Department of Workforce Development
Division of Employment and Training

SKILLS for the FUTURE
WISCONSIN
YOUTH APPRENTICESHIP

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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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	☐	☐	☐
2. Apply career knowledge	☐	☐	☐
3. Apply Transportation, Distribution & Logistics industry knowledge	☐	☐	☐
4. Communicate effectively	☐	☐	☐
5. Act professionally	☐	☐	☐
6. Demonstrate customer service skills	☐	☐	☐
7. Cooperate with others in a team setting	☐	☐	☐
8. Think critically	☐	☐	☐
9. Exhibit regulatory & ethical responsibilities	☐	☐	☐
10. Use resources wisely	☐	☐	☐
11. Use basic technology	☐	☐	☐

SAFETY	Minimum rating of 2 for EACH **Check Rating**		
	1	**2**	**3**
1. Follow personal safety requirements	☐	☐	☐
2. Maintain a safe work environment	☐	☐	☐
3. Demonstrate professional role to be used in an emergency	☐	☐	☐

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

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Additional Comments –

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

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Additional Comments –

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	☐	☐	☐
2. Assist to plan for customer order using production and logistics documents	☐	☐	☐
Receive materials			
3. Unload materials	☐	☐	☐
4. Inspect package for integrity, damage, quality specifications	☐	☐	☐
5. Check order accuracy against packing slip/purchase order	☐	☐	☐
6. Deliver materials to staging/storage location	☐	☐	☐
7. Store or discard packaging materials as required	☐	☐	☐
Fill orders			
8. Pull items from warehouse storage location	☐	☐	☐
9. Store orders for transporting	☐	☐	☐
Package orders			
10. Check container and packing materials for labeling	☐	☐	☐
11. Verify contents match order and description	☐	☐	☐
12. Isolate defective contents prior to packing	☐	☐	☐
13. Load orders	☐	☐	☐

Continued on next page

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Additional Comments -

Logistics/Supply Chain Management (SCM) Pathway

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

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

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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	☐	☐	☐
2. Obtain required tools, equipment and materials before work	☐	☐	☐
3. Maintain work area	☐	☐	☐
4. Operate tools and equipment safely	☐	☐	☐
5. Clean and store tools after use	☐	☐	☐
6. Dispose of parts, garbage, and recyclables properly	☐	☐	☐
7. Locate & record vehicle information	☐	☐	☐
8. Maintain service & repair records	☐	☐	☐
Detail a surface			
9. Remove old decals, stripes, emblems & moldings	☐	☐	☐
10. Apply decals, tapes, stripes, emblems & moldings	☐	☐	☐
Surface Preparation			
11. Remove exterior dirt, grease, wax, and coatings from surfaces	☐	☐	☐
12. Clean interior, exterior, body openings and glass	☐	☐	☐
13. Mask exterior/interior panels & parts adjacent to repair areas	☐	☐	☐
14. Remove over-spray	☐	☐	☐
Corrosion Protection			
15. Apply anti-corrosion primers	☐	☐	☐
16. Apply corrosion protection to surfaces	☐	☐	☐
17. Apply corrosion protection to joints, seams & weld areas	☐	☐	☐
Buff and polish finish			
18. Sand and buff polish with appropriate compounds	☐	☐	☐

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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	☐	☐	☐
2. Remove mechanical and electrical components	☐	☐	☐
Body Panels			
3. Rough straighten damaged metal panels	☐	☐	☐
4. Remove damaged sections of metal body panels	☐	☐	☐
Doors			
5. Remove door and all components	☐	☐	☐
6. Check door fit & function	☐	☐	☐
7. Remove & install door lock and handle components	☐	☐	☐
8. Assist to diagnose and repair water leaks, dust leaks and wind noise	☐	☐	☐
Hoods			
9. Remove, replace, and align hood, hood hinges, and hood latch/lock	☐	☐	☐
10. Remove, replace, and align deck lid, lid hinges, and lid latch/lock	☐	☐	☐
Fenders			
11. Remove, replace, and align bumpers, reinforcements, guards, absorbers, isolators, and mounting hardware	☐	☐	☐
12. Check and adjust clearances of front fenders, headlight mounting panel, and other panels	☐	☐	☐
Interior Trim, Hardware & Moldings			
13. Remove and reinstall interior door trim panels	☐	☐	☐
14. Remove and reinstall headliners and other interior panels	☐	☐	☐
15. Remove and install upholstery and related items	☐	☐	☐

