
				08.4	Is the proper use of tools taught?
				08.5	Has unused or obsolete equipment been removed from the lab?

AREA IX (TEAM)

STUDENTS					
				09.1	DO STUDENTS BEGIN WORK PROMPTLY AT THE BEGINNING OF CLASS AND USE THEIR WORK TIME EFFICIENTLY?
				09.2	DO STUDENTS SHOW EVIDENCE OF USING SKILLS THAT DEAL WITH "CUSTOMER RELATIONS?"
				09.3	DO STUDENTS SHOW EVIDENCE OF BEING TAUGHT "TEAM PLAYER" SKILLS?
				09.4	DO STUDENTS SHOW EVIDENCE OF BEING TAUGHT " PROBLEM SOLVING" SKILLS?
				09.5	DO STUDENTS RESPECT OTHERS, PROPERTY, USE APPROPRIATE LANGUAGE, AND ARE POLITE?

SCORING TOTALS

Total 0's _____, Total 1's _____, Total 2's = _____, Total 4's _____