

# Important information concerning your training program to become an Automotive Service Technician.

## Progressive Credentialing Process

The new Automotive Service Technician (AST) training program now consists of **four distinct progressive programs resulting in individual credentials:**

- Automotive Service Technician **1**
- Automotive Service Technician **2**
- Automotive Service Technician **3**
- Automotive Service Technician **4**

The Automotive Service Technician trade will remain a Red Seal trade, with the Red Seal endorsement being granted upon successful completion of the Automotive Service Technician **4** program.

Each credential incorporates a 4 part process:

- 1) Work Based Training Hours
- 2) In-school Technical Training
- 3) Certificate of Qualification exam
- 4) Employer Sign Off (Request for Certification (RFC))

These 4 steps need to be completed before moving onto the next credential: *ie:* Completion of AST 1 before moving to completion of AST 2.

## Reporting Work Based Hours

It is necessary to report all of your hours worked as an apprentice in order to receive your full credits for Work Based Training (WBT). **It is crucial that your hours are reported on a frequent basis and are kept current.** The sooner your hours are achieved, the sooner you will gain your certification. Frequent reporting of work-based hours also helps you in tracking your completed hours, as well as providing a smoother transition to the next credential.

### Best Practice for Reporting Hours

Discuss with your Supervisor (Service Manager, Fixed Operations Manager, Owner, General Manager, etc) the possibility of the person in charge of payroll submitting your WBT reports on a monthly basis. This will ensure that your hours are always current.

## In-School Technical Training

Technical training can be completed at the institution of your choice. For a list of institutions in your area please visit **[trade trainingbc.ca](http://trade trainingbc.ca)**. All institutions offer the same content as prescribed by the provincial program outline.

## Certificate of Qualification (CofQ) Exams

The Certificate of Qualification (CofQ) exams for each program (AST 1, AST 2, etc) are based on the content of the Program Outlines. The pass mark for the CofQ exams is 70%. There are options available to rewrite the exams if you did not achieve at least 70%. *ie:* if you score between 60 to 69 % you can rewrite again without cost. Just complete the **Examination Application Interprovincial (Red Seal) / Certificate of Qualification Form** found on the **[itabc.ca](http://itabc.ca)** website. If you score below 60% you must show evidence that you've completed some remedial studies prior to applying to rewrite. (Use the **Employer Upgrading Confirmation Form** found on **[itabc.ca](http://itabc.ca)**) Your instructor can help identify your study needs based on your exam report that you receive.

## Program Outlines

The Program Outlines for each of the AST programs provides important information on the areas covered by your apprenticeship training. These Program Outlines are available on-line at **[itabc.ca](http://itabc.ca)**. The outline goes into some depth on each competency and provides you with the actual point by point content included in the programs. This is the same information provided to colleges for them to follow for your in-class training.

### Best Practices to Enhance Training

Review the Program Outlines provided on the **[itabc.ca](http://itabc.ca)** website and share this with your journeyman/ mentor/ manager. The competencies listed in the outline should be incorporated into your workplace experience where practical and applicable. Gaining this experience will greatly improve your technical training outcomes that will in turn provide the basis for a more productive career.

## Request For Certification (RFC) (Employer Sign-off)

Once you have completed the technical training, work based hours and successfully passed the CofQ exam, the Industry Training Authority (ITA) will issue an RFC to your employer for them to verify your training and to agree to your certification. Your employer must sign this form and return it to the ITA in order for you to obtain your certification.

### Registration into the next Credential

You have the option of registering into the next credential or not. Registration into the next credential can be done by checking a box on the RFC or by using the Sponsor/Apprentice Registration form at a later date. You must be registered in the correct program in order to attend classes and write the exams for that program.