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School

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Inspection Date

# **Level III**

# **Program**

# **Inspection**

# Automotive Technician Training Standards

## Level III - Program Inspection

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SCHOOL

**Scoring: 0 = No Evidence 1 = Somewhat 2 = Yes Meets Standards 4 = Exceptional**  
**MANDATORY REQUIREMENTS EMPHASIZED ON 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 related to the needs of the students and the surrounding community?
					AREA 2
					PROGRAM
				02.1	<b>IS THERE AN ADVISORY COMMITTEE WITH INDUSTRY AND EDUCATIONAL MIX THAT CONVENES TWICE YEARLY?</b>
				02.2	<b>IS THERE A SYSTEMATIC PROCEDURE FOR COLLECTING, RECEIPTING AND HANDLING OF MONEY?</b>
				03.3	Is the administrative support from your institution adequate?
				02.4	Are there adequate annual budget monies available (under your control) for the program?
				02.5	Does the program have an auto club?
				02.6	Is the auto club active?

					02.7	Does the program have an active auto club or participate in Skills USA or other competitions?
					02.8	Is there a systematic procedure for collecting and handling live work repair orders?
					02.9	Are there any current articulation agreement(s)?
					02.10	Are repair orders completed in compliance with BAR's "Write it Right?"
					02.11	Is there a "Student Code of Conduct"?
					02.12	Does the advisory committee conduct an evaluation of the curriculum and facility to help assure that program goals and objectives are being met at least every two years?
					02.13	If yes to 02.3 to 02.8 above, are you given time to coordinate and monitor such activity?
						<b>AREA 3</b>
						<b>RECRUITING AND COUNSELING</b>
					03.1	Is there adequate career and academic counseling for your students?
					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.
					03.3	Do you have documentation that shows employment potential for your students in the local area?
						<b>AREA 4</b>
						<b>INSTRUCTION</b>
					04.1	<b>ARE RELEVANT AND TIMELY INSTRUCTIONAL TEXTS OR OTHER PERTINENT MATERIAL AVAILABLE FOR EACH STUDENT TO SATISFY THE STUDENT LEARNING OUTCOMES OF THE PROGRAM?</b>
					04.2	<b>DO YOU HAVE UP-TO-DATE MEDIA MATERIALS AVAILABLE AND UTILIZED IN THE PROGRAM?</b>
					04.3	<b>IS THERE A SYLLABUS AVAILABLE FOR STUDENTS AT THE START OF THE COURSE?</b>

				04.4	<b>DO ALL STUDENTS HAVE ACCESS TO OR RECEIVE A COPY OF THE COMPETENCY SKILLS REQUIRED FOR THEIR COURSE?</b>
				04.5	<b>DOES THE CURRICULUM APPEAR TO BE IN LOGICAL SEQUENCE FOR CAREER PURPOSES?</b>
				04.6	<b>DOES INSTRUCTION INCLUDE BOTH WRITTEN AND PERFORMANCE-BASED EVALUATIONS?</b>
				04.7	<b>DO THE STUDENTS PROTECT VEHICLES WITH FENDER COVERS AND FLOOR MATS?</b>
				04.8	<b>IS A RECORD MAINTAINED FOR EACH STUDENT THAT SHOWS THAT THE COMPETENCY SKILLS FOR THE PROGRAM WERE COMPLETED?</b>
				04.9	<b>IS THERE INTERNET ACCESS AVAILABLE?</b>
				04.10	<b>IS "LIVE VEHICLE" WORK AN INTEGRAL PART OF THE AUTOMOTIVE PROGRAM?</b>
				04.11	Do you have up-to-date media materials available and utilized in the program?
				04.12	Are equipment and supply items readily available for duplication of printed materials, for media presentations?
				04.13	Are current technical and general automotive publications/resources available?
				04.14	Is there academic/remedial support services available to your students?
				04.15	Is instruction and practice ordering parts, and basic record keeping a part of the program?
					<b>AREA 5</b>
					<b>INSTRUCTORS</b>
				05.1	<b>HAVE ALL THE INSTRUCTORS COMPLETED A MINIMUM OF 40 HOURS OF SERVICE AND SKILLS UPDATING IN THE PAST TWO YEARS? (REFER TO INSTRUCTOR PROFILE.)</b>
				05.2	Is your program and/or its instructors affiliated with professional organizations (i.e., ASCCA, CalABC CAT, IAPA, NACAT)? (Refer to Instructor Profile.)

					<b>AREA 6</b>
					<b>FACILITIES AND SUPPORT</b>
				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 skills?
				06.3	Is there sufficient storage for tools, parts, supplies, and automobiles to support the Program Learning 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?
					<b>AREA 7</b>
					<b>SAFETY</b>
				07.1	<b>IS SAFETY INSTRUCTION AN INTEGRAL PART OF THE PROGRAM?</b>
				07.2	<b>IS A SAFETY TEST INCLUDED IN THE PROGRAM?</b>
				07.3	<b>IS A FIRST AID KIT IN PLACE THAT COMPLIES WITH LOCAL REGULATIONS?</b>
				07.4	<b>IS THERE AN EMERGENCY MEDICAL PROCEDURE?</b>
				07.5	<b>ARE SHOP/LAB AREA ENVIRONMENTAL PROCEDURES SUCH AS THE HANDLING, STORAGE AND DISPOSAL OF CHEMICALS PRACTICED?</b>
				07.6	<b>ARE SAFETY DATA SHEETS (SDS) SHEETS ON FILE?</b>
				07.7	<b>ARE THE STUDENTS TAUGHT TO READ MATERIAL SAFETY DATA SHEETS (MSDS) SHEETS?</b>
				07.8	<b>DO STUDENTS WEAR APPROPRIATE CLOTHING AND PERSONAL PROTECTIVE EQUIPMENT?</b>
				07.9	<b>DO STUDENTS WEAR SAFETY GLASSES AT ALL TIMES WHENEVER WORKING IN THE SHOP?</b>

				07.10	DOES EQUIPMENT USED IN THE PROGRAM HAVE SHIELDS, GUARDS, AND OTHER SAFETY DEVICES ORIGINALLY INSTALLED BY THE MANUFACTURER?
				07.11	HAS A SAFETY INSPECTION BEEN PERFORMED BY A GOVERNMENT OR INSURANCE AUTHORITY WITHIN THE LAST THREE YEARS?
				07.12	DO THE FIRE EXTINGUISHERS HAVE CURRENT INSPECTION DATES, IS THERE AN EYE WASH STATION AND IS AN EVACUATION MAP IN PLACE?
					<b>AREA 8</b>
					<b>TOOLS AND EQUIPMENT</b>
				08.1	DO THE TOOLS AND EQUIPMENT USED IN THE PROGRAM REFLECT THE PROGRAM LEARNING OUTCOMES?
				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?
					<b>AREA 9</b>
					<b>STUDENTS</b>
				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	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 \_\_\_\_\_**