

## COLLISION REPAIR

Collision Repair youth apprentices gain skills related to the preventative maintenance and repair of Collision vehicles and equipment. Apprentices must adhere to industry safety and security standards.

**Length of Apprenticeship:** One or two years

## REQUIRED COMPETENCIES

Youth apprentices must become proficient in both general employability and occupation-specific competencies. All of these, and examples of how each can be demonstrated, are found in the following pages. **Year 1:** A total of 11 occupational competencies (9 required competencies and 2 additional competencies) must be learned for this occupation. **Year 2:** An additional 8 competencies must be learned. Employers can substitute out one competency per year and should write in the competency they are adding. Where necessary, skills can be simulated. Youth apprentices must be evaluated on these competencies at least two times each year of their apprenticeship.

| YEAR 1 Competencies  | YEAR 2 (Additional) Competencies   |
|--|--|
| <ol style="list-style-type: none"> <li>1. Operate tools and equipment safely</li> <li>2. Maintain clean and organized work area</li> <li>3. Process work order</li> <li>4. Prepare exterior of vehicle for repair</li> <li>5. Prepare interior of vehicle for repair</li> <li>6. Apply anti-corrosion protection to surfaces</li> <li>7. Repair water and air leaks</li> <li>8. Contribute to the plan of work</li> <li>9. Prepare vehicle for final inspection</li> </ol> | <ol style="list-style-type: none"> <li>1. Assist repair of damaged metal surfaces and parts</li> <li>2. Repair door locks and hinges</li> <li>3. Repair fender and front/rear light components</li> <li>4. Weld metal parts</li> <li>5. Replace interior parts</li> <li>6. Assist the repair of movable glass components</li> <li>7. Repair flexible exterior plastic parts</li> <li>8. Replace damaged exterior electrical components</li> <li>9. Assess structural damage</li> <li>10. Assess mechanical damage</li> <li>11. Assess electrical damage</li> <li>12. Assess suspension damage</li> <li>13. Assess finish damage</li> <li>14. Prepare area for painting</li> <li>15. Color sand and buff finished surfaces</li> <li>16. Apply undercoating</li> <li>17. Prepare paint and equipment</li> <li>18. Apply paint on test panel or let-down panel</li> </ol> |

## **REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES**

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Some of the related instruction courses can bridge into the following registered apprenticeship:

- Collision Repair Registered Apprenticeship

## **POST-SECONDARY PATHWAY OPPORTUNITIES**

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There are several post-secondary pathway opportunities in this area. Following is partial list.

- Auto Collision Repair and Refinishing Technician



# COLLISION REPAIR

Youth Apprenticeship

## ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

### YOUTH APPRENTICE INFORMATION

|                       |
|-----------------------|
| Youth Apprentice Name |
| YA Coordinator        |
| YA Consortium         |
| School District       |

### SIGNATURES

The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

#### Employer/Mentor

##### 1<sup>st</sup> Evaluation (Required)

##### 2<sup>nd</sup> Evaluation (Required)

|                           |                           |
|---------------------------|---------------------------|
| Employer/Mentor Signature | Employer/Mentor Signature |
| Employer/Mentor           | Employer/Mentor           |
| Business/Company          | Business/Company          |
| Date Signed               | Date Signed               |

##### 3<sup>rd</sup> Evaluation (Optional)

##### 4<sup>th</sup> Evaluation (Optional)

|                           |                           |
|---------------------------|---------------------------|
| Employer/Mentor Signature | Employer/Mentor Signature |
| Employer/Mentor           | Employer/Mentor           |
| Business/Company          | Business/Company          |
| Date Signed               | Date Signed               |

**School-Based and/or YA Coordinator**

**1<sup>st</sup> Evaluation (Required)**

|  |
|--|
| School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator           |
| School District or Organization              |
| Date Signed                                  |

**2<sup>nd</sup> Evaluation (Required)**

|  |
|--|
| School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator           |
| School District or Organization              |
| Date Signed                                  |

**3<sup>rd</sup> Evaluation (Optional)**

|  |
|--|
| School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator           |
| School District or Organization              |
| Date Signed                                  |