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Collision

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

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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	☐	☐	☐
2. Strip finish or other protective coatings	☐	☐	☐
3. Featheredge adjacent areas for blending	☐	☐	☐
Undercoating			
4. Prepare undercoating	☐	☐	☐
5. Apply undercoating	☐	☐	☐
6. Smooth undercoating	☐	☐	☐
Paint Preparation			
7. Prepare painting and drying areas	☐	☐	☐
8. Prepare paint mixing area	☐	☐	☐
9. Prepare air supply equipment	☐	☐	☐
10. Clean spray guns	☐	☐	☐
11. Test spray guns	☐	☐	☐
Paint/Finish			
12. Assist to determine type, color & formula of paint	☐	☐	☐
13. Assist to mix and strain paint or primer	☐	☐	☐
14. Assist to apply paint on test panel or let-down panel	☐	☐	☐
15. Assist to check color match; tint as necessary	☐	☐	☐

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Additional Comments –

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

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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	☐	☐	☐
2. Operate tools & equipment safely	☐	☐	☐
3. Maintain work area	☐	☐	☐
4. Assist to process work order	☐	☐	☐
5. Research information	☐	☐	☐
6. Acquire parts	☐	☐	☐
7. Assist to diagnose common concerns & determine action	☐	☐	☐
Engine			
8. Perform engine oil & filter change	☐	☐	☐
9. Replace fuel filter	☐	☐	☐
10. Check, drain, recover, flush, refill cooling system	☐	☐	☐
11. Assist to inspect engine assembly for leaks	☐	☐	☐
12. Inspect, replace air filter	☐	☐	☐
13. Retrieve, record, interpret diagnostic codes	☐	☐	☐
Manual Drive Trains & Axles			
14. Check for leaks & fluid conditions	☐	☐	☐
15. Check & adjust differential housing fluid level	☐	☐	☐
Automatic Transmission & Transaxle			
16. Check fluid level in a transmission/transaxle	☐	☐	☐
17. Inspect, replace, flush transmission fluid & filters	☐	☐	☐
Brakes			
18. Test brake fluid for contamination	☐	☐	☐

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Technician

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

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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	☐	☐	☐
2. Assist to remove & replace timing belt, verify camshaft timing	☐	☐	☐
3. Perform cooling system pressure tests to identify leaks	☐	☐	☐
4. Inspect, replace, adjust drive belts, tensioners, & pulleys	☐	☐	☐
5. Remove, inspect, replace thermostat & gasket/seal	☐	☐	☐
6. Inspect, remove, replace water pump	☐	☐	☐
7. Perform cylinder cranking & running compression tests	☐	☐	☐
8. Perform cylinder leakage tests	☐	☐	☐
9. Remove, replace spark plugs	☐	☐	☐
10. Inspect exhaust manifold, pipes, muffler, catalytic converter, resonator, & heat shields	☐	☐	☐
11. Remove, replace radiator	☐	☐	☐
Automatic Transmission & Transaxle (NATEF A2)			
12. Inspect, replace external seals, gaskets, bushings	☐	☐	☐
13. Inspect powertrain mounts	☐	☐	☐
Manual Drive Trains & Axles (NATEF A3)			
14. Drain/refill differential or transfer case housings	☐	☐	☐
15. Remove & replace drive axle shafts	☐	☐	☐

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Technician

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

Continued on next page

Rating Scale:

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Additional Comments -

Mobile Equipment Maintenance Pathway- Auto Technician

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

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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**		
General Skills	**1**	**2**	**3**
1. Obtain & apply basic diesel servicing knowledge	☐	☐	☐
2. Operate tools & equipment safely	☐	☐	☐
3. Maintain work area	☐	☐	☐
4. Assist to process work order	☐	☐	☐
5. Research information	☐	☐	☐
6. Acquire parts	☐	☐	☐
7. Assist to diagnose common concerns & determine action	☐	☐	☐
8. Assist to retrieve, record, interpret diagnostic codes	☐	☐	☐
Diesel Engine System	**1**	**2**	**3**
9. Perform engine lubrication PM	☐	☐	☐
10. Perform oil & filter change	☐	☐	☐
11. Perform fuel system checks	☐	☐	☐
12. Perform air induction & exhaust PM	☐	☐	☐
13. Perform cooling system PM	☐	☐	☐
14. Pressure test cooling system	☐	☐	☐
15. Assist to bleed cooling system	☐	☐	☐
16. Assist to perform engine brake PM	☐	☐	☐

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Additional Comments -

Mobile Equipment Maintenance Pathway- Diesel Technician

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

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Additional Comments -

Mobile Equipment Maintenance Pathway- Diesel Technician

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

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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