

Automotive Instructor Guide to NATEF Accreditation

First Step: Familiarize yourself with the NATEF process through NATEF accreditation training workshops and seminars. Download and read the requirements found at

<http://natef.org/documents.html> note; numbers and wording of standards due for change in 2013

Be familiar with the materials online and the process before proceeding to the next step!

- **Contact the following list of school personnel and set up a meeting.**
 - Direct administrator and/or department dean
 - Vocational/CT director
 - Building principal
 - Anyone interested or affected by your program's success; Counselors, Apprenticeship coordinators, School board members, Tech Prep coordinator, etc.
 - Meeting agenda should include overview of ASE/NATEF.
 - Goals and objectives of program
 - Is there adequate commitment and resources to insure success? Instructor time (release time or extended contract), Facility upgrades and clerical assistance.

- **Meeting agenda should include recommendations for job assignments as follows; It is recommended that these key people have responsibility for documenting these standards. This list is to divide the workload of assembling the documentation for the process. Provide copies of appropriate standards to each key person at this meeting.**
 - Administration Std 1.1, 2.1, 2.2, 2.3, 2.4, 4.1, 4.2, 4.3, 4.4, 5.6, 6.1, 6.2, 6.14, 6.15, 7.2, 8.2, 8.7, 9.3, 9.4, 9.5, 10.
 - Advisory council, Std. 2.3 T&E, 6.5, 6.14, 7. 7.5, 8.11
 - Guidance/Counselors Std 5.1, 5.2, 5.3, 5.4, 5.5
 - Automotive teacher Std 6. , 7. 8. , 9.
 - Media specialist/Librarian Std. 3.2, 3.3 3.4
 - RVI/support teachers Std 6.11, 6.12
 - Tech Prep coordinator Std. 6.16
 - Apprenticeship coordinator Std 10.

- **Contact local automotive business owners, Service and parts managers, Civic leaders, technicians, consumer representatives, parent representatives, and anyone that has an interest in your students as future employees. Invite these individuals to an Advisory Committee meeting and form a Business and Education Council for the automotive program. Select a person to chair the meetings. Record minutes and follow guidelines of Standard 2.5. Committee should have access to and discuss in minutes the following items; Curriculum, Tools and Equipment, employment potential, program funding, program assessment, teaching load, and a facility safety inspection (walk through site inspection). Two meetings minimum will need to be held before site visit. Several meetings may be needed to accomplish the process.**

- **Note: A minimum of two meetings per year are required to receive or maintain accreditation.**

- Advisory committee minutes need to be detailed and discuss the following standards. The minutes need to reflect discussion of these items between both industry and school personnel.
 - Std. 2.3 D&E
 - Std. 4.2 A
 - Std. 5.5 E School must complete Std. 5.5 A, B, C, & D in order to incorporate Std 5.5E into minutes.
 - Std. 6.4 A
 - Std. 6.5 C
 - Std. 6.7 B
 - Std. 6.14 F
 - Std. 7.5 B
 - Std. 8.11 The Advisory Committee should review the facility inspection. Use a check sheet and document needs improvement and exceptional items. Recommended that several team members from industry tour facility with instructor.

- **Contact local educational resource vendors** and develop tool and equipment inventory. Select quality and you never have to explain to students that there is a better tool. Students should be trained on the best. T&E list is online in AST resources. Use link to access. <http://natef.org/documents.html>

- **Automotive instructor must;**
 - Be ASE certified in areas of certification before ETL site visit.
 - Update training 20 hours per year
 - Develop task list for Advisory committee approval
 - Develop syllabus for each class
 - Develop course of study to document contact hours for each area, tasks taught in each area with priority designations, areas and sequence of instruction. A cross-reference chart showing current task list and where the task is taught in your curriculum will be needed for. The syllabus will document these items along with lesson plans showing where tasks are taught, schedules of classes to document hours, student tracking devices, assessments to show hands on performance of tasks and progress reports.

- Self Evaluation, Order manuals and prepare self-evaluation of program. Do a critical evaluation, make corrections and try to be objective. Involve as many of your team as possible to assist in the evaluation.
 - Send in all documentation requested to NATEF. Make copies and save to an organizational file all paperwork generated through out process. Several systems will work. Well-organized information and documentation will make the difference when the ETL team asks for something during the onsite.
 - Select team members for onsite and send in names with self evaluation. Remember to select alternative team member for back up! I suggest that these individuals are your advisers employees (can not be members of committee!) and

they also are included in the walk through site inspection you did for self evaluation.

- Send checks or money orders on time for manuals and application.
- At application you have up to 18 months to complete.
- Notify the six employers to expect a call from the ETL (minimum of 3)
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- Your ETL will be assigned after the application is processed. The ETL will request; Course of study, class schedules, course description, examples of hands on performance tests, and other documentation. No on site can be scheduled until these materials are examined.
- The ETL is a resource person. ETL's are trained to help your program be successful. It is the mission of the ETL to certify programs that meet the standards. The ETL should be considered part of your team.

The NATEF Certification process is to insure the best possible training for future technicians. We trust that your program will be one of the best because of your commitment to the ideals and standards of NATEF.

No need to reinvent the wheel in this summary of the steps. These suggestions are my own experience and I draw information from many sources. My opinions here are not to be taken over NATEF/ASE policy and in no way considered to be more than suggestions.

Thank you to the following people for input, time and ideas for this hand out.

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