

# **Automotive Technician Training Standards**

## **Level I, II and III ATTS Inspection Procedure Handbook**

# Automotive Technician Training Standards

## THE ATTS PROGRAM

### 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) Educational Foundation.

### 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. Suspension
4. Drive Train
5. Heating and Air Conditioning
6. Electrical/Engine Performance
7. Emission

**NOTE:** *If an automotive program is currently certified by NATEF in any specialty area, this will satisfy ATTS equivalency. If an automotive program is currently a BAR Certified Institution, this will satisfy ATTS equivalency for the Emission area.*

### 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 to basic tools, materials and methods. Graduates are entry level and guidance is recommended 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.

**WHICH ATTS CERTIFICATION LEVEL IS RECOMMENDED?**

Level I: Level I is available to any school offering an “Automotive Technology Fundamentals” class.

Level II: Level II is available only to high schools and regional occupational programs.

Level III: Level III is available to any automotive training program that can meet the rigorous demands set forth in Level III. A program can certify in all seven areas of specialization, or any one or more of the areas.

**WHAT IS THE COST OF AN ATTS INSPECTION?**

	Level I	Level II	Level III	Level III* 7 ATTS areas with 8 NATEF areas
Application and Scoring Process	\$100	\$100	\$100	\$100
Inspection Leader Travel Expenses	\$150	\$185	\$400	
First Night Dinner Meeting			\$350	
Inspection Leader Honorarium	\$300	\$300*	\$550	
Certificate and Plaque Process	\$75	\$75	\$125	\$125
<b>TOTAL</b>	<b>\$625</b>	<b>\$660</b>	<b>\$1525</b>	<b>\$225</b>

\*If program is NATEF certified in an area, please identify expiration date on appropriate NATEF line. Programs that have eight (8) areas certified by NATEF will need one (1) ATTS area (Emissions) to complete full ATTS certification.  
If program is BAR certified, please identify expiration date on appropriate BAR line.  
Level I Fundamentals is optional at the community college level.

**Note:** Programs can earn Level II or Level III certification in one or more of the seven skill areas.

The total amount is due with the completed Inspection Agreement (payable to CalABC).

## **HOW LONG DOES CERTIFICATION LAST?**

Certification is valid for a five-year period after an inspection is completed and the program has passed certification requirements. If an instructor leaves the program a full inspection for that level, area, or areas must be completed. For re-certification after 5 years with no changes to the faculty, there is an abbreviated inspection, called a "Compliance Check", to ensure that the program is still in compliance. Deficient items must be reduced by 10% prior to recertification.

## **WHAT IF MY PROGRAM FAILS A COMPLIANCE CHECK?**

If your program or a skill area falls out of compliance, the certification is removed and you must renew by going through a full inspection for that area or areas.

## **WHAT IF I FAIL TO RENEW PRIOR TO CERTIFICATION EXPIRATION?**

If you allow certification to lapse more than six months, certification will be dropped and you must make a new application.

## **HOW DO I BECOME CERTIFIED?**

**Step 1:** Fill out the Application and Inspection Agreement and return it along with Instructor Profiles for each instructor and the following:

- > current class schedule
- > school catalog (if used)
- > campus map showing the location of the Auto Lab and parking
- > community map showing location of campus
- > parking permit for the inspection leader

**Mail to:** California Automotive Business Coalition - ATTS, 621 Capitol Mall, 25<sup>th</sup> Floor, Sacramento, CA 95814

You will receive by mail your certification packet that includes the following:

- (1) An introductory letter
- (2) An inspection agreement
- (3) An inspection program description

You should download from <http://calautoteachers.com/calAbclInfo.html> a program inspection form and a student outcome (for self-inspection) and the list of items to be assembled prior to inspection for the Level you are applying for certification. **You should perform a self-inspection prior to the ATTS inspection.**

**Step 2:** The inspection date and accommodations for the inspection leader are arranged by the school and the inspection leader.

**Step 3:** The inspection leader arrives the evening before inspection to meet with the school personnel and inspection team (Levels II and III only).

Step 4: Inspection.

Step 5: At the end of the inspection, a final report will be given to staff and administrators. The report will discuss the strengths and weaknesses of the program.

Step 6: The inspection report will be mailed to ATTS for review and certification. **HOW**

### **DO I FIND AN INSPECTION LEADER?**

The ATTS office has a statewide list of qualified inspection leaders. Preference will be given to one that resides near your school. Personal preference of an inspection leader can be made through the ATTS office. Each inspection leader must have 10 years' experience teaching automotive subjects and will have "shadowed" on an inspection team before becoming fully qualified. Inspection leaders can be currently teaching or retired.