**4<sup>th</sup> Evaluation (Optional)**

|  |
|--|
| School-Based and/or YA Coordinator Signature |
| School-Based and/or YA Coordinator           |
| School District or Organization              |
| Date Signed                                  |

**Youth Apprentice**

**1<sup>st</sup> Evaluation (Required)**

|                               |
|-------------------------------|
| Youth Apprentice Signature    |
| Youth Apprentice              |
| School District / High School |
| Date Signed                   |

**2<sup>nd</sup> Evaluation (Required)**

|                               |
|-------------------------------|
| Youth Apprentice Signature    |
| Youth Apprentice              |
| School District / High School |
| Date Signed                   |

**3<sup>rd</sup> Evaluation (Optional)**

|                               |
|-------------------------------|
| Youth Apprentice Signature    |
| Youth Apprentice              |
| School District / High School |
| Date Signed                   |

**4<sup>th</sup> Evaluation (Optional)**

|                               |
|-------------------------------|
| Youth Apprentice Signature    |
| Youth Apprentice              |
| School District / High School |
| Date Signed                   |

## EMPLOYABILITY SKILLS (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

All youth apprentices must demonstrate the key employability skills listed below in order to complete the YA program. They do so by earning at least a "Meets Expectation" rating in each. **At least two evaluations are required each year of a youth apprenticeship.** More columns are included below for those who choose to conduct more frequent reviews.

|          |   |
|----------|---|
| <b>1</b> | <b>Working to Meet Expectations:</b> Needs improvement; requires much assistance and supervision; rarely displays this behavior |
| <b>2</b> | <b>Meets Expectations:</b> Meets entry-level criteria; requires some supervision; often displays this behavior                  |
| <b>3</b> | <b>Exceeds Expectations:</b> Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior    |

| Employability Skills   |  | Rating                     |                            |                            |                            |
|--|--|----------------------------|----------------------------|----------------------------|----------------------------|
| Competency and Rating Criteria   |  | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |
| 1. Develops positive work relationships with others.<br><i>Examples of qualities and habits that the employee might exhibit include:</i> | <ul style="list-style-type: none"> <li>Interacts with others with respect and in a non-judgmental manner</li> <li>Responds to others in an appropriate and non-offensive manner</li> <li>Helps co-workers and peers accomplish tasks or goals</li> <li>Applies problem-solving strategies to improve relations with others</li> <li>When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation</li> </ul>  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 2. Communicates effectively with others<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i>         | <ul style="list-style-type: none"> <li>Adjusts the communication approach for the target audience, purpose, and situation to maximize impact</li> <li>Organizes messages/information in a logical and helpful manner</li> <li>Speaks clearly and writes legibly</li> <li>Models behaviors to show active listening</li> <li>Applies what was read to actual practice</li> <li>Asks appropriate questions for clarity</li> </ul>  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 3. Collaborates with others<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i>                     | <ul style="list-style-type: none"> <li>Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities</li> <li>Shares responsibility for collaborative work and decision making</li> <li>Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise</li> <li>Avoids contributing to an unproductive group conflict</li> <li>Shares information and carries out responsibilities in a timely manner</li> </ul> | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |

| Employability Skills   |  | Rating                     |                            |                            |                            |
|--|--|----------------------------|----------------------------|----------------------------|----------------------------|
| Competency and Rating Criteria   |  | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |
| 4. Maintains composure under pressure<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i>                         | <ul style="list-style-type: none"> <li>• Uses critical thinking to determine the best options or outcomes when faced with a challenging situation</li> <li>• Carries out assigned duties while under pressure</li> <li>• Acts in a respectful, professional, and non-offensive manner while under pressure</li> <li>• Applies stress management techniques to cope under pressure</li> </ul>   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 5. Demonstrates integrity<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i>                                     | <ul style="list-style-type: none"> <li>• Carries out responsibilities in an ethical, legal and confidential manner</li> <li>• Responds to situations in a timely manner</li> <li>• Takes personal responsibility to correct problems</li> <li>• Models behaviors that demonstrate self-discipline, reliability, and dependability</li> </ul>   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 6. Performs quality work<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i>                                      | <ul style="list-style-type: none"> <li>• Carries out written and verbal directions accurately</li> <li>• Completes work efficiently and effectively</li> <li>• Performs calculations accurately</li> <li>• Conserves resources, supplies, and materials to minimize costs and environmental impact</li> <li>• Uses equipment, technology, and work strategies to improve workflow</li> <li>• Applies problem-solving strategies to improve productivity</li> <li>• Adheres to worksite regulations and practices</li> <li>• Maintains an organized work area</li> </ul>  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 7. Provides quality goods or services (internal and external)<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i> | <ul style="list-style-type: none"> <li>• Shows support for the organizational goals and principles by own personal actions</li> <li>• Displays a respectful and professional image to customers</li> <li>• Displays an enthusiastic attitude and desire to take care of customer needs</li> <li>• Seeks out ways to increase customer satisfaction</li> <li>• Produces goods to workplace specifications</li> </ul>  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 8. Shows initiative and self-direction<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i>                        | <ul style="list-style-type: none"> <li>• Prioritizes and carries out responsibilities without being told</li> <li>• Responds with enthusiasm and flexibility to handle tasks that need immediate attention</li> <li>• Reflects on any unsatisfactory outcome as an opportunity to learn</li> <li>• Improves personal performance by doing something different or differently</li> <li>• Analyzes how own actions impact the overall organization</li> <li>• Supports own action with sound reasoning and principles</li> <li>• Balances personal activities to minimize interference with work responsibilities</li> </ul> | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |

| Employability Skills   |  | Rating                     |                            |                            |                            |
|--|--|----------------------------|----------------------------|----------------------------|----------------------------|
| Competency and Rating Criteria   |  | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |
| 9. Adapts to change<br><i>Examples of qualities and habits that the employee might exhibit include . . . Shows flexibility and willingness to learn new skills for various job roles</i> | <ul style="list-style-type: none"> <li>• Uses problem-solving and critical-thinking skills to cope with changing circumstances</li> <li>• Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness</li> <li>• Displays a "can do" attitude</li> </ul>                  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 10. Demonstrates safety and security regulations and practices<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i>                                  | <ul style="list-style-type: none"> <li>• Follows personal safety requirements</li> <li>• Maintains a safe work environment</li> <li>• Demonstrates professional role in an emergency</li> <li>• Follows security procedures</li> <li>• Maintains confidentiality</li> </ul>  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 11. Applies job-related technology, information, and media<br><i>Examples of qualities and habits that the employee might exhibit include . . .</i>                                      | <ul style="list-style-type: none"> <li>• Applies technology effectively in the workplace</li> <li>• Assesses and evaluates information on the job</li> <li>• Assesses training manuals, website, and other media related to the job</li> </ul>   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 12. Fulfills training or certification requirements for employment<br><i>Examples of this requirement may include . . .</i>  | <ul style="list-style-type: none"> <li>• Participation in required career-related training and/or educational programs</li> <li>• Passing certification tests to qualify for licensure and/or certification</li> <li>• Participation in company training or orientation</li> <li>•</li> </ul>                      | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |
| 13. Sets personal goals for improvement<br><i>Examples of this requirement may include . . .</i>   | <ul style="list-style-type: none"> <li>• Setting goals that are specific and measurable</li> <li>• Setting work-related goals that align with the organization's mission</li> <li>• Identifying strategies to reach goals</li> <li>• Reflecting on goal progress to regularly evaluate and modify goals</li> </ul> | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  |                            |                            |                            |                            |

## YEAR 1 OCCUPATIONAL COMPETENCIES

### (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Youth apprentices must earn a rating of at least "MEETS EXPECTATIONS" in each competency by the conclusion of the apprenticeship. **Year 1:** A total of 11 occupational competencies (9 required competencies and 2 additional competencies) must be learned for this occupation. **Year 2:** An additional 8 competencies must be learned. Employers can substitute out one competency per year and should write in the competency they are adding. Where necessary, skills can be simulated. **At least two evaluations are required each year of a youth apprenticeship.** More columns are included below for those who choose to conduct more frequent reviews.

