
School

Inspection Date

Level I

Program

Inspection

Automotive Technician Training Standards

Level I - Program Inspection

SCHOOL

Scoring: 0 = No Evidence 1 = Somewhat 2 = Yes Meets Standards 4 = Exceptional
MANDATORY REQUIREMENTS EMPHASIZED IN BOLD CAPITALS

SCORE				I.D.
0	1	2	4	NO.

					AREA 1
					MISSION STATEMENT
				01.1	Does the automotive program have a clearly defined mission statement with goals and objectives that are relating to the needs of the students and the surrounding community?
					AREA 2
					PROGRAM
				02.1	IS THERE A SYSTEMATIC PROCEDURE FOR COLLECTING, RECEIPTING AND HANDLING OF MONEY?
				02.2	Is the administrative support from your institution adequate?
				02.3	Are there adequate annual budget monies available (under your control) for the program?
				02.4	Is there a systematic procedure for collecting and handling live work repair orders?
				02.5	Are repair orders completed in compliance with BAR's "Write it Right"?
				02.6	Does the program have an active auto club or participate in Skills USA or other competitions?
				02.7	Are there any current articulation agreement(s)?

				02.8	Is there an institutional "Student Code of Conduct"?
					AREA 3
					RECRUITING AND COUNSELING
				03.1	Is there adequate career and academic counseling for your students? Is there a Student Education Plan on file for each student?
				03.2	Does the program have a brochure or on-line equivalent that can be given to students? Brochure to include: employment opportunities, salaries, and your school's automotive program career ladder.
					AREA 4
					INSTRUCTION
				04.1	ARE RELEVANT AND TIMELY INSTRUCTIONAL TEXTS OR OTHER PERTINENT MATERIAL AVAILABLE FOR EACH STUDENT TO SATISFY THE STUDENT LEARNING OUTCOMES OF THE PROGRAM?
				04.2	IS THERE A SYLLABUS PROVIDED FOR STUDENTS AT THE START OF THE COURSE?
				04.3	DOES THE CURRICULUM APPEAR TO BE IN LOGICAL SEQUENCE FOR SKILL DEVELOPMENT AND FOR CAREER PATHWAYS?
				04.4	DOES INSTRUCTION INCLUDE BOTH WRITTEN AND PERFORMANCE-BASED EVALUATIONS?
				04.5	DO STUDENTS PROTECT THE VEHICLES WITH FENDER COVERS AND FLOOR MATS?
				04.6	DO THE STUDENTS HAVE ACCESS TO OR HAVE RECEIVED A COPY OF THE COMPETENCY SKILLS REQUIRED FOR THEIR COURSE?
				04.7	IS A RECORD MAINTAINED FOR EACH STUDENT THAT SHOWS THAT THE COMPETENCY SKILLS FOR THE PROGRAM WERE COMPLETED?
				04.8	Do you have up-to-date media materials available and utilized in the program?
				04.9	Are equipment and instructional supply items readily available for duplication, and for media presentations?

					04.10	Are current technical and general automotive publications/resources available?
					04.11	Are there academic/remedial support services available to your students?
						AREA 5
						INSTRUCTORS
					05.1	HAVE ALL THE INSTRUCTORS COMPLETED A MINIMUM OF 40 HOURS OF SERVICE AND SKILLS UPDATING IN THE PAST TWO YEARS? (REFER TO INSTRUCTOR PROFILE.)
					05.2	Is your program and/or its instructors affiliated with professional organizations (i.e., ASCCA, CAT, NACAT, IAPA, CalABC)? (Refer to Instructor Profile.)
						AREA 6
						FACILITIES AND SUPPORT
					06.1	Is there service information and specification data readily available for vehicles five years old or older?
					06.2	Is the shop/lab organized in a manner that allows all students to perform the program student outcomes?
					06.3	Is there sufficient storage for tools, parts, supplies, and automobiles to support the Program Learning Objectives?
					06.4	Does the automotive classrooms, 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 7
						SAFETY
					07.1	IS SAFETY INSTRUCTION AN INTEGRAL PART OF THE PROGRAM?
					07.2	IS A SAFETY TEST INCLUDED IN THE PROGRAM?
					07.3	IS A FIRST AID KIT IN PLACE THAT COMPLIES WITH LOCAL REGULATIONS?
					07.4	IS THERE AN EMERGENCY MEDICAL PROCEDURE?

				07.5	IS THERE EVIDENCE OF SAFE STORAGE AND PROPER DISPOSAL PRACTICES OF CHEMICAL AND HAZARDOUS WASTE?
				07.6	ARE MATERIAL SAFETY DATA SHEETS (MSDS) SHEETS ON FILE?
				07.7	DO STUDENTS WEAR APPROPRIATE CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT?
				07.8	DO THE STUDENTS WEAR SAFETY GLASSES AT ALL TIMES IN THE SHOP?
				07.9	DOES EQUIPMENT USED IN THE PROGRAM HAVE SHIELDS, GUARDS, AND OTHER SAFETY DEVICES ORIGINALLY INSTALLED BY THE MANUFACTURER?
				07.10	HAS A SAFETY INSPECTION BEEN PERFORMED BY A GOVERNMENT OR INSURANCE AUTHORITY WITHIN THE LAST THREE YEARS?
				07.11	DO THE FIRE EXTINGUISHERS HAVE CURRENT INSPECTION DATES, IS THERE AN EYE WASH STATION AND IS AN EVACUATION MAP IN PLACE?
					AREA 8
					TOOLS AND EQUIPMENT
				08.1	DO THE TOOLS AND EQUIPMENT USED IN THE PROGRAM REFLECT THE PROGRAM LEARNING OBJECTIVES?
				08.2	ARE THE TRAINING AIDS CURRENT AND OPERATING?
				08.3	ARE THE TOOLS AND VEHICLES CURRENT AND OPERATIONAL?
				08.4	IS THE INDUSTRY STANDARD USE OF TOOLS TAUGHT?
				08.5	Are there enough hand tools and equipment available for use by students in order to complete assigned skills in a timely efficient manner?
				08.6	Is the equipment functional and well-maintained?
				08.7	Has unused or obsolete equipment been removed from the lab?
					AREA 9

					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 being taught "team player" skills?
				09.3	Is there evidence that the "Student Code of Conduct" is being enforced?

Note: All procedures listed in this document are to be performed in accordance with industry-accepted practices and/or manufacturers' recommended procedures.

SCORING TOTALS

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

Multiply the 1's X 1 = _____ 2's X 2 = _____ 4's X 4 = _____

Add the results to determine the TOTAL SCORE _____