



Transportation, Distribution & Logistics Skill Standards Checklist

Student Name	YA Student ID Number
YA Coordinator	YA Consortium
School District	High School Graduation Date

Certification Areas Completed:

Required Skills - For EACH Unit

Check ✓ completed areas (p. 4)

- Core Skills
- Safety

Logistics/Supply Chain Management (SCM) Pathway- 2 Units per Year (p. 5-9)

- Planning & Purchasing Unit
- Inventory Management & Production Unit
- Storage & Warehousing Unit
- Distribution & Transportation Operations Unit

Mobile Equipment Maintenance Pathway

Auto Collision- 2 Units per Year (p. 10-14)

- Collision Repair Basics Unit – REQUIRED FIRST
- Non-structural Analysis & Repair Unit
- Painting & Refinishing Unit

- Damage Analysis & Electrical Repair Unit

Auto Technician- 1 Unit per Year (p. 15-19)

- General Auto Service Unit – REQUIRED FIRST
- Auto/Light Truck Systems Unit

Diesel Technician- 1 or 2 year program as indicated on Unit Page 20-22

- Diesel Technician Unit

Level One Requirements:

Students must complete ALL listed below

Check ✓ completed areas

- Required Skills
- SEE Pathway for Unit Requirements
- Minimum of 2 semesters related instruction
- Minimum of 450 work hours

Level Two Requirements:

Students must complete ALL listed below

Check ✓ completed areas

- Required Skills for EACH Pathway
- SEE Pathway for Unit Requirements
- Minimum of 4 semesters related instruction
- Minimum of 900 work hours

Total Hours Employed	Company Name	Telephone Number
		()
		()

Instructions for the Worksite Mentor(s) and Instructor(s)

The Skill Standards Checklist is a list of the competencies (tasks) to be achieved through mentoring and training at the worksite.

- The worksite mentor should rate each competency as the student acquires and demonstrates the skill **according to the performance standard criteria.**
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and student should go over this checklist together on a regular basis to record progress and plan future steps to complete the required competencies.

I certify that this student has successfully completed the competencies required in my department. Circle your YA role, sign and print your name, and complete with the date signed and the department name.

SIGN this page IF you have been a mentor, trainer, or instructor of this student

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

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Date Signed	Date Signed

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Department	Department
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Operational Program Notes for Skill Standards Checklist

1. Transportation, Distribution & Logistics Youth Apprenticeship Curriculum

- Definitions:
 - Competency- The worksite skill to be performed.
 - Performance Standards- HOW to assess skill performance as applicable to worksite.
 - Learning Objectives- Content knowledge recommended to learn these skills; may be taught by the employer, school district, and/or technical college.
 - Skill Standards Checklist- The documented list of competencies completed by the YA student.
 - **W/S**- Listed after a skill indicates that skill performance may be learned and assessed at the worksite OR in the classroom in a simulated setting. However, a simulated setting should ONLY be used IF there is no possibility of skill performance at the worksite.
- Performance Standards and Learning Objectives are located in the applicable Appendices of the **Program Guide for this Youth Apprenticeship**.

2. ALL Youth Apprentices **MUST** complete the Required Skills (Core Skills and Safety) competencies for **EACH Pathway** they are enrolled in.

- The Required Skills competencies may be completed concurrently with the Technical Skills competencies.
- The Required Skills are common skills specific to all transportation, distribution and logistics sub-sectors. These skills are *aligned with* the National States' Career Clusters standards for Transportation, Distribution and Logistics and the National Automotive Technicians Education Foundation (NATEF) - Automotive Service Excellence (ASE) certification standards where applicable.