|          |   |
|----------|---|
| <b>1</b> | <b>Working to Meet Expectations:</b> Needs improvement; requires much assistance and supervision; rarely displays this behavior |
| <b>2</b> | <b>Meets Expectations:</b> Meets entry-level criteria; requires some supervision; often displays this behavior                  |
| <b>3</b> | <b>Exceeds Expectations:</b> Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior    |

| Occupational Competencies   |  | Rating   |  |  |  |
|---|--|--|--|--|--|
| Competency and Rating Criteria  |  | Year 1 Evaluation<br>Minimum Rating of 2 EACH<br>Check Rating                          |  |  |  |
|   |  | Initial  | Mid<br>Year 1  | Mid<br>Year 2  | Final  |
| <b>1. Operate tools and equipment safely</b> <ul style="list-style-type: none"> <li>operate only equipment trained on</li> <li>choose correct tool or equipment for the task</li> <li>verify tool/equipment is available for use and in working order</li> <li>verify tool/equipment is current for preventative maintenance and/or calibration</li> <li>verify safety equipment</li> <li>wear proper Personal Protective Equipment (PPE)</li> <li>use tool/equipment guarding devices</li> <li>monitor tool/equipment for safe operation</li> <li>follow procedures for clean-up and shut down</li> <li>perform required preventative maintenance</li> <li>report abnormal tool/equipment conditions promptly</li> <li>shut down and label tool/equipment not operating as expected</li> <li>complete service documentation</li> </ul> |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |



| Occupational Competencies   |  | Rating   |  |  |  |
|---|--|--|--|--|--|
| Competency and Rating Criteria  |  | Year 1 Evaluation<br>Minimum Rating of 2 EACH<br>Check Rating                          |  |  |  |
|   |  | Initial  | Mid<br>Year 1  | Mid<br>Year 2  | Final  |
| <b>2. Maintain clean and organized work area</b> <ul style="list-style-type: none"> <li>maintain shop manuals and/or electronic retrieval systems</li> <li>organize tools</li> <li>sweep work area</li> <li>maintain tools after use</li> <li>return tools to proper location</li> <li>process old parts properly</li> <li>handle hazardous materials properly</li> <li>follow manufacturer warranty requirements</li> </ul>  |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |
| <b>3. Process work order</b> <ul style="list-style-type: none"> <li>confirm customer complaint/concern</li> <li>obtain correct customer information, vehicle identifying information, customer concern, and related service history</li> <li>document customer complaint/concern information on repair order</li> <li>check technical service bulletins/updates</li> <li>select appropriate form/records</li> <li>update electronic data</li> <li>obtain customer signature(s)</li> <li>handle complaints tactfully without insult or conflict</li> <li>protect vehicle interior for service</li> <li>follow work order process flow</li> <li>follow 3C's (Complaint, Cause, Correction) process</li> </ul> |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |
| <b>4. Prepare exterior of vehicle for repair</b> <ul style="list-style-type: none"> <li>obtain job equipment and materials</li> <li>follow safety and service procedures</li> <li>check automobile manufacturer's recommended procedure</li> <li>remove decals, stripes, moldings, or emblems</li> <li>remove dirt, grease, wax, and coatings</li> <li>mask around work area</li> <li>cleanup work area</li> <li>return tools to proper location</li> <li>complete service documentation</li> </ul>   |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |
| <b>5. Prepare interior of vehicle for repair</b> <ul style="list-style-type: none"> <li>obtain job equipment and materials</li> <li>follow safety and service procedures</li> <li>check automobile manufacturer's recommended procedure</li> <li>clean interior surfaces</li> <li>mask areas and parts adjacent to repair area</li> <li>cleanup work area</li> <li>return tools to proper location</li> <li>complete service documentation</li> </ul>   |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |

| Occupational Competencies  |  | Rating   |  |  |  |
|--|--|--|--|--|--|
| Competency and Rating Criteria   |  | Year 1 Evaluation<br>Minimum Rating of 2 EACH<br>Check Rating                          |  |  |  |
|  |  | Initial  | Mid<br>Year 1  | Mid<br>Year 2  | Final  |
| <b>6. Apply anti-corrosion protection to surfaces</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• prime surface area</li> <li>• apply topcoat and sealer</li> <li>• apply corrosion protection system to interior surfaces</li> <li>• apply corrosion protection system to exterior surfaces</li> <li>• apply corrosion protection system to joints and seams</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |
| <b>7. Repair water and air leaks</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• remove necessary vehicle components</li> <li>• complete a water test for leak</li> <li>• adjust/repair source of water leak</li> <li>• assist determining the source of air leak (ride along with technician)</li> <li>• adjustment/repair air leak</li> <li>• retest water and/or air leaks</li> <li>• cleanup vehicle after repairs</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>   |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |
| <b>8. Contribute to the plan of work</b> <ul style="list-style-type: none"> <li>• determine structural repair requirements</li> <li>• determine suspension, mechanical and electrical repair requirements</li> <li>• determine refinishing requirements</li> <li>• prepare a plan for work based on customer decision</li> <li>• collect information to determine parts and materials required</li> <li>• locate vehicle and component identification numbers (make, model, year, VIN, vehicle certification labels, calibration decals)</li> <li>• identify vehicle options (including trim level, paint code, transmission, accessories, and modifications)</li> <li>• determine if OEM, aftermarket, recycled, or remanufactured/rebuilt/reconditioned parts are appropriate</li> <li>• verify required OEM, aftermarket, recycled/used, rebuilt, reconditioned parts and materials based on estimate</li> <li>• verify availability, compatibility, and condition of parts and materials upon receipt</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |

| Occupational Competencies  |  | Rating   |  |  |  |
|--|--|--|--|--|--|
| Competency and Rating Criteria   |  | Year 1 Evaluation<br>Minimum Rating of 2 EACH<br>Check Rating                          |  |  |  |
|  |  | Initial  | Mid<br>Year 1  | Mid<br>Year 2  | Final  |
| <b>9. Prepare vehicle for final inspection</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• remove masking and protective items</li> <li>• wipe up leaks and dirt</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |
| <b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)  |  | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 | <input type="checkbox"/> 1<br><input type="checkbox"/> 2<br><input type="checkbox"/> 3 |
| <b>Comments:</b>   |  |  |  |  |  |

## YEAR 2 COMPETENCIES (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Enter rating for year the competency is demonstrated.

| Competency and Rating Criteria   |  | Rating                     |                            |                            |                            |
|--|--|----------------------------|----------------------------|----------------------------|----------------------------|
| Competency and Rating Criteria   |  | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |
| <b>1. Assist repair of damaged metal surfaces and parts</b>  |  | <b>Year 1 Rating</b>       |                            |                            |                            |
| <ul style="list-style-type: none"> <li>obtain job equipment and materials</li> <li>follow safety and service procedures</li> <li>prepare the surface</li> <li>select appropriate tools and equipment</li> <li>rough straighten damaged metal panels</li> <li>remove damaged body panels and components</li> <li>remove fasteners</li> <li>remove bolted, riveted, adhesive/bonded, and welded panels or panel assemblies</li> <li>determine the extent of damage to substrate body panels</li> <li>remove the door</li> <li>remove door panel</li> <li>assess door alignment when open and closed</li> <li>inspect the striker plate</li> <li>inspect all of the bolts holding the door in place</li> <li>adjustment door if misaligned</li> <li>cleanup work area</li> <li>return tools to proper location</li> <li>complete service documentation</li> </ul> |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  | <b>Year 2 Rating</b>       |                            |                            |                            |
|  |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
| <b>2. Repair door locks and hinges</b>   |  | <b>Year 1 Rating</b>       |                            |                            |                            |
| <ul style="list-style-type: none"> <li>obtain job equipment and materials</li> <li>follow safety and service procedures</li> <li>remove interior door components</li> <li>disengage and re-engage electrical connector switch and lock</li> <li>repair door lock components</li> <li>test operation of door lock assembly after repair or replacement</li> <li>inspect hood latch/lock</li> <li>disconnect wires and hoses</li> <li>replace cable</li> <li>remove damaged hood</li> <li>install new hinges and hood</li> <li>check panels for gaps for proper alignment</li> <li>cleanup work area</li> <li>return tools to proper location</li> <li>complete service documentation</li> </ul>   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  | <b>Year 2 Rating</b>       |                            |                            |                            |
|  |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |

| Competency and Rating Criteria  |  | Rating                     |                            |                            |                            |
|---|--|----------------------------|----------------------------|----------------------------|----------------------------|
| Competency and Rating Criteria  |  | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |
| <b>3. Repair fender and front/rear light components</b>   |  | <b>Year 1 Rating</b>       |                            |                            |                            |
| <ul style="list-style-type: none"> <li>obtain job equipment and materials</li> <li>follow safety and service procedures</li> <li>let the hood down gently</li> <li>inspect the fit and alignment of the hood with the fender or other panels</li> </ul>   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|   |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|   |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
| <ul style="list-style-type: none"> <li>mask undamaged area</li> <li>pull the fender back toward the cowl or adjust the other panels as required</li> <li>tighten or replace the mounting bolt(s)</li> <li>double check all panels for gaps for alignment</li> <li>cleanup work area</li> <li>return tools to proper location</li> <li>complete service documentation</li> </ul>   |  | <b>Year 2 Rating</b>       |                            |                            |                            |
|   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|   |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|   |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
| <b>4. Weld metal parts</b>  |  | <b>Year 1 Rating</b>       |                            |                            |                            |
| <ul style="list-style-type: none"> <li>obtain job equipment and materials</li> <li>follow safety and service procedures</li> <li>identify the type of material for welding</li> <li>clean metal</li> <li>check automobile manufacturer's information regarding the welding process and equipment recommended</li> </ul>   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|   |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|   |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
| <ul style="list-style-type: none"> <li>determine correct welding process</li> <li>perform test welds and inspect</li> <li>follow proper welding technique</li> <li>protect surrounding panels, glass, and interior</li> <li>protect computers and electronic components</li> <li>perform welding using appropriate type of weld joint</li> <li>perform recommended procedure for type of weld</li> <li>remove damaged structural steel and aluminum components, and weld in replacements</li> <li>install welding/weld-bonded panels</li> <li>inspect weld for defects</li> <li>make necessary adjustments</li> <li>cleanup work area</li> <li>return tools to proper location</li> <li>complete service documentation</li> </ul> |  | <b>Year 2 Rating</b>       |                            |                            |                            |
|   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|   |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|   |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |

| Competency and Rating Criteria  |  | Rating                     |                            |                            |                            |
|---|--|----------------------------|----------------------------|----------------------------|----------------------------|
| Competency and Rating Criteria  |  | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |
| <b>5. Replace interior parts (seat cushions, seatbelts, carpeting, etc.)</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• remove damaged area</li> <li>• clean up area around damaged part</li> <li>• replace with new interior piece</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  |  | Year 1 Rating              |                            |                            |                            |
|   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|   |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|   |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|   |  | Year 2 Rating              |                            |                            |                            |
|   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
| <b>6. Assist the repair or replace movable glass components</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• remove broken pieces of glass from the door panel</li> <li>• disconnect regulator</li> <li>• unbolt the glass from the regulator</li> <li>• remove the clips from the lifting arm bracket</li> <li>• vacuum all broken glass from inside the door</li> <li>• install the new glass</li> <li>• bolt new glass to the regulator</li> <li>• align door glass</li> <li>• reattach weather stripping, trim, and door panel</li> <li>• test window functionality</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>          |  | Year 1 Rating              |                            |                            |                            |
|   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|   |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|   |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|   |  | Year 2 Rating              |                            |                            |                            |
|   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
| <b>7. Repair flexible exterior plastic parts</b> <ul style="list-style-type: none"> <li>• determine repairability</li> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• remove necessary vehicle components</li> <li>• select the appropriate type of repair method (adhesives or welding)</li> <li>• prepare surfaces of plastic parts</li> <li>• remove repairable plastics and other parts recommended for off-vehicle repair</li> <li>• mix the repair adhesives</li> <li>• remove excess adhesives or weld material</li> <li>• apply filler as necessary</li> <li>• retexture plastics to restore original texture</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> |  | Year 1 Rating              |                            |                            |                            |
|   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|   |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|   |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|   |  | Year 2 Rating              |                            |                            |                            |
|   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |

| Competency and Rating Criteria  |                            | Rating                     |                            |                            |  |
|---|----------------------------|----------------------------|----------------------------|----------------------------|--|
| Competency and Rating Criteria  | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |  |
| <b>8. Replace damaged exterior electrical components</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• replace/repair light assemblies</li> <li>• replace/repair pigtail connector</li> <li>• verify components are functioning properly after repair/replacement</li> <li>• identify elements for repair by mechanical shop</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  | <b>Year 1 Rating</b>       |                            |                            |                            |  |
|   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
|   | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |  |
|   | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |  |
|   | <b>Year 2 Rating</b>       |                            |                            |                            |  |
|   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
| <b>9. Assess structural damage</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• determine direction and point(s) of impact</li> <li>• check alignment of doors, hood, and deck lid</li> <li>• check for gaps between panels</li> <li>• verify opening and closing of doors, hood, and deck lid</li> <li>• check door handles and door locks for proper operation</li> <li>• inspect for ripples in roof, fenders, or quarter panels away from direct impact</li> <li>• check seam sealers</li> <li>• check glass and operation of windows</li> <li>• check damage to interior</li> <li>• measure common structural damage points</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
|   | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |  |
|   | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |  |
|   | <b>Year 2 Rating</b>       |                            |                            |                            |  |
|   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
|   | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |  |
| <b>10. Assess mechanical damage</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• inspect parts in the engine compartment for damage</li> <li>• identify mechanical problems</li> <li>• diagnose required mechanical repairs</li> <li>• plan for mechanical component repairs</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>   | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |  |
|   | <b>Year 2 Rating</b>       |                            |                            |                            |  |
|   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
|   | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |  |
|   | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |  |
|   |                            |                            |                            |                            |  |

| Competency and Rating Criteria   |                            | Rating                     |                            |                            |  |
|--|----------------------------|----------------------------|----------------------------|----------------------------|--|
| Competency and Rating Criteria   | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |  |
| <b>11. Assess electrical damage</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• identify electrical problems</li> <li>• diagnose required electrical repairs</li> <li>• plan for electrical component repairs</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>  | <b>Year 1 Rating</b>       |                            |                            |                            |  |
|  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
|  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |  |
|  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |  |
|  | <b>Year 2 Rating</b>       |                            |                            |                            |  |
|  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
| <b>12. Assess suspension damage</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• check wheels and tires</li> <li>• check for fluid leaks under the vehicle</li> <li>• inspect parts in the engine compartment for damage</li> <li>• perform a steering wheel center check</li> <li>• perform a jounce/rebound steering gear check</li> <li>• perform a strut position check</li> <li>• perform a wheel run-out check</li> <li>• plan for suspension component repairs</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <b>Year 1 Rating</b>       |                            |                            |                            |  |
|  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
|  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |  |
|  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |  |
|  | <b>Year 2 Rating</b>       |                            |                            |                            |  |
|  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
| <b>13. Assess finish damage</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• identify type of finish</li> <li>• assess condition of finish</li> <li>• determine areas needing refinishing</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>   | <b>Year 1 Rating</b>       |                            |                            |                            |  |
|  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
|  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |  |
|  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |  |
|  | <b>Year 2 Rating</b>       |                            |                            |                            |  |
|  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
| <b>14. Prepare area for painting</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• mask areas for protection</li> <li>• remove old paint</li> <li>• sand area to be painted/refinished</li> <li>• strip finish and protective coatings</li> <li>• remove dust, lint, and residue</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>   | <b>Year 1 Rating</b>       |                            |                            |                            |  |
|  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |
|  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |  |
|  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |  |
|  | <b>Year 2 Rating</b>       |                            |                            |                            |  |
|  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |  |



