

Professional Development Pay and Peer Review Certified Automotive Trades National Institute for Automotive Service of Excellence (ASE)

Effective: February 2017

UDOT 05-84

Revised: New

Purpose

Establish a credited fleet maintenance-training program and to standardize the processes for managing a Certified Technician Program within automotive/truck/heavy equipment - tradecraft services.

Also, to compensate technicians that achieve and maintain the technical expertise necessary for an ASE certification.

Establish a process for managing the Certified Automotive Technician Program. ASE is a nationally recognized institute for certifying automotive, truck repair and parts technicians. ASE certified technicians demonstrate higher standards of training, skill, and ability in the equipment repair industry. ASE certifies technicians in more than 40 different and specialized areas in the automotive and trucking field.

Policy

Technicians must demonstrate a minimum of two years experience in an area of certification to receive an ASE certification. The ASE program requires technicians to re-certify every five years because of changing technology in the automotive industry. Re-certification measures a technician's ability and understanding of current technologies in the field.

Employee, Shop Supervisor, Region Equipment Manager, and/or the Shop Manager and the Equipment Operations Manager will select from UDOT's approved/recommended core ASE testing areas: Auto/Light Truck Series or Medium/Heavy Truck Series. Testing areas must be within the working duties and assignments of the employee.

Employees with the following job classifications are eligible under this policy and can participate in this stipend pay program. Profession development pay will be limited to a maximum of 12 certifications.

Apprentice Auto Worker, Journey Auto Worker, Lead Welder, Journey Welder, Apprentice Welder, Service Station Operator, Lead Auto Worker, Shop Supervisor, Shop Manager, Parts Specialist, Equipment Systems Specialist, Equipment Specialist and Equipment Operations Manager.

Auto/Light Truck Series	Medium/Heavy Truck Series
A1 Engine Repair	T1 Gasoline Engines
A2 Automatic Transmission/Transaxle	T2 Diesel Engines
A3 Manual Drive Train and Axles	T3 Drive Train
A4 Suspension and Steering	T4 Brakes
A5 Brakes	T5 Suspension and Steering
A6 Electrical/Electronics Systems	T6 Electrical/Electronic systems
A7 Heating and Air Conditioning	T7 Heating, Ventilation, & A/C
A8 Preventive Maintenance Inspection	T8 Preventive Maintenance Inspection
A9 Light Vehicle Diesel	
Truck Equipment Test	Service Consultant Test
E1 Truck Equip Installation and repair	C1 Automotive service consultant
E2 Electrical/Electronic systems Install & repair	General Auto Maintenance
E3 Aux/Power Sys Install & Repair	G1 Auto Maintenance & Light Repair
	Advance Level Test
Parts Specialist Series	L1 Auto Adv. Engine performance
P2 Automobile Parts Specialist	L2 Electronic diesel engine diagnose spec.
P1 Med/Heavy Truck Dealership Parts Specialist	AWS Certifications
P4 General Motors Parts Consultant	QC7-93 Supplement C Performance
	QC7-93 Supplement G Performance
Collision Repair and Refinish Series	Truck Equipment Series
B2 Painting and Refinishing	E1 Installation and Repair Specialist
B3 Non-Structural Analysis and	E2 Electrical/Electronic Systems
B4 Structural Analysis and Damage	E3 Auxiliary Power Systems
B5 Mechanical and Electrical	Optional Select test from 4.1.1
B6 Damage Analysis and Estimating	Optional Select test from 4.1.1
Optional Select test from 4.1.1	Optional Select test from 4.1.1
Optional Select test from 4.1.1	
Optional Select test from 4.1.1	

The participant must have a valid Utah commercial driver license (CDL).

Important Note: These are recommendations and may be adjusted, according to the individual technician's duties.

Professional Development Pay

Professional development pay will be Thirty dollars (\$31.91)* per pay period for each certification earned. Twelve (12) certifications will be the maximum for each employee's professional development pay (see job titles/duties) or \$383.03 per pay period.

After successful completion of each certification, the technician must complete a peer review by a 2-person committee. The committee will consist of the immediate supervisor and one additional person with knowledge of that technician's working abilities and skills. The purpose of this review is to ensure that the technician is proficient in the actual work. Each technician should have demonstrated those abilities in the shop environment. These work tasks and assignments must have been related to the test area for which they will receive the pay stipend. These skill sets have to be obtained prior to any professional development pay.