3. Youth Apprenticeship Skills

- Competencies have been reviewed by the Department of Workforce Development for Child Labor Laws. Contact the Department of Workforce Development's Equal Rights Division/Labor Standards Bureau at 608-266-6860 for questions regarding child labor laws.
- Students will complete a **Minimum Rating** in the Required Skills and one or two technical units, depending on pathway, for a Level One Transportation, Distribution & Logistics (TDL) YA and a **Minimum Rating** in the Required Skills and two or four technical units, depending on pathway and sector, for a Level TWO Transportation, Distribution & Logistics YA.
- See Appendix C in the TDL Program Guide for a cross-walk of YA and NATEF tasks.
- The Department of Workforce Development Occupational Certificate will indicate "Transportation, Distribution and Logistics" attained when the program is completed.

4. Competency Ratings

- Rate the student on the competencies regularly and revisit the competencies with the student periodically to offer the opportunity for an improved rating.
- Arrangements must be made to ensure that the student learns, practices, AND performs each competency **even if** that competency is not part of their regular job function.
- "Entry Level" criteria should be interpreted to mean "able to do the task satisfactorily."
- "Assist" in front of a skill indicates that the student should perform the skill *as indicated in the curriculum* "while assisting a worksite professional." Training should go beyond "observation only" for these skills. It will be up to the employer to determine criticality of each specific task, training completed, and the actual level of supervision required. See curriculum details for requirements.

Required Skills

Required of ALL Transportation, Distribution & Logistics YA Students

Copy this page FOR EACH pathway to be completed

CORE SKILLS	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply academic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply career knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply Transportation, Distribution & Logistics industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit regulatory & ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use basic technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Follow personal safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain a safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate professional role to be used in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating Scale:

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

Additional Comments -

Logistics/Supply Chain Management (SCM) Pathway

Planning & Purchasing Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Respond to customer inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provide product and service information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist to process claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Collect and maintain data & files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Process documentation & prepare reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Order			
6. Compile customer & order information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Process customer sales order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to plan for customer order using production and logistics documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing			
9. Purchase raw materials/services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Track and maintain order and receipt schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Review requisition orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare purchase orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Contact suppliers to verify shipment details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Process supplier invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Monitor customer order status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Inform internal & external customers of order status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Compile purchasing, production, & shipping information for status reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Logistics/Supply Chain Management (SCM) Pathway

Inventory Management & Production Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Respond to customer inquiries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Collect and maintain data & files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Process documentation & prepare reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suppliers			
4. Gather qualified supplier information for materials to be ordered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to determine prices, specifications, and delivery dates from potential suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory Planning			
6. Gather and organize data for demand forecasting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to develop forecasts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to develop production & inventory solutions based on production and logistics plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assist to develop packaging and material handling requirements based on production and logistics plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inventory Movement			
10. Verify receipt of goods/services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Complete inventory transfer forms for bookkeeping purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assist to coordinate schedules for materials/product/services movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assist to perform physical inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Report inventory shortage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Assist with inventory inaccuracies investigations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Logistics/Supply Chain Management (SCM) Pathway

Storage & Warehousing Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assist to plan for customer order using production and logistics documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive materials			
3. Unload materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspect package for integrity, damage, quality specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Check order accuracy against packing slip/purchase order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Deliver materials to staging/storage location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Store or discard packaging materials as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fill orders			
8. Pull items from warehouse storage location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Store orders for transporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Package orders			
10. Check container and packing materials for labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Verify contents match order and description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Isolate defective contents prior to packing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Load orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments -

Logistics/Supply Chain Management (SCM) Pathway

Storage & Warehousing Unit <i>(continued)</i>	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Monitor inventory			
14. Perform cycle counts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Check stock for outdated or damaged supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Rotate raw materials and stock to minimize old and outdated inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Respond to recall procedures by removing and discarding inventory according to regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warehouse Utilization			
18. Assist to examine loss, damage & returns reports for trends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Logistics/Supply Chain Management (SCM) Pathway

Distribution & Transportation Operations Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Transportation Requirements			
1. Assist to plan distribution of products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Compile transportation documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule & dispatch deliveries			
3. Assist to schedule transportation of products and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ensure product is shipped on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare invoice for products and shipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ship products			
6. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Inspect outgoing product packaging and labeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Verify packing list against actual shipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Load vehicles OR stage for courier transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Complete required shipping documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Functions			
11. Assist to plan and route shipments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assist to coordinate and schedule drivers, pickups, deliveries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor shipments			
13. Determine shipment status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Maintain shipping and customs records/documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Follow up with customer regarding shipment receipt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Mobile Equipment Maintenance Pathway- Auto Collision

Collision Repair Basics Unit – REQUIRED FIRST	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Obtain and apply basic vehicle and collision repair knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Obtain required tools, equipment and materials before work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintain work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean and store tools after use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Dispose of parts, garbage, and recyclables properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Locate & record vehicle information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain service & repair records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detail a surface			
9. Remove old decals, stripes, emblems & moldings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Apply decals, tapes, stripes, emblems & moldings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surface Preparation			
11. Remove exterior dirt, grease, wax, and coatings from surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Clean interior, exterior, body openings and glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Mask exterior/interior panels & parts adjacent to repair areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Remove over-spray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosion Protection			
15. Apply anti-corrosion primers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Apply corrosion protection to surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Apply corrosion protection to joints, seams & weld areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buff and polish finish			
18. Sand and buff polish with appropriate compounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Mobile Equipment Maintenance Pathway- Auto Collision

Non-Structural Analysis & Repair Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Remove vehicle components			
1. Remove undamaged body panels and components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Remove mechanical and electrical components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Body Panels			
3. Rough straighten damaged metal panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Remove damaged sections of metal body panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors			
5. Remove door and all components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Check door fit & function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Remove & install door lock and handle components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to diagnose and repair water leaks, dust leaks and wind noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hoods			
9. Remove, replace, and align hood, hood hinges, and hood latch/lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Remove, replace, and align deck lid, lid hinges, and lid latch/lock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fenders			
11. Remove, replace, and align bumpers, reinforcements, guards, absorbers, isolators, and mounting hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Check and adjust clearances of front fenders, headlight mounting panel, and other panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Trim, Hardware & Moldings			
13. Remove and reinstall interior door trim panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Remove and reinstall headliners and other interior panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Remove and install upholstery and related items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Collision

Non-Structural Analysis & Repair Unit <i>(continued)</i>	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Moveable Glass			
16. Remove & install door glass & lower channel from door glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Remove & install window regulator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Align door glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hinged Glass			
19. Remove & install vent & hinged window assembly & glass	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plastics			
20. Assist to repair plastic parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Assist to reshape and shrink flexible exterior plastic parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welding			
22. Clean metal to be welded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Assist to weld metal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Mobile Equipment Maintenance Pathway- Auto Collision

Painting & Refinishing Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Surface Preparation			
1. Sand area to be painted/refinished	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Strip finish or other protective coatings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Featheredge adjacent areas for blending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Undercoating			
4. Prepare undercoating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Apply undercoating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Smooth undercoating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paint Preparation			
7. Prepare painting and drying areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Prepare paint mixing area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Prepare air supply equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clean spray guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Test spray guns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paint/Finish			
12. Assist to determine type, color & formula of paint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assist to mix and strain paint or primer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assist to apply paint on test panel or let-down panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Assist to check color match; tint as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Mobile Equipment Maintenance Pathway- Auto Collision

Damage Analysis & Electrical Repair Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Analyze damage			
1. Prepare vehicle for inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assist to determine structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist to determine suspension, mechanical, and electrical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist to determine if refinishing is required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to plan repair work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Electrical			
6. Inspect, clean, and replace battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Perform battery state-of-charge test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Perform battery charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Retrieve codes and settings and disconnect the battery if needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assist to diagnose electrical circuits, wiring, and connectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist to inspect, test, and replace fusible links, circuit breakers, and fuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Systems			
12. Assist to check & repair exterior lighting & wires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Aim headlamp assemblies and fog/driving lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Check & replace horn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Check & replace wiper/washer system motors & pumps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Check & replace power window system switches & motors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Check operation of electrically heated mirrors, windshields, back lights, panels, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Inspect, remove and replace components of power antenna circuits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Mobile Equipment Maintenance Pathway- Auto Technician

Level One (one year program) = General Auto Service Unit

Level Two (two year program) = General Auto Service Unit + 25 Additional Skills from the Auto/Light Truck Systems Unit (pages 17-19)

General Auto Service Unit – REQUIRED FIRST	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Obtain & apply basic vehicle & servicing knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Operate tools & equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintain work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist to process work order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Research information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Acquire parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to diagnose common concerns & determine action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engine			
8. Perform engine oil & filter change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Replace fuel filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Check, drain, recover, flush, refill cooling system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist to inspect engine assembly for leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Inspect, replace air filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Retrieve, record, interpret diagnostic codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Drive Trains & Axles			
14. Check for leaks & fluid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Check & adjust differential housing fluid level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic Transmission & Transaxle			
16. Check fluid level in a transmission/transaxle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Inspect, replace, flush transmission fluid & filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brakes			
18. Test brake fluid for contamination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued on next page

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Technician

General Auto Service Unit – REQUIRED FIRST - <i>continued</i>	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Suspension & Steering			
19. Inspect power steering fluid level & condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Flush, fill, bleed power steering system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Inspect for power steering fluid leakage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Lubricate suspension & steering systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Inspect tire condition & adjust air pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Rotate tires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical/Electronic			
25. Verify, replace, refill wiper & washer operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Check brake lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Test, replace, aim lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Inspect, check, replace battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Perform battery capacity test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Perform slow/fast battery charge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Perform battery state-of-charge test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Verify panel gauges & lights; reset maintenance indicators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Jump start a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating & A/C			
34. Replace cabin filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Inspect engine cooling & heater systems hoses, ducts, doors, filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Technician

Auto/Light Truck Systems Unit CHOOSE 25 Skills MINIMUM	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Engine Repair & Performance (NATEF A1 & A8)			
1. Install engine covers using gaskets, seals, & sealers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assist to remove & replace timing belt, verify camshaft timing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Perform cooling system pressure tests to identify leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspect, replace, adjust drive belts, tensioners, & pulleys	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Remove, inspect, replace thermostat & gasket/seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Inspect, remove, replace water pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Perform cylinder cranking & running compression tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Perform cylinder leakage tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Remove, replace spark plugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Inspect exhaust manifold, pipes, muffler, catalytic converter, resonator, & heat shields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Remove, replace radiator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Automatic Transmission & Transaxle (NATEF A2)			
12. Inspect, replace external seals, gaskets, bushings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Inspect powertrain mounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Drive Trains & Axles (NATEF A3)			
14. Drain/refill differential or transfer case housings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Remove & replace drive axle shafts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued on next page

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Technician

Auto/Light Truck Systems Unit – <i>continued</i> CHOOSE 25 Skills MINIMUM	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Suspension & Steering (NATEF A4)			
16. Assist to disable & enable supplemental restraint system (SRS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Assist to remove, inspect, replace, adjust power steering pump drive belt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Assist to remove, reinstall power steering pump	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Inspect, replace, adjust tie rod ends (sockets), tie rod sleeves, & clamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Assist to inspect, remove, install upper &/or lower ball joints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Inspect, remove, install front stabilizer bar bushings, brackets, links	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Assist to inspect, remove, install strut cartridge or assembly, strut coil spring, insulators, & upper strut bearing mount	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Inspect rear suspension system leaf springs, bushings, center pins/bolts, & mounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Perform pre-alignment inspection & measure vehicle ride height	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Dismount, inspect, balance, remount tire on wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Inspect tire for air loss; Repair tire using internal patch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Assist to test & calibrate pressure monitoring system for operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brakes (NATEF A5)			
28. Inspect brake lines, hoses, fittings for leaks, kinks, rust, cracks, bulging, wear, loose fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Select, handle, store, fill brake fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Bleed &/or flush brake system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Measure brake pedal height, travel, free play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Check master cylinder for leaks & operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Remove, clean, inspect, measure brake drum diameter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Assist to remove, clean, inspect, lubricate, reassemble brake shoes, springs, pins, clips, levers, adjusters, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Remove, clean, inspect, caliper assembly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Clean, inspect caliper mounting & slides/pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued on next page

