

Automotive Technician Training Standards

Levels II & III

Team

Inspection

Procedures

NOTE

The following “Team Inspection Procedures” are to be duplicated and given to each Inspection Team Member.

Automotive Technician Training Standards

TEAM MEMBER INSTRUCTIONS

1. **WHAT IS ATTS?**

ATTS was developed by industry and educators to evaluate automotive education programs. The process evaluates a program to minimum job entry skill levels developed by ATTS. Following an ATTS team evaluation of an automotive program, strengths and weaknesses are identified and a determination is made as to whether or not the automotive program meets industry training standards. If the program meets ATTS standards, it becomes ATTS Certified. The ATTS Program is administrated by the California Automotive Business Coalition (CalABC) Education Foundation.

2. **WHICH "SKILL AREAS" CAN BE CERTIFIED?**

An automotive training program can request inspection in Automotive Fundamentals and one or more of the following seven recognized automotive skill areas:

1. Engine Repair
2. Brakes
3. Suspensions
4. Drive Trains
5. Heating and Air Conditioning
6. Electrical/Performance
7. Emissions

NOTE: *If an automotive program is currently certified by NATEF in any specialty area, this will satisfy ATTS equivalency.*

3. **WHAT ARE THE THREE LEVELS OF ATTS COMPETENCY?**

ATTS Certification provides three levels of competency. The three levels help standardize curricula statewide and provide an avenue for articulation between high schools and colleges. Each level recognizes limitations of the program

related to space, finances, available teaching time, and individual instructor qualifications. A lower certification level builds a foundation for the next level.

Level I: Level I, Automotive Technology Fundamentals, is designed to standardize the first exposure to automotive education and prepare the student to enter Levels II and III. A student who completes this level will be able to identify basic automotive components, perform routine maintenance, and have an understanding of basic tools, materials and methods. GRADUATES WILL REQUIRE CLOSURE SUPERVISION AND GUIDANCE UPON EMPLOYMENT!

Level II: Level II certification, available in skill areas 1 through 7, is a minimum vocational training program. Graduates of a LEVEL II program have specialized in one or more skill areas and have sufficient knowledge to do basic service, or repair, **as directed**, but will require overall supervision.

Level III Level III certification is available in skill areas 1 through 7. A graduate of this program will have completed comprehensive training in one or more of the skill areas and will require minimum supervision.

4. **WHAT ARE THE QUALIFICATIONS OF TEAM MEMBERS?**

The team members must be ASE certified in each skill area they will be inspecting. The team member responsible for inspecting the "Emission" area has to hold a current B.A.R. Smog License for the appropriate B.A.R. designated area your school is in (basic or enhanced).

5. **HOW DO I KNOW WHAT TO DO?**

The Team Leader will train the team on inspection procedures prior to inspection.

6. **HOW MUCH TIME WILL IT TAKE TO CONDUCT THE INSPECTION?**

The inspection should be completed in one day, starting at 8:00 a.m. and ending at 9:00 p.m. The team will need about 3 hours in the evening to do the paperwork and make the assessment.

7. **WHAT DO I HAVE TO BRING WITH ME?**

Nothing, everything is provided.

8. **WHERE DO I GO?**

The school will provide a parking permit and a campus map marked with the parking place that you must use. Most campuses will ticket you if you are not in the proper place and have the appropriate parking permit. The school may not be able to get a ticket “fixed” if you get a campus ticket.

9. **WHAT DAY AND TIME IS THE INSPECTION?**

Inspection Date: _____
Arrival time is: (8:00 am)_____

10. **HOW DO I GATHER FACTS?**

Observe students during Labs. Are they:

- Making good use of their time
- Producing
- Starting-up efficiently
- Using shop manuals
- Using safe and efficient tools
- Knowledgeable about tasks being performed
- Using a professional attitude

Student records will tell you what is actually going on:

- Repair orders
- Job sheets
- Parts ordering
- Progress Charts
- Grade books
- Records of repeated exercises
- Recording of student work on work orders

Tool Room Manager (if used).

Advisory Committee:

- Review their minutes

11. **WHAT DOES A TYPICAL INSPECTION DAY LOOK LIKE?**

8:00 am – 9:00 am	Team Training
9:00 am – 12:00 pm	Conduct Inspection
12:00 pm – 1:00 pm	Lunch and Review Progress
1:00 pm – 5:00 pm	Continue Inspection
5:00 pm – 6:00 pm	Evening Meal
6:00 pm – 8:00 pm	Fill out Exit Reports
8:00 pm – 9:00 pm	Review Report with staff and Administration

12. **WILL THERE BE HELP IF I BECOME CONFUSED?**

The Team Leader will be available to you throughout the inspection. The Team Leader will also be checking on you throughout the inspection.