### **WHERE DO I FIND INSPECTION TEAM MEMBERS? (Levels II and III)**

Team members are selected from the automotive repair industry in your community. For a Level I certification, the inspection leader will do the inspection and no other team members will be required. For Levels II and III, you will need one team member for every two areas of inspection. A good source for team members is local independent shops, local professional association chapters, dealerships.

### **WHAT ARE THE QUALIFICATIONS OF TEAM MEMBERS? (Levels II and III)**

Team members must be ASE certified in each skill area they inspect. The team member responsible for inspecting the "Emission" area must hold a current BAR Smog License in the appropriate BAR designated area for your school (Basic or Enhanced).

### **WHAT NEEDS TO BE DONE THE NIGHT BEFORE INSPECTION? (Levels II and III)**

For Level III, the school will provide a dinner meeting for the inspection leader, the team, the automotive staff, the advisory committee, and the administrative staff, including the Principal or Chief Administrator.

**Note:** Levels I and II are one day inspections and do not require the "night before" dinner and meeting.

At the end of the meal, the inspection leader will make a presentation explaining the process that your program is about to undertake and the estimated time of inspection events. At the end of the dinner meeting, the team leader and the team will adjourn to a meeting room (which you must provide) so that the inspection leader and train the team on the inspection procedures.

## **WHAT WILL I HAVE TO PROVIDE FOR THE INSPECTION?**

A room with tables must be assigned for the duration of the inspection. The room must be lockable and available at any time for the duration of the inspection. The room should have all the items listed on the sheet titled "Items to Be Assembled Prior to Inspection." You will have to provide each team member with a clipboard and scratch pad. Lunches and evening meals for each day of the inspection must be provided or compensated based on the schools per diem allowance.

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

For a complete Level III inspection, the team training session after the dinner meeting will take approximately one hour. Certification inspection for level III should take one day (8:00 am to 6:00 pm) or less for the team. The team will need about 1 hour to do inspection paper work and make the assessment. Level II inspection, the team training session will take approximately one hour. Certification inspection for level II should take one day (8:00 am to 6:00 pm) or less for the team. The team will need about 1 hour to do inspection paper work. The Level I inspection will take from the start of classes to the end of classes and about an hour to do the paper work and make the assessment. The "Exit Report" will be given at the end of the inspection.

## **WHAT IF WE DO NOT HAVE ALL THE MANDATORY ITEMS COMPLETE AT THE TIME OF INSPECTION?**

Mandatory items listed in "Program Inspection" are printed in bold print and are required. If mandatory items are not met, certification will be detained until evidence of compliance is submitted in written form or a team member has re-inspected the deficient areas for compliance.

## **WHAT IS AN EXIT REPORT?**

An "Exit Report" will be given during the final hour of inspection. The following should be invited to the meeting and other interested persons are welcome:

- > Automotive faculty and staff
- > School Administrator
- > Advisory committee chair
- > "Adopt-a-school" program participants, if applicable.

The report will review the findings of the inspection. Identified weaknesses will lead to suggestions for changes to strengthen your program.

## **HOW WILL I KNOW IF WE PASSED THE INSPECTION?**

The Exit Report is forwarded to the ATTS office, which will review the report and make the decision. A letter is then sent to you stating whether your program passed or failed. If a program fails, a "List of Corrections" will accompany the letter. If you pass, a plaque will be sent to the school's chief administrator for display. Included with the plaque will be a typical press release for your use.

## **WHAT DO I DO IF I FAIL?**

If your program or a portion of it fails, you must correct enough of the deficiencies given in the “List of Corrections” to reach a passing score. Once corrected, call the ATTS office in Sacramento to get confirmation of corrections. The ATTS office will make the decision for approval of certification.

## **WHICH ITEMS NEED TO BE ASSEMBLED FOR THE INSPECTION?**

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- Mission Statement
- Detailed course outline and syllabus for each area of inspection
- Location of duplicating services
- Student progress system (Ed Code legal)
- Copy of textbook for each course
- Automotive publications and resources
- Internet access location
- Instructor’s media storage location
- Articulation and/or work experience agreements
- Remedial support: what and where
- Advisory committee
  - Member names
  - Contact information
  - Minutes of the last four meetings
- Current year operating budgets
- Parts purchasing procedures
  - Record keeping system
  - Live car parts
  - Handling of cash and paper trail
- Repair orders (including at least 6 months prior to termination of class)
- Safety
  - First aid box locations
  - Safety devices in place
  - Procedure for handling injuries
  - Method of handling emergencies
  - Copy of safety test
  - MSDS
  - Policy on handling chemicals and hazardous waste
  - Documentation of safety inspection by insurance company or local government agency (such as fire department)

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