| Competency and Rating Criteria   |  | Rating                     |                            |                            |                            |
|--|--|----------------------------|----------------------------|----------------------------|----------------------------|
| Competency and Rating Criteria   |  | Initial                    | Mid Year 1                 | Mid Year 2                 | Final                      |
| <b>15. Color sand and buff finished surfaces</b>   |  | <b>Year 1 Rating</b>       |                            |                            |                            |
| <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• inspect the finished surface for any imperfections</li> <li>• determine if any contamination or painting errors exist</li> <li>• determine cause of condition</li> <li>• correct imperfections</li> <li>• apply polish to vehicle</li> <li>• buff polish evenly using polisher</li> <li>• clean area</li> <li>• perform final wash, removing all residue</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  | <b>Year 2 Rating</b>       |                            |                            |                            |
|  |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
| <b>16. Apply undercoating</b>  |  | <b>Year 1 Rating</b>       |                            |                            |                            |
| <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• select appropriate material</li> <li>• select appropriate solvent</li> <li>• apply metal substrate conditioner</li> <li>• apply appropriate number of layers</li> <li>• remove imperfections</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>   |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  | <b>Year 2 Rating</b>       |                            |                            |                            |
|  |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
| <b>17. Prepare paint and equipment</b>   |  | <b>Year 1 Rating</b>       |                            |                            |                            |
| <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• clean area of dirt and dust</li> <li>• check emergency equipment</li> <li>• determine color and type of paint</li> <li>• mix paint</li> <li>• check color match</li> <li>• verify spray guns are in working order</li> <li>• adjust air pressure</li> <li>• select spray knob pattern</li> <li>• adjust fluid control for paint</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul>                          |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |
|  |  | <b>Year 2 Rating</b>       |                            |                            |                            |
|  |  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
|  |  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |
|  |  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |

| Competency and Rating Criteria   |   | Rating                     |                            |                            |                            |
|--|---|----------------------------|----------------------------|----------------------------|----------------------------|
| Competency and Rating Criteria   | Initial   | Mid Year 1                 | Mid Year 2                 | Final                      |                            |
| <b>18. Apply paint on test panel or spray sheet</b> <ul style="list-style-type: none"> <li>• obtain job equipment and materials</li> <li>• follow safety and service procedures</li> <li>• obtain a test panel or let-down panel</li> <li>• apply primer(s) matching the primer(s) on the vehicle</li> <li>• apply basecoat to full hiding</li> <li>• apply clearcoat</li> <li>• apply increasing coats of midcoat color in each section</li> <li>• allow to dry completely</li> <li>• cleanup work area</li> <li>• return tools to proper location</li> <li>• complete service documentation</li> </ul> | <b>Year 1 Rating</b>  |                            |                            |                            |                            |
|  | <input type="checkbox"/> 1  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |                            |
|  | <input type="checkbox"/> 2  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |                            |
|  | <input type="checkbox"/> 3  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |                            |
|  | <b>Year 2 Rating</b>  |                            |                            |                            |                            |
|  | <input type="checkbox"/> 1  | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |                            |
|  | <input type="checkbox"/> 2  | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |                            |
|  | <input type="checkbox"/> 3  | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |                            |
|  | <b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating) | <b>Year 1 Rating</b>       |                            |                            |                            |
|  |   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |
| <input type="checkbox"/> 2   |   | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |                            |
| <input type="checkbox"/> 3   |   | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |                            |
| <b>Year 2 Rating</b>   |   |                            |                            |                            |                            |
| <input type="checkbox"/> 1   |   | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 | <input type="checkbox"/> 1 |                            |
| <input type="checkbox"/> 2   |   | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 |                            |
| <input type="checkbox"/> 3   |   | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 |                            |
| <b>Comments:</b>   |   |                            |                            |                            |                            |
|  |   |                            |                            |                            |                            |

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