

AUTOMOTIVE ADVISORY COMMITTEE MINUTES

ASE Review Meeting

March 15, 2023

5:30 pm - 6:30 pm

DTV 201

Call to Order/Introductions

PRESENT: Paul Merryman, Tamra Gilchrist, Gary Roeske, Corry Kile, Randy Bailey, Patrick Marsh, Renee Kerr, Devin Henry, Evan Muncy, Britney Rochte, Brandon Donnelly, Angel Herrera

RECORD TAKER: Tamra Gilchrist

The advisory committee activities for the meeting were focused on performing the assessment/review of LCC's Automotive Program for alignment with the Automotive Service Excellence (ASE) accreditation process. The program standards and process was thoroughly discussed and feedback obtained from advisory committee members. The full evaluation documentation is attached.

The advisory committee members completed a full comprehensive review of the required documentation for each ASE standard. The committee agreed that LCC's program was strongly aligned with industry and accreditation standards. Members signed formal documentation to move LCC's program forward with the next steps in the ASE accreditation process.

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INSTRUCTIONS FOR PROGRAM EVALUATION & APPLICATION - 2022

INITIAL AND RENEWAL ACCREDITATION

***The program evaluation and application process is the same for both Initial Accreditation and Renewal of Accreditation**

1. Review the **Program Standards** regarding all requirements and materials for accreditation. Compile supporting documentation on each of the standards. **It is required that a school administrator participate in the evaluation process.**
2. Initial Accreditation:
Identify an individual to coordinate the program evaluation. The person responsible for coordinating the program evaluation should meet with 3-4 Advisory Committee members interested in conducting the self-evaluation. Additional participants might be instructors, other Advisory Committee members, school counselors, etc.

Renewal of Accreditation:

The Evaluation for Accreditation Renewal requires a minimum of (4) Advisory Committee members participate in the evaluation process and review of the program standards. An individual from the program should be identified to coordinate the accreditation process.

3. The advisory committee will use the Program Evaluation Forms when conducting its review. The group may choose to divide the responsibilities for reviewing each of the standards.
4. The committee will need to observe the program's operations, curriculum, facilities and equipment, and hold discussions with staff and administration.
5. When completing the Automobile Program Evaluation, responses should be rated on a 1-5 point scale (except for the items which request a percent, a number, or a yes/no, or N/A response). When rating items, document the location of the information used to justify the score (brochure, faculty handbook, Advisory Committee meeting minutes, budget reports, etc.). If an item is rated below a 4, an explanation of the rating and recommended improvement should be provided.
6. After the advisory committee completes the Automobile Program Evaluation forms, the group should meet to discuss their individual ratings. The scores of each item rated by more than one person should be averaged by adding all scores on each item and dividing by the number of responses. The results must be recorded on the Automobile Program Evaluation Summary Sheets contained in the Accreditation Application.
7. Transfer the average score for each standard from the Program Evaluation form to the Application Program Evaluation Summary Sheet. ***If you are completing the Application, you should be on this step***



8. Send the following items to the ASE Education Foundation (keep a copy for your records):

The Application for Accreditation includes:

- Program Evaluation Summary Sheet
- On-Site Evaluation Team Member List
- Instructor Certifications & Instructor Training Forms
- Advisory Committee List
- Automobile Program Evaluation Participants List (**must be signed by each participant**)
- Integrated Academic Skills Recognition Forms (optional)
- Payment Worksheet—Purchase Order, Check, or Credit Card Authorization for the Base Application Fee and additional fees as applicable (application(s) will not be processed until payment is received)

9. **The on-site evaluation team will use the Program Evaluation Form when conducting its review. They will evaluate all compiled documentation to validate averages given by the advisory committee's evaluation and to conduct their own evaluation of the program.**

Please review the Process Overview located in the Procedures section of the Program Standards for additional information. The Program Standards can be found on our website at ASEeducationfoundation.org.

Visit the ASE Education Foundation's website at ASEeducationfoundation.org for more information on Advisory Committee tasks, program evaluation information, and suggested documentation.

On-Site Evaluation Information

Initial Accreditation:

In its review, the on-site evaluation team for Initial Accreditation will rate the identical items as on the Automobile Program Evaluation form. Please refer to the Process Overview in the Procedures section and the Automobile Program Requirements in the Policies section for additional information.

Renewal of Accreditation:

For Accreditation Renewal, the on-site evaluation team will only rate Standards 6, 7, 8, 9 and 10 (and Standards 11/12 if applicable) unless the program's evaluation average by the Advisory Committee on one or more of Standards 1 - 5 was less than 4. Please refer to the Process Overview in the Procedures section and the Automobile Program Requirements in the Policies section for additional information.

Evaluation Teams are valuable assets to programs seeking accreditation. They provide a link between the program and the ASE Education Foundation office. Once an Evaluation Team Leader (ETL) is assigned to a program, the program coordinator should contact the ETL. In addition to arranging dates for the on-site evaluation, the ETL must be consulted prior to the evaluation for guidance on preparation, space requirements, etc. that will facilitate the process. Most importantly, the ETL should be viewed as a resource prepared to assist programs in the accreditation process. It is essential the evaluation team has access to all information and reference materials necessary to complete the evaluation of each standard. **Documentation should be organized and labeled by each standard.**

The on-site evaluation must be conducted while classes and labs are in session. The evaluation team will tour classrooms and the lab/shop areas during instructional periods. They will need to evaluate the curriculum, tools and equipment, space, storage areas, etc. The evaluation team will make every effort to conduct its evaluation with as little disruption to classroom and lab/shop activities as possible. In addition, the evaluation team will conduct a survey of employers of program graduates. **Prior to the on-site date, provide the ETL** with a list of six individuals who have completed the program within the last three years and are employed locally at different automotive related facilities. Using the Program Graduate Employer Survey Form include the name of the graduate, his/her supervisor and the address and phone number of the place of employment. The ETL will select a minimum of three employers to survey during the evaluation. The program instructor or administrator must contact the employers prior to the on-site visit informing the employer a representative from the ASE Education Foundation will be in contact with them regarding the graduate or intern.

Upon completion of the on-site evaluation, the ETL will review general program strengths and recommendations for improvement with instructors and administrators. **The evaluation team does not have the authority to indicate** if the program will be accredited. The ASE Education Foundation will notify the program contacts after all evaluation materials have been reviewed and a determination on accreditation has been made.

**APPLICATION FOR ACCREDITATION - 2022
AUTOMOBILE**

NOTE: This application is to be used for initial or renewal of accreditation. A separate Application for Accreditation must be completed for each program requesting accreditation, e.g., Ford ASSET, GM ASEP, Toyota T-TEN etc.

INSTITUTION:

Lower Columbia College
Name

Automotive Technology
Program

1600 Maple Street
Street (physical address of the program)

Longview Wa 98632
City State Zip

(360) 442-2748 https://lowercolumbia.edu/
Telephone Program Website

ADMINISTRATOR OF THE INSTITUTION:

Tamra Gilchrist Dean of Instruction
Name Title

(360) 442-2621 tgilchrist@lcc.ctc.edu
Telephone E-mail

PERSON RESPONSIBLE FOR COORDINATION OF SELF-EVALUATION:

Gary Roeske Automotive Instructor
Name Title

(360) 442-2748 groeske@lcc.ctc.edu
Telephone E-mail

ACCOUNTS PAYABLE CONTACT:

Claudia Slabu Accounts Payable
Name Title

(360) 442-2216 cslabu@lowercolumbia.edu
Telephone E-mail

TYPE OF ACCREDITATION

Initial Accreditation Renewal of Accreditation

ACCREDITATION LEVEL APPLYING FOR:

- Maintenance & Light Repair
 Automobile Services Technology
 Master Automobile Service Technology

LEVEL OF PROGRAM BEING EVALUATED:

Secondary Post-Secondary Secondary & Post-Secondary (Dual Enrollment)

ADOPT-A-SCHOOL

Programs that need to develop more community support should see the Adopt-A-School information - visit [Adopt-A-School Information](#) for details.

PROGRAM HOURS

Enter the number of hours of instruction in the laboratory/shop and classroom for the entire length of the program.

Note: The 'Work-based Learning' and 'E-Learning' columns are designated for programs that will be using those hours to meet up to 25% of the minimum hour requirement for the level of accreditation being sought. If the program will not be using Work-based learning or E-learning to meet hour requirements please leave blank.

ACCREDITATION LEVEL	LAB/SHOP	CLASSROOM	Standard 11 Work-based Learning	Standard 12 E-learning	= PROGRAM TOTAL
Maintenance & Light Repair	439	219			658
Automobile Service Technology	856	428			1284
Master Automobile Service Technology	856	428			1284

***Provide hours only for the level of accreditation in which you are applying for at this time.**

AUTOMOBILE PROGRAM EVALUATION SHEET - 2022

STANDARD 1 – PURPOSE

1.1 Employment Potential

- A. 1 2 3 4 5 5.00
B. 1 2 3 4 5 5.00

1.2 Program Description/Goals

- A. 1 2 3 4 5 4.80

STANDARD 1 AVERAGE SCORE (3 ITEMS)	4.93
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STANDARD 2 – ADMINISTRATIVE PROGRAM SUPPORT

2.1 Administrative Support

- A. 1 2 3 4 5 4.80 N/A
B. 1 2 3 4 5 4.80
C. 1 2 3 4 5 4.80
D. 1 2 3 4 5 4.80
E. 1 2 3 4 5 4.80
F. 1 2 3 4 5 5.00

2.2 Written Policies

- A. Yes No
B. 1 2 3 4 5 4.80
C. 1 2 3 4 5 4.80
D. 1 2 3 4 5 4.80

2.3 Provisions for Individual Differences

- A. 1 2 3 4 5 4.80

STANDARD 2 AVERAGE SCORE (as many as 10 ITEMS)	4.82
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STANDARD 3 – LEARNING RESOURCES

3.1 Service Information

- A. 1 2 3 4 5 4.80

3.2 Multimedia

- A. 1 2 3 4 5 4.80
B. 1 2 3 4 5 4.80

3.3 Student Resources

- A. 1 2 3 4 5 4.80
B. 1 2 3 4 5 4.80

STANDARD 3 AVERAGE SCORE (5 ITEMS)	4.8
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STANDARD 4 – FUNDING

4.1 Funding

- A. 1 2 3 4 5 4.80
B. 1 2 3 4 5 4.80
C. 1 2 3 4 5 4.8

STANDARD 4 AVERAGE (3 ITEMS)	4.8
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STANDARD 5 – STUDENT SERVICES

5.1 Pre-Admission Program Advisement

- A. 1 2 3 4 5 4.80

5.2 Placement

- A. 1 2 3 4 5 4.80

5.3 Annual Graduate Follow-Up

- A. 1 2 3 4 5 4.80
B. 1 2 3 4 5 4.80
C. (1) 1 2 3 4 5 4.80
(2) 1 2 3 4 5 4.80
(3) 1 2 3 4 5 4.80
D. 1 2 3 4 5 4.80
E. 1 2 3 4 5 4.80

STANDARD 5 AVERAGE SCORE (9 ITEMS)	4.8
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STANDARD 6 – ADVISORY COMMITTEE

6.1 Membership

- A. Yes No
B. 1 2 3 4 5 4.80
C. 1 2 3 4 5 4.80

6.2 Review of Student Surveys

- A. 1 2 3 4 5 4.60

6.3 Review of Program Funding

- A. 1 2 3 4 5 4.60
B. 1 2 3 4 5 4.60

6.4 Review of Graduate Follow-Up and Employer Surveys

- A. 1 2 3 4 5 4.60

STANDARD 6 – ADVISORY COMMITTEE
Continued

6.5 Review of Course of Study
 A. 1 2 3 4 5 _____ 4.60

6.6 Review of Tools, Equipment, and Facilities
 A. 1 2 3 4 5 _____ 4.60
 B. Yes No

STANDARD 6 AVERAGE SCORE (8 ITEMS)	4.65
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STANDARD 7 – INSTRUCTION

7.1 Program
 A. 1 2 3 4 5 _____ 4.60

7.2 Preparation Time
 A. 1 2 3 4 5 _____ 4.80

7.3 Teaching Load
 A. 1 2 3 4 5 _____ 4.80

7.4 Course of Study
 A. 90% - P1 75% - P2 50% - P3
MLR Y/N Y/N Y/N
AST Y/N Y/N Y/N
MAST Y/N Y/N Y/N

B. (1) 1 2 3 4 5 _____ 4.60
 (2) 1 2 3 4 5 _____ 4.60
 (3) 1 2 3 4 5 _____ 4.80
 (4) 1 2 3 4 5 _____ 4.80
 (5) 1 2 3 4 5 _____ 4.80
 (6) 1 2 3 4 5 _____ 4.60

7.5 Performance Standards and Student Progress
 A. 1 2 3 4 5 _____ 4.80
 B. 1 2 3 4 5 _____ 4.80
 C. 1 2 3 4 5 _____ 4.80
 D. 1 2 3 4 5 _____ 4.60

7.6 Safety Standards
 A. Yes No
 B. Yes No

7.7 Personal Standards
 A. (1) 1 2 3 4 5 _____ 4.80
 (2) 1 2 3 4 5 _____ 4.80
 (3) 1 2 3 4 5 _____ 4.80
 (4) 1 2 3 4 5 _____ 4.80
 (5) 1 2 3 4 5 _____ 4.80

7.8 Work Habits/Ethics
 A. 1 2 3 4 5 _____ 4.80
 B. 1 2 3 4 5 _____ 4.80

7.9 Related Instruction
 A. 1 2 3 4 5 _____ 4.80

7.10 Testing
 A. 1 2 3 4 5 _____ 4.80
 B. 1 2 3 4 5 _____ 4.80
 C. 1 2 3 4 5 _____ 4.80
 D. 1 2 3 4 5 _____ 4.80

7.11 Evaluation of Instruction
 A. 1 2 3 4 5 _____ 4.80
 B. 1 2 3 4 5 _____ 4.80

7.12 On-Vehicle Service and Repair Work
 A. 1 2 3 4 5 _____ 4.80
 B. 1 2 3 4 5 _____ 4.80
 C. (1) 1 2 3 4 5 _____ 4.80
 (2) 1 2 3 4 5 _____ 4.80
 D. 1 2 3 4 5 _____ 4.80

7.13 Customer Vehicles
 A. 1 2 3 4 5 _____ 4.80 N/A
 B. 1 2 3 4 5 _____ 4.80 N/A

7.14 Articulation
 A. 1 2 3 4 5 _____ 4.80 N/A

STANDARD 7 AVERAGE SCORE (as many as 35 ITEMS)	4.77
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STANDARD 8 – TOOLS & EQUIPMENT

8.1 Safety
 A. Yes No
 B. Yes No

8.2 Quantity and Quality

- A. Yes No
- B. 1 2 3 4 5 4.80
- C. 1 2 3 4 5 4.80

8.3 Consumable Supplies

- A. 1 2 3 4 5 4.80

8.4 Preventive Maintenance

- A. 1 2 3 4 5 4.80

8.5 Replacement

- A. 1 2 3 4 5 4.80

8.6 Tool Inventory and Distribution

- A. 1 2 3 4 5 4.80

8.7 Parts Purchasing

- A. 1 2 3 4 5 4.80 N/A
- B. 1 2 3 4 5 4.80 N/A

8.8 Hand Tools

- A. 1 2 3 4 5 4.80
- B. 1 2 3 4 5 4.80

STANDARD 8 AVERAGE SCORE (as many as 10 ITEMS)	4.8
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STANDARD 9 – FACILITIES

9.1 Training Stations

- A. (1) 1 2 3 4 5 4.80
- (2) 1 2 3 4 5 4.80

9.2 Safety

- A. 1 2 3 4 5 4.80
- B. 1 2 3 4 5 4.80
- C. 1 2 3 4 5 4.80
- D. 1 2 3 4 5 4.80
- E. 1 2 3 4 5 4.80
- F. 1 2 3 4 5 4.80

9.3 Facility Maintenance

- A. 1 2 3 4 5 4.80

9.4 Housekeeping

- A. 1 2 3 4 5 4.80
- B. 1 2 3 4 5 4.80

9.5 Office Space

- A. 1 2 3 4 5 4.80

9.6 Instructional Area

- A. 1 2 3 4 5 4.80

9.7 Storage

- A. 1 2 3 4 5 4.80
- B. 1 2 3 4 5 4.80
- C. 1 2 3 4 5 4.80
- D. 1 2 3 4 5 4.80 N/A
- E. 1 2 3 4 5 4.80

9.8 Support Facilities

- A. 1 2 3 4 5 4.80

9.9 Ventilation

- A. 1 2 3 4 5 4.80
- B. 1 2 3 4 5 4.80

9.10 First Aid

- A. 1 2 3 4 5 4.80 N/A

STANDARD 9 AVERAGE SCORE (as many as 22 ITEMS)	4.8
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STANDARD 10 – INSTRUCTIONAL STAFF

10.1 Technical Competency

A. All Program Instructors

- 1. Yes No
- 2. Yes No

B. MLR Instructors

- 1. Yes No
- 2. Yes No

AST & MAST Program Instructors

- C. Yes No
- D. Yes No

E. MAST Program Instructors Only

- Yes No

10.2 Instructional Competency

- A. 1 2 3 4 5 4.80

10.3 Technical Updating

- A. 1 2 3 4 5 4.80
- B. Yes No

10.4 Substitutes
A. 1 2 3 4 5 4.80

STANDARD 10 AVERAGE SCORE (3 ITEMS)	4.8
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STANDARD 11 – WORKBASED LEARNING

Work-based Learning Yes No

11.1 Standards
A. 1 2 3 4 5 N/A

11.2 Agreements
A. 1 2 3 4 5 N/A

11.3 Supervision
A. 1 2 3 4 5 N/A

STANDARD 11 AVERAGE SCORE (as many as 3 ITEMS)	
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STANDARD 12 – E-LEARNING

E-Learning Yes No

12.1 Access
A. Yes No N/A

12.2 Curriculum and Student Progress
A. Yes No N/A
B. Yes No N/A
C. Yes No N/A
D. Yes No N/A

12.3 Advisory Committee Input
A. Yes No N/A

STANDARD 12 Number of 'Yes' Responses (as many as 6 items)	
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ON-SITE EVALUATION TEAM MEMBER LIST

Automobile Accreditation

NOTE: There must be one evaluation team member from a dealership, one evaluation team member from an independent repair facility, one from either a dealership, independent repair facility, or current advisory member. **A maximum of one current advisory committee member that has not participated in the program self-evaluation may be selected.** A fourth alternate team member (dealership or independent repair facility) must be identified for an initial accreditation. **Manufacturer specific programs may choose to use only team members from the respective manufacturer.** See the "Qualifications of On-site Evaluation Teams Members" section for selection criteria.

Team members for the on-site visit must not be former instructors or graduates of the program within the past three years. Relatives of the administrator or instructor may not serve as a team member.

1. TEAM MEMBER FROM DEALERSHIP:

Cindy O'Rourke

Name

Service Advisor

Position (Title)

Bud Clary Chevrolet

Company Name

1030 Commerce Avenue Longview Washington 98632

Company Address

360-423-1700

Phone Number

Years of hands-on experience: Total automobile: 3

High school graduate or equivalent: YES NO

ASE Automobile Certifications (recommended):

2. TEAM MEMBER FROM INDEPENDENT REPAIR FACILITY:

Reuben Byman

Name

Owner

Position (Title)

NW Auto Specialties

Company Name

1111 3rd Avenue Longview Washington 98632

Company Address

360-577-6444

Phone Number

Years of hands-on experience: Total automobile: 20

High school graduate or equivalent: YES NO

ASE Automobile Certifications (recommended):

3. **TEAM MEMBER FROM DEALERSHIP, INDEPENDENT REPAIR FACILITY,
OR ADVISORY COMMITTEE MEMBER:**

Mike Wisniewski
Name
Service Advisor
Position (Title)
Dick Hannah Toyota
Company Name
2632 Coweeman Park Dr, Kelso, WA 98626
Company Address
360-200-4881
Phone Number

Advisory Committee Member YES NO

Years of hands-on experience: Total automobile: ~~X~~ 20+

High school graduate or equivalent: YES NO

ASE Automobile Certifications (recommended):

4. **ALTERNATE TEAM MEMBER – Initial Accreditation Only
(DEALERSHIP OR INDEPENDENT REPAIR FACILITY):**

Brandon Donnelly
Name
Service Advisor
Position (Title)
Dick Hannah Toyota
Company Name
2632 Coweeman Park Dr, Kelso, WA 98626
Company Address
360-200-4881
Phone Number

Years of hands-on experience: Total automobile: 3

High school graduate or equivalent: YES NO

ASE Automobile Certifications (recommended):

2022 AUTOMOBILE INSTRUCTOR QUALIFICATION SHEET

(an instructor qualification sheet must be filled out for each instructor)

Instructor Gary Roeske

(please print or type instructor's name)

ASE ID# (required) ASE-2719-3153

(as it appears on their certificate)

Are you a new instructor with the program? No Yes - Hire Date: 2013

Please indicate the level of accreditation being sought:

Maintenance & Light Repair Automobile Service Technology Master Automobile Service Technology

Current ASE Certifications:	Expiration Date	MLR	AST	MAST
A1 Engine Repair	6/30/2023		If taught	If taught
A2 Automatic Transmission/Transaxle	6/30/2024		If taught	If taught
A3 Manual Drive Train & Axles	6/30/2023		If taught	If taught
A4 Suspension & Steering	6/30/2024	Required	If taught	If taught
A5 Brakes	6/30/2023	Required	If taught	If taught
A6 Electrical/Electronic Systems	6/30/2023	Required	Required	Required
A7 Heating & Air Conditioning	6/30/2024		If taught	If taught
A8 Engine Performance	6/30/2024		If taught	If taught
G1 Auto Maintenance & Light Repair	6/30/2026	Required	Required	Required
L1 Advanced Engine Performance	6/30/2024			If taught*
L3 Light Duty Hybrid/Electric Vehicles				Recommended**

AST & MAST programs must indicate areas being taught by this instructor

- Engine Repair
- Automatic Transmission/Transaxle
- Manual Drive Train & Axles
- Suspension & Steering
- Brakes
- Electrical/Electronic Systems
- Heating and Air Conditioning
- Engine Performance
- Hybrid/Electric Vehicle Diagnosis & Repair

*ASE certification in A8 & L1 is required for **MAST** program instructors teaching Engine Performance

ASE certification in L3 is recommended for **MAST program instructors teaching Hybrid/Electric Vehicle Diagnosis & Repair

2022 AUTOMOBILE INSTRUCTOR QUALIFICATION SHEET

(an instructor qualification sheet must be filled out for each instructor)

Instructor Corry Kile
(please print or type instructor's name)

ASE ID# (required) 2650-2892
(as it appears on their certificate)

Are you a new instructor with the program? No Yes - Hire Date: 9/15/2013

Please indicate the level of accreditation being sought:

Maintenance & Light Repair Automobile Service Technology Master Automobile Service Technology

Current ASE Certifications:	Expiration Date	MLR	AST	MAST
A1 Engine Repair	6/30/2027		If taught	If taught
A2 Automatic Transmission/Transaxle	6/30/2027		If taught	If taught
A3 Manual Drive Train & Axles	6/30/2027		If taught	If taught
A4 Suspension & Steering	6/30/2027	Required	If taught	If taught
A5 Brakes	12/31/2027	Required	If taught	If taught
A6 Electrical/Electronic Systems	12/31/2027	Required	Required	Required
A7 Heating & Air Conditioning	12/31/2027		If taught	If taught
A8 Engine Performance	12/31/2027		If taught	If taught
G1 Auto Maintenance & Light Repair	6/30/2027	Required	Required	Required
L1 Advanced Engine Performance				If taught*
L3 Light Duty Hybrid/Electric Vehicles				Recommended**

AST & MAST programs must indicate areas being taught by this instructor

- Engine Repair
- Automatic Transmission/Transaxle
- Manual Drive Train & Axles
- Suspension & Steering
- Brakes
- Electrical/Electronic Systems
- Heating and Air Conditioning
- Engine Performance
- Hybrid/Electric Vehicle Diagnosis & Repair

*ASE certification in A8 & L1 is required for MAST program instructors teaching Engine Performance

**ASE certification in L3 is recommended for MAST program instructors teaching Hybrid/Electric Vehicle Diagnosis & Repair

INSTRUCTOR TRAINING FORM

ALL instructors are required to attend a minimum of 20 hours of recognized automotive industry technical update training each year that is relevant to their program. Please list all relevant industry update training for the past year below. Note: educational courses to fulfill state teacher licensure requirements, professional improvement and/or in-service activities do not count as industry technical update training. Use a separate form for each 12-month period (calendar year or academic year).

Hands-on Work Option: Under specific conditions, automotive instructors may substitute ten (10) hours of documented hands-on work for one (1) hour of update training. See the Hands-on Work Report on the next page for full details and requirements.

Instructor's Name		Corry Kile		
Date of Training	Training Provider/Company	Course Title	Online or In Person	Hours
1/14/2023	Pave	All Wheel Drive, Hybrid & Elec. Service, Ford Ecoboost, Analytical Test Drive	Online	12
6/29/2021	ASE Meetings	Dynamic Sstability Control	Online	1.5
6/29/2021	ASE Meetings	Delivering a World Class Training Experience	Online	1.5
6/30/2021	ASE Meetings	WD-40 Getting The Job Done Right	Online	1.5
6/30/2021	ASE Meetings	Toyota- High Voltage Electrical Diag.	Online	1.5
3/30/2021	ASE Meetings	Stellantis- Jeep Wrangler 4xe	Online	1.5
1/10/2021	Pave	Diag., Repair, Suspension, ADAS, and Alignment Equipment.	Online	4
1/9/2021	Pave	Advanced Fundamentals of Hybrid/Electric	Online	4
1/9/2021	Pave	6.7l Cummins Operation and Diag.	Online	4
1/8/2021	Pave	The Presure is On	Online	4
1/8/2021	Pave	Current and Futre Auto Shop Tech.	Online	2
1/8/2021	Pave	Calibrations-Fact vs Fiction	Online	2
3/22/2019	ATE	Diag. Driver Assist Systems, Modern Charging Systems, Navigating The Electrical Road Map, Logical Troubleshooting Process, and GDI-High Level Indicator	In Person	22
3/16/2018	ATE	Avoid Expensive Diag. Mistakes, Eng. Mech. Diag. with Elec. Equip.. Advance GDI Diag., Educator's Roundtable, Advanced Driver Assistance Systems.	In Person	20

INSTRUCTOR TRAINING FORM

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Hands-on Work Option: Under specific conditions, automotive instructors may substitute ten (10) hours of documented hands-on work for one (1) hour of update training. See the Hands-on Work Report on the next page for full details and requirements.

Instructor's Name		Gary Roeske		
Date of Training	Training Provider/Company	Course Title	Online or In Person	Hours
2/26/2023	Dorman	Everything Tesla Diagnostics	Online	1.0
2/25/2023	Motor Age	Electrical Troubleshooting by the Numbers	Online	1.0
1/25/2023	Dorman	Fuel Pump Volume Amperage Testing	Online	1.0
12/14/2022	Dorman Lunch and Learn	Scan Tool Quick Checks and Diagnosis	Online	1.0
11/23/2022	Dorman	Using the AES Wave uScope	Online	1.0
10/22/2022	Motor Age /Mitchell1 Train	Exploring the "E" in EV	Online	1.0
6/3/2021	ASE Meeting	Self-Eval and Application Proces`	Online	1.5
7/26/2021	ASE Meeting	ASE Ed. Foundation Opening Session	Online	1.5
7/27-7/30/2021	Garage Gurus Training	5 Classes. Troubleshoot Parasitic Battery Drain, Subaru Diag. System, BMW Dynamic Stability Control, Toyota High Voltage Elect. Diag, WD-40 Get the Job Done right	Online	7.5
10/27/2021	ASE Meeting	The Streamlined ASE Self Eval Process	Online	1.5
11/17/2021	ASE Meeting	Innovative Ideas for Meeting ASE Accred. STDS.	Online	1.5
12/2-12/5/2021	Pave Training	Domestic Charging Systems, Future Tech, Positioning Your Shop To Service EV, Marriage of Scan Tool Data and Lab Scopes, Hybrid and EV HV Systems, Advanced Fundamentals of Hybrid and EV Tech, Enhanced Air/Fuel Diag.	Online	28.0
1/8-1/10/2021	Pave Training	Modern Diag Routines Cylinder Pressure Analysis, Scan Data Analysis, 6.7l Cummins Operation and Diag, Adv. Fundamentals of Hybrid, EV Propulsion. Current Probe Revisited	Online	20.0

HANDS-ON WORK REPORT FORM

Automotive instructors may substitute ten (10) hours of documented hands-on work as a technician in a retail or fleet automotive repair business outside the school (e.g., part-time work or summer externship) for one (1) hour of automotive industry update technical training, up to a maximum of ten (10) hours of update technical training each year, toward the annual update training requirement. The work must be related to the areas they teach and take place in the same year for which substitute credit is sought. The ASE Education Foundation reserves the right to verify all hands-on work information reported and determine whether it meets all requirements.

If you wish to use hands-on work as a partial substitute for update technical training, complete the form below and have it signed by the business owner or manager. Use a separate form for each 12-month period (calendar year or academic year).

Instructor's Name	
Business Name	
Business Type	<input type="checkbox"/> Dealership <input type="checkbox"/> Independent Repair Shop <input type="checkbox"/> Retail Chain Store <input type="checkbox"/> Fleet Repair Shop <input type="checkbox"/> Other (please specify)
Business Address	
Business Phone No.	
Owner/Manager's Name	
Owner/Manager's Title	
Dates worked	
Describe the work performed (must be as a service technician, <u>not</u> parts counter, service writer, etc.)	
Paid or Unpaid	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid
Total hours worked as a service technician	
Hours worked / 10 = training hours substituted	(maximum of 10 hours of substitute credit)
I attest that the information provided on this form for this instructor's hands-on work is true and correct to the best of my knowledge.	
Owner/Manager's Signature	
Date	

ADVISORY COMMITTEE LIST

Please list the names of all members of the Program Advisory Committee and indicate the category that each represents (a minimum total of five (5) members is required). Instructors and administrators of the program are **not** eligible to be advisory committee members. Committee members should represent a broad cross-section of the local industry in the area the program serves. Possible categories that advisory committee members might represent are:

Automobile Technicians
Former Students
Parents

Local Employers
Automotive Trainers

NAME

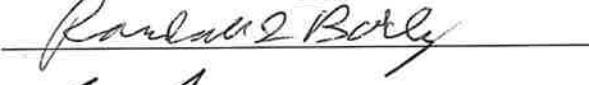
CATEGORY REPRESENTED

Devin Henry	Local Employer
Randy Bailey	Automotive Trainer
Evan Muncy	Local Employer
Paul Merryman	Local Employer
Britney Rochte	Former Student
Angel Herrera	Automobile Technician
Brandon Donnelly	Automobile Technician
Patrick Marsh	Local Employer
Renee Kerr	Local Employer

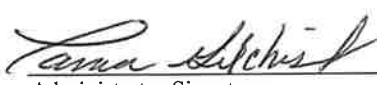

(ADD MORE SHEETS IF NECESSARY TO INCLUDE FULL COMMITTEE)

ADVISORY COMMITTEE MEMBERS

The following Advisory Committee members support this program's efforts to become an ASE Accredited training program.

Type or print name	Signature
Devin Henry	
RANDY BAILEY	
Evan Munny	
Paul McQueen	
Britney Rochte <small>chevy tech</small>	
Jeff Herrera <small>Arts tech</small>	
Brandon Donnelly <small>-chevy Tech</small>	

By signing below, both the Program Administrator and Program Instructor certify that the information provided within this application is true and correct. Furthermore, it is also understood that all expenditures incurred for the on-site evaluation will be paid by the automobile program or institution requesting accreditation.

	Tamra Gilchrist	3/15/23
Administrator Signature	Printed/Typed Name	Date
	Gary Roeske	3-15-2023
Instructor Signature	Printed/Typed Name	Date

Note: Programs submitting their application electronically, must agree to the following statement:

By submitting this application electronically, I certify that the information I have provided on this application is true and correct. By checking the "Yes" box below, I am "signing" the application. Furthermore, by typing in names where signatures are required, I agree that a complete paper copy of the application with signatures (Institution Administrator, Program Instructor, and Advisory Committee Members) is available upon request.

- Yes, I agree to the above statement
- N/A (submitting signed application through mail)

PAYMENT WORKSHEET

Please include the following applicable fees with your automobile accreditation application. Payment must be included for your application to be processed. Forms of payment include purchase order, check made out to the ASE Education Foundation, or credit card (MC/VISA, American Express, Discover). Please indicate method of payment below.

Lower Columbia College

School Name

1600 Maple Street

School Address

Longview

City

WA

State

98632

Zip Code

	Initial Accreditation	Renewal of Accreditation
Base Accreditation Fee	<input type="checkbox"/> \$2,230.00	<input checked="" type="checkbox"/> \$1,595.00
Manufacturer Specific (if applicable):	<input type="checkbox"/> \$935.00*	<input type="checkbox"/> \$780.00*

**This fee is in addition to the Base Accreditation fee. If submitting multiple applications at the same time (GM ASEP, Toyota T-TEN, etc.) this fee must be included.*

Method of payment

Purchase Order *please include copy of PO*

Check

MasterCard/Visa/AMEX/Discover

4246047001389409

Card Number

11/2025

Exp. Date (MM/YYYY)

Instruction Sves 13 Lower Columbia Colleg

Name as it appears on card

Darryl Roeske LLC

Cardholder signature

groeske@lcc.ctc.edu

Cardholder Email Address

NOTE: These prices apply to applications submitted between 1/1/2023 and 6/30/2023. See <https://bit.ly/ASE2023pricing> for more details. Payment for the ETL honorarium and the ETL expenses are now included in the base accreditation and manufacturer fees (if applicable) and are paid to the ETL by the ASE Education Foundation at the conclusion of the on-site visit. Each on-site visit requires the assigned ETL plus additional team members, usually recruited from local repair shops and dealerships. At most schools, the additional team members volunteer their time. Other schools choose to pay those team members for their time and efforts. This is up to each school to decide, and the prices do not include any team member payments other than the ETL.

ASE ADVISORY REVIEW MEETING

March 15, 2023

5:30pm DTV 201

NAME

CONTACT INFORMATION

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