

## **Standard 2.3 Administrative Support**

### **Update training**

Auto- Instructor maintain a minimum of 20 hours training with ATG and O’Rielly’s.

Honda- Instructors go to the Honda training center at least once per year for one week.

### **Tools-Equipment-**

- Since the last NATEF visit the school has purchased
- 2 new A/C machines
- Pico Scope
- Flush mounted alignment machine
- Increased the Auto facilities with the addition of 10 bay and 3 classrooms

**Service publication-** We have a membership to...

ALLDATA- Collision which includes all the service information plus collision information.

ProDemand for an online resource in addition to ALLDATA, Identifix.

**Curriculum-** Any changes to the Automotive Technology and/or Honda PACT program that are approved by their Advisory Boards must then go through the school’s curriculum committee. The Curriculum Committee meets once a month.

**Budget-** Budgets for the Automotive and Honda are separate and are based on enrollment. These budgets are sufficient to cover consumables, maintenance on equipment, updated to the alignment machine and new tool that are under 5,000 dollars?

*“ - provide documentation regarding the status of recommended improvements made by the evaluation team at the previous on-site evaluation. 5 Effective 1/1/2017”*

We do not have any information from the past visit other than the letter stating we meet the requirements for NATEF Master Accreditation. The Program coordinators from the past evaluation have both retired and did not leave that information for us.