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Technician

Auto/Light Truck Systems Unit – <i>continued</i> CHOOSE 25 Skills MINIMUM	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Brakes (NATEF A5) - <i>continued</i>			
37. Remove, inspect, replace pads & retaining hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Lubricate, reinstall caliper, pads, & related hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Clean, inspect, measure rotor, rotor thickness, variation, & lateral run-out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Remove, reinstall rotor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Check brake pad wear indicator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Remove, clean, inspect, repack, install wheel bearings, seals, hub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Check parking brake cables & components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Check parking brake operation & indicator lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Assist to replace wheel bearing & race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical & Electronic Systems (NATEF A6)			
46. Properly use a digital multimeter (DMM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Use wiring diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Inspect, test fusible links, breakers, fuses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49. Replace electrical connectors & terminal ends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Perform starter current draw tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Perform starter circuit voltage drop tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Remove, install starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. Remove, inspect, reinstall generator (alternator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54. Remove, reinstall door panel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments -

Mobile Equipment Maintenance Pathway- Diesel Technician

Types of Engines Serviced:

Level One (one year program) = General Skills + 3 Systems

Level Two (two year program) = General Skills + ALL 6 Systems

PM = Preventive Maintenance

Diesel Technician Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
General Skills			
1. Obtain & apply basic diesel servicing knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Operate tools & equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintain work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist to process work order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Research information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Acquire parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to diagnose common concerns & determine action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to retrieve, record, interpret diagnostic codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diesel Engine System	1	2	3
9. Perform engine lubrication PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Perform oil & filter change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Perform fuel system checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Perform air induction & exhaust PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Perform cooling system PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Pressure test cooling system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Assist to bleed cooling system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assist to perform engine brake PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued on next page

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Additional Comments -

Mobile Equipment Maintenance Pathway- Diesel Technician

Diesel Technician Unit- <i>continued</i>	Minimum rating of 2 for EACH Check Rating		
Cab & Hood System	1	2	3
17. Perform instrument checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Perform safety equipment checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Perform hardware checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Check HVAC operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Lubricate grease fittings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drive Train System			
Drive Train System	1	2	3
22. Perform transmission PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Change transmission oil & filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Perform clutch PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Perform drive axle PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Change drive axle oil & filter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Inspect driveshaft	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical/Electronics System			
Electrical/Electronics System	1	2	3
28. Use wiring diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Properly use a digital mulimeter (DMM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Perform battery PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Perform battery load test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Determine battery state of charge test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Jump start a vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Engage starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Perform charging system PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Assist to remove & replace alternator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Perform lighting system PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments -

Mobile Equipment Maintenance Pathway- Diesel Technician

Diesel Technician Unit- <i>continued</i>	Minimum rating of 2 for EACH Check Rating		
Brakes & Hydraulics System	1	2	3
38. Perform air brake PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Perform hydraulic brake PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Check ABS & ATC warning lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Read & interpret hydraulic system diagrams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Service filtration/reservoirs (tanks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Check hoses, fittings, connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspension & Steering System	1	2	3
44. Perform suspension & steering PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Perform steering linkage PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Perform tire checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47. Assist to remove & install steering & drive axle wheel/tire assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Perform fifth wheel, frame, trailer PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments -

Additional Certifications, Training, Seminars and Projects

Please list in detail any additional certifications earned, any training and seminars attended, and/or any projects completed during the course of this Youth Apprenticeship.

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Other Notes or Comments		
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