Important Note: The professional development pay will be discontinued if an employee does not maintain their certifications and their ability to complete the work for the areas in which they are certified in.

The professional development pay amount will increase consistent with legislatively authorized salary increase, which will include general increases, cost of living increases, discretionary salary increases, targeted funding, general increases, as long as there exists sufficient funding within the annualized base budgets for the fiscal year in which the adjustment is given.

*Professional Development Pay was \$30.00 when initiated in 2013. Adjusted with legislative authorized salary increase –most current \$31.91 effective FY18 (July 1, 2017)

Procedure

Certified Automotive Technician Professional Development Pay

Responsibility: Shop Supervisor, Regional Equipment Managers, and Equipment Operation Manager

Actions

1. The supervisor will administer and give approval for the Certified Technician Program
2. Supervisor: Will approve each area of testing and shall determine which certifications are appropriate for the job-related duties of each employee.

Responsibility: Employee

Actions

3. It is the employee's responsibility to register for the appropriate courses, prepare for the testing and ensure that the requirements of the program are met.

Responsibility: Utah Department of Transportation

Actions

4. ASE (Automotive Service Excellence) registration and testing will be paid in advance by the Utah Department of Transportation for its employees. Completion of the certification testing will be limited to two attempts; the department will not pay for registration fees for failure to pass the testing after two attempts per year
5. Testing is available by appointment at an authorized computer based testing facility.
 - Computer Base Testing (CBT)
UDOT will reimburse for the current cost of each CPT test and registration fees
6. Recertification Fee every 5 years, this includes up to 12 tests

Candidate Qualification Worksheet ASE Certification Program

Peer Review Board:

The purpose of the board is to determine if the applicant can perform at the required level. If the peer review board determines that the applicant is not ready for the proposed level, the applicant and supervisors will be notified of areas that need improvement. The employee's supervisors and employee should develop a plan to bring the employee's performance to the proposed level.

Instructions

It is the Automotive Repair Technician's responsibility to initiate the Peer Review process by completing and signing the Candidate Qualification Worksheet. Upon completion, the applicant will give the Supervisor's Rating sheet to their supervisor and within 10 working days, complete the Candidate Qualification Worksheet, add any comments and sign where indicated. *There is no minimum-rating requirement from supervisors. However, a poor rating or lack of support from the Supervisor or Peer Review Board may indicate problems that are beyond the scope of the Peer Review Board and should be dealt with through the performance evaluation process.*

Section 1- Personal Information

Fill in the blanks as requested; all fields are required. If unsure of Employee ID # verify through payroll technician.

Section 2- ASE Certification Course

List course number as well as description of course in the blank provided. Upon successful completion of the course the Peer Review Committee will fill in the date of completion.

Section 3- ASE Peer Review Committee

Section 3 is to be filled out by the Peer Review Committee upon successful completion of the course that the technician is enrolled in.

Section 4- References

Give the name, position held, and a phone number of three co-workers, (at least one from your shop) other than your supervisor, that has intimate knowledge of your work habits, skills and abilities.

Section 5- Professional Development Pay

This section is to be filled out by Supervisor and Payroll Technician. They are to list courses completed and effective date of professional development pay.

1. Personal Information

Name _____	Date of Enrollment _____
Employee ID # _____	Org _____
Region/Group _____	
Supervisor's Name _____	Phone No. _____

2. ASE Certification Course Enrolled

Course	Date of Completion
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

3. ASE Certification Peer Review Committee

	Yes/No
Knowledge of assigned duties within the course taken	
Care and use of tools and equipment	
Demonstrated Abilities in Shop Environment	
CDL Drivers License	
Flexibility (willingness to work in other areas)	
Proficient in the maintenance and repair of equipment	

4. References: List three co-workers familiar with your work habits

Name	Position	Phone #'s

I affirm that this worksheet, and any additional documentation, contains no misrepresentation or falsification and that the information is true and complete to the best of my knowledge.

_____ *Applicant's Signature*

_____ *Date*

I verify that the above named employee has completed the minimum requirements under UDOT Policy and recommend for an ASE Stipend.

_____ *Employee Supervisor* *Date* _____

_____ *Peer Review Committee Member* *Date* _____

Comments: