



Collision Repair

Youth Apprenticeship

COLLISION REPAIR

Collision Repair youth apprentices gain skills related to the preventative maintenance and repair of Collision vehicles and equipment. Apprentices must adhere to industry safety and security standards.

Length of Apprenticeship: One or two years

OCCUPATIONAL COMPETENCIES

Collision Repair youth apprentices work with a job site mentor to demonstrate the following competencies. Youth apprentices must complete all **NINE** Required Competencies plus **TWO** of the Additional Competencies (11 total) in Year 1. Youth apprentices must complete a minimum of **EIGHT** Additional Competencies in Year 2. Employers can substitute up to 1 competency per year with other occupationally appropriate skills. Substitutions must be added to the competency list for assessment. Note that where necessary, skills can be simulated.

YEAR 1 Competencies	YEAR 2 (Additional) Competencies
1. Operate tools and equipment safely	1. Assist repair of damaged metal surfaces and parts
2. Maintain clean and organized work area	2. Repair door locks and hinges
3. Process work order	3. Repair fender and front/rear light components
4. Prepare exterior of vehicle for repair	4. Weld metal parts
5. Prepare interior of vehicle for repair	5. Replace interior parts
6. Apply anti-corrosion protection to surfaces	6. Assist the repair of movable glass components
7. Repair water and air leaks	7. Repair flexible exterior plastic parts
8. Contribute to the plan of work	8. Replace damaged exterior electrical components
9. Prepare vehicle for final inspection	9. Assess structural damage
	10. Assess mechanical damage
	11. Assess electrical damage
	12. Assess suspension damage
	13. Assess finish damage
	14. Prepare area for painting
	15. Color sand and buff finished surfaces
	16. Apply undercoating
	17. Prepare paint and equipment
	18. Apply paint on test panel or let-down panel

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

Some of the related instruction courses can bridge into the following registered apprenticeship:

- Collision Repair Registered Apprenticeship

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. Following is partial list.

- Auto Collision Repair and Refinishing Technician



COLLISION REPAIR

Youth Apprenticeship

ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

YOUTH APPRENTICE INFORMATION

Youth Apprentice Name	
YA Coordinator	YA Consortium
School District	High School Graduation Date

REQUIREMENTS

Level One Requirements

Youth apprentices must complete ALL the items listed below. Check completed areas.

- Year 1 Competency checklist
- Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- Related instruction equal to 1 high school credit or at least 3 college credits
- Career Preparation section (one of the three options; upload certificate if applicable)
- Minimum of 450 work hours

Level Two Requirements

Youth apprentices must complete ALL the items listed below. Check completed areas.

- Year 2 Competency checklist
- Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- Related instruction equal to 2 high school credits or at least 6 college credits
- Minimum of 900 work hours
- Career Preparation section (one of the three options for each year; upload certificates if applicable)

HOURS

Record the hours the youth apprentice worked.

Total Hours Employed	Company Name	Telephone Number

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RELATED INSTRUCTION

YEAR 1: Indicate which related instruction courses the youth apprentice completed. Check Dual Credit box if the youth apprentice is using the course to meet Career Preparation requirement.

Dual Credit	Course Number and Title	Credits	Instruction Provider
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

YEAR 2: Indicate which related instruction courses the youth apprentice completed. Check Dual Credit box if the youth apprentice is using the course to meet Career Preparation requirement.

Dual Credit	Course Number and Title	Credits	Instruction Provider
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

CAREER PREPARATION

Youth apprentices must complete **one of the following options during each year** of Youth Apprenticeship participation and it must be relevant to the Occupational Competencies on the checklist:

1. Student is participating in a local or regional career pathway*.

Identify the pathway below:

For more information contact the [Wisconsin Department of Public Instruction](#). Additional help may be found on the WI DPI [Wisconsin Pathways – Regional Career Pathways](#) and [DPI Career Clusters and Pathways](#) web pages.

***Local and Regional career pathways** as defined by the WI DPI means that a student is participating in or has completed at least one CTE class in a cluster pathway sequence and has completed at least one of the other career pathway components: instructional related course, work-based learning, dual college credit, and/or career and technical student organization.

2. Student has completed one of the following certificates during their YA program or possess current certification earned previously. The certificate earned must be occupationally relevant and YA certificates are excluded.

A copy of the certificate must be uploaded with the completed checklist. Select the certificate from the list below.

- Leadership Certificate (DPI)
 First Aid/CPR
 OSHA 10
 Other certificates identified by the [Career and Technical Education \(CTE\) Approved Certifications List](#)

Title of Certification:

3. Student is participating in a [Dual Enrollment Course](#) connected to any postsecondary education provider including UW System, Wisconsin Association of Independent Colleges and Universities (WAICU), and any of the 16 Wisconsin Technical Colleges (WTCS).

For more information on Dual Enrollment opportunities, please contact one of the resources below:

- [WTCS](#)
- [WAICU](#)
- UW System – connect with the college of choice.

SIGNATURES

The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators: This document should be reviewed with the employer/mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based/YA coordinator, and the apprentice sign below.

Employer/Mentor Signature	Employer/Mentor Signature
Employer/Mentor	Employer/Mentor
Business/Company	Business/Company
Date Signed	Date Signed
School-Based and/or YA Coordinator Signature	School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator	School-Based and/or YA Coordinator
School District or Organization	School District or Organization
Date Signed	Date Signed
Youth Apprentice Signature	Youth Apprentice Signature
Youth Apprentice	Youth Apprentice
School District / High School	School District / High School
Date Signed	Date Signed

EMPLOYABILITY SKILLS

Youth apprentices must demonstrate key employability skills.

The DWD YA program employability skills requirement may be attained and demonstrated through two processes. (See options listed below.) Employability skills must be completed for every year a student is in the program. The DPI Employability Skills Certificate may be counted as meeting one of those two years, provided the certificate is earned in the same year the student is enrolled in youth apprenticeship or they can complete the YA Employability Skills in the OJL. The Employability Skills Certificate must be obtained through the DPI.

1. If a student has successfully completed a Wisconsin Department of Public Instruction (DPI) State-Certified Cooperative Education, [Co-Op Employability Skill certification](#) then they have met the YA Employability Skills requirement for that year. A copy of the student's DPI Co-Op Employability Skill Certificate must be maintained on file with their YA regional consortium.

Earned Wisconsin Employability Skills Certificate (checked if applicable) or,

2. Completed and rated "Employability Skills" through this YA OJL guide as described below.

3	Exceeds Expectations: Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior
2	Meets Expectations: Meets entry-level criteria; requires some supervision; often displays this behavior
1	Working to Meet Expectations: Needs improvement; requires much assistance and supervision; rarely displays this behavior

The following skills are required of all youth apprentices.

Employability Skills	Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
1. Develops positive work relationships with others. <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> • Interacts with others with respect and in a non-judgmental manner • Responds to others in an appropriate and non-offensive manner • Helps co-workers and peers accomplish tasks or goals • Applies problem-solving strategies to improve relations with others • When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>2. Communicates effectively with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Adjusts the communication approach for the target audience, purpose, and situation to maximize impact • Organizes messages/information in a logical and helpful manner • Speaks clearly and writes legibly • Models behaviors to show active listening • Applies what was read to actual practice • Asks appropriate questions for clarity 	<table border="1"> <tr><th colspan="3">Year 1 Rating</th></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><th colspan="3">Year 2 Rating</th></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Year 1 Rating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year 2 Rating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 1 Rating													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
Year 2 Rating													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
<p>3. Collaborates with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities • Shares responsibility for collaborative work and decision making • Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise • Avoids contributing to an unproductive group conflict Shares information and carries out responsibilities in a timely manner 	<table border="1"> <tr><th colspan="3">Year 1 Rating</th></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><th colspan="3">Year 2 Rating</th></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Year 1 Rating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year 2 Rating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Year 2 Rating													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
<p>4. Maintains composure under pressure <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Uses critical thinking to determine the best options or outcomes when faced with a challenging situation • Carries out assigned duties while under pressure • Acts in a respectful, professional, and non-offensive manner while under pressure • Applies stress management techniques to cope under pressure 	<table border="1"> <tr><th colspan="3">Year 1 Rating</th></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><th colspan="3">Year 2 Rating</th></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Year 1 Rating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year 2 Rating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year 1 Rating													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
Year 2 Rating													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
<p>5. Demonstrates integrity <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Carries out responsibilities in an ethical, legal and confidential manner • Responds to situations in a timely manner • Takes personal responsibility to correct problems • Models behaviors that demonstrate self-discipline, reliability, and dependability 	<table border="1"> <tr><th colspan="3">Year 1 Rating</th></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><th colspan="3">Year 2 Rating</th></tr> <tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table>	Year 1 Rating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Year 2 Rating			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
Year 2 Rating													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											

<p>6. Performs quality work <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Carries out written and verbal directions accurately • Completes work efficiently and effectively • Performs calculations accurately • Conserves resources, supplies, and materials to minimize costs and environmental impact • Uses equipment, technology, and work strategies to improve workflow • Applies problem-solving strategies to improve productivity • Adheres to worksite regulations and practices • Maintains an organized work area 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Provides quality goods or services (internal and external) <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Shows support for the organizational goals and principles by own personal actions • Displays a respectful and professional image to customers • Displays an enthusiastic attitude and desire to take care of customer needs • Seeks out ways to increase customer satisfaction • Produces goods to workplace specifications 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Shows initiative and self-direction <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Prioritizes and carries out responsibilities without being told • Responds with enthusiasm and flexibility to handle tasks that need immediate attention • Reflects on any unsatisfactory outcome as an opportunity to learn • Improves personal performance by doing something different or differently • Analyzes how own actions impact the overall organization • Supports own action with sound reasoning and principles • Balances personal activities to minimize interference with work responsibilities 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Adapts to change <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Shows flexibility and willingness to learn new skills for various job roles • Uses problem-solving and critical-thinking skills to cope with changing circumstances • Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness • Displays a "can do" attitude 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>10. Demonstrates safety and security regulations and practices <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Follows personal safety requirements • Maintains a safe work environment • Demonstrates professional role in an emergency • Follows security procedures • Maintains confidentiality 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Applies job-related technology, information, and media <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Applies technology effectively in the workplace • Assesses and evaluates information on the job • Assesses training manuals, website, and other media related to the job 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Fulfills training or certification requirements for employment <i>Examples of this requirement may include . . .</i></p> <ul style="list-style-type: none"> • Participation in required career-related training and/or educational programs • Passing certification tests to qualify for licensure and/or certification • Participation in company training or orientation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Sets personal goals for improvement <i>Examples of this requirement may include . . .</i></p> <ul style="list-style-type: none"> • Setting goals that are specific and measurable • Setting work-related goals that align with the organization's mission • Identifying strategies to reach goals • Reflecting on goal progress to regularly evaluate and modify goals 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YEAR 1 OCCUPATIONAL COMPETENCIES

Collision Repair youth apprentices work with a job site mentor to demonstrate the following competencies. Youth apprentices must complete all **NINE** Required Competencies plus **TWO** of the Additional Competencies (11 total) in Year 1. Youth apprentices must complete a minimum of **EIGHT** Additional Competencies in Year 2. Employers can substitute up to 1 competency per year with other occupationally appropriate skills. Substitutions must be added to the competency list for assessment. Note that where necessary, skills can be simulated.

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 and supervision | Rarely displays behavior

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>1. Operate tools and equipment safely</p> <ul style="list-style-type: none"> • operate only equipment trained on • choose correct tool or equipment for the task • verify tool/equipment is available for use and in working order • verify tool/equipment is current for preventative maintenance and/or calibration • verify safety equipment • wear proper Personal Protective Equipment (PPE) • use tool/equipment guarding devices • monitor tool/equipment for safe operation • follow procedures for clean-up and shut down • perform required preventative maintenance • report abnormal tool/equipment conditions promptly • shut down and label tool/equipment not operating as expected • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Maintain clean and organized work area</p> <ul style="list-style-type: none"> • maintain shop manuals and/or electronic retrieval systems • organize tools • sweep work area • maintain tools after use • return tools to proper location • process old parts properly • handle hazardous materials properly • follow manufacturer warranty requirements 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>3. Process work order</p> <ul style="list-style-type: none"> confirm customer complaint/concern obtain correct customer information, vehicle identifying information, customer concern, and related service history document customer complaint/concern information on repair order check technical service bulletins/updates select appropriate form/records update electronic data obtain customer signature(s) handle complaints tactfully without insult or conflict protect vehicle interior for service follow work order process flow follow 3C's (Complaint, Cause, Correction) process 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Prepare exterior of vehicle for repair</p> <ul style="list-style-type: none"> obtain job equipment and materials follow safety and service procedures check automobile manufacturer's recommended procedure remove decals, stripes, moldings, or emblems remove dirt, grease, wax, and coatings mask around work area cleanup work area return tools to proper location complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Prepare interior of vehicle for repair</p> <ul style="list-style-type: none"> obtain job equipment and materials follow safety and service procedures check automobile manufacturer's recommended procedure clean interior surfaces mask areas and parts adjacent to repair area cleanup work area return tools to proper location complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>6. Apply anti-corrosion protection to surfaces</p> <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • prime surface area • apply topcoat and sealer • apply corrosion protection system to interior surfaces • apply corrosion protection system to exterior surfaces • apply corrosion protection system to joints and seams • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Repair water and air leaks</p> <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • remove necessary vehicle components • complete a water test for leak • adjust/repair source of water leak • assist determining the source of air leak (ride along with technician) • adjustment/repair air leak • retest water and/or air leaks • cleanup vehicle after repairs • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>8. Contribute to the plan of work</p> <ul style="list-style-type: none"> • determine structural repair requirements • determine suspension, mechanical and electrical repair requirements • determine refinishing requirements • prepare a plan for work based on customer decision • collect information to determine parts and materials required • locate vehicle and component identification numbers (make, model, year, VIN, vehicle certification labels, calibration decals) • identify vehicle options (including trim level, paint code, transmission, accessories, and modifications) • determine if OEM, aftermarket, recycled, or remanufactured/rebuilt/reconditioned parts are appropriate • verify required OEM, aftermarket, recycled/used, rebuilt, reconditioned parts and materials based on estimate • verify availability, compatibility, and condition of parts and materials upon receipt • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Prepare vehicle for final inspection</p> <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • remove masking and protective items • wipe up leaks and dirt • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Competency Substitute (if you replaced a competency above, note the competency and rating)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p>			

Add all points awarded to calculate the

Total Score =

A total score of 18 or more is needed for
successful completion

Note: this scoring method only applies to the Auto Technician and Collision Repair pathways.

YEAR 2 COMPETENCIES

Enter rating for year the competency is demonstrated.

Competency and Rating Criteria	Rating		
	1	2	3
1. Assist repair of damaged metal surfaces and parts <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • prepare the surface • select appropriate tools and equipment • rough straighten damaged metal panels • remove damaged body panels and components • remove fasteners • remove bolted, riveted, adhesive/bonded, and welded panels or panel assemblies • determine the extent of damage to substrate body panels • remove the door • remove door panel • assess door alignment when open and closed • inspect the striker plate • inspect all of the bolts holding the door in place • adjustment door if misaligned • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Repair door locks and hinges <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • remove interior door components • disengage and re-engage electrical connector switch and lock • repair door lock components • test operation of door lock assembly after repair or replacement • inspect hood latch/lock • disconnect wires and hoses • replace cable • remove damaged hood • install new hinges and hood • check panels for gaps for proper alignment • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Repair fender and front/rear light components <ul style="list-style-type: none"> • obtain job equipment and materials 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		

Competency and Rating Criteria	Rating		
	1	2	3
<ul style="list-style-type: none"> • follow safety and service procedures • let the hood down gently • inspect the fit and alignment of the hood with the fender or other panels • mask undamaged area • pull the fender back toward the cowl or adjust the other panels as required • tighten or replace the mounting bolt(s) • double check all panels for gaps for alignment • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Weld metal parts <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • identify the type of material for welding • clean metal • check automobile manufacturer’s information regarding the welding process and equipment recommended • determine correct welding process • perform test welds and inspect • follow proper welding technique • protect surrounding panels, glass, and interior • protect computers and electronic components • perform welding using appropriate type of weld joint • perform recommended procedure for type of weld • remove damaged structural steel and aluminum components, and weld in replacements • install welding/weld-bonded panels • inspect weld for defects • make necessary adjustments • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Replace interior parts (seat cushions, seatbelts, carpeting, etc.) <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • remove damaged area • clean up area around damaged part • replace with new interior piece • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Rating		
	1	2	3
6. Assist the repair or replace movable glass components <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • remove broken pieces of glass from the door panel • disconnect regulator • unbolt the glass from the regulator • remove the clips from the lifting arm bracket • vacuum all broken glass from inside the door • install the new glass • bolt new glass to the regulator • align door glass • reattach weather stripping, trim, and door panel • test window functionality • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Repair flexible exterior plastic parts <ul style="list-style-type: none"> • determine repairability • obtain job equipment and materials • follow safety and service procedures • remove necessary vehicle components • select the appropriate type of repair method (adhesives or welding) • prepare surfaces of plastic parts • remove repairable plastics and other parts recommended for off-vehicle repair • mix the repair adhesives • remove excess adhesives or weld material • apply filler as necessary • retexture plastics to restore original texture • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Replace damaged exterior electrical components <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • replace/repair light assemblies • replace/repair pigtail connector • verify components are functioning properly after repair/replacement • identify elements for repair by mechanical shop • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Rating		
	1	2	3
9. Assess structural damage <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • determine direction and point(s) of impact • check alignment of doors, hood, and deck lid • check for gaps between panels • verify opening and closing of doors, hood, and deck lid • check door handles and door locks for proper operation • inspect for ripples in roof, fenders, or quarter panels away from direct impact • check seam sealers • check glass and operation of windows • check damage to interior • measure common structural damage points • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assess mechanical damage <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • inspect parts in the engine compartment for damage • identify mechanical problems • diagnose required mechanical repairs • plan for mechanical component repairs • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assess electrical damage <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • identify electrical problems • diagnose required electrical repairs • plan for electrical component repairs • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assess suspension damage <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • check wheels and tires • check for fluid leaks under the vehicle • inspect parts in the engine compartment for damage • perform a steering wheel center check • perform a jounce/rebound steering gear check 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Rating		
	1	2	3
<ul style="list-style-type: none"> perform a strut position check perform a wheel run-out check plan for suspension component repairs cleanup work area return tools to proper location complete service documentation 			
13. Assess finish damage <ul style="list-style-type: none"> obtain job equipment and materials follow safety and service procedures identify type of finish assess condition of finish determine areas needing refinishing cleanup work area return tools to proper location complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Prepare area for painting <ul style="list-style-type: none"> obtain job equipment and materials follow safety and service procedures mask areas for protection remove old paint sand area to be painted/refinished strip finish and protective coatings remove dust, lint, and residue cleanup work area return tools to proper location complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Color sand and buff finished surfaces <ul style="list-style-type: none"> obtain job equipment and materials follow safety and service procedures inspect the finished surface for any imperfections determine if any contamination or painting errors exist determine cause of condition correct imperfections apply polish to vehicle buff polish evenly using polisher clean area perform final wash, removing all residue cleanup work area return tools to proper location complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Apply undercoating <ul style="list-style-type: none"> obtain job equipment and materials follow safety and service procedures 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		

Competency and Rating Criteria	Rating		
	1	2	3
<ul style="list-style-type: none"> • select appropriate material • select appropriate solvent • apply metal substrate conditioner • apply appropriate number of layers • remove imperfections • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Prepare paint and equipment <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • clean area of dirt and dust • check emergency equipment • determine color and type of paint • mix paint • check color match • verify spray guns are in working order • adjust air pressure • select spray knob pattern • adjust fluid control for paint • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Apply paint on test panel or spray sheet <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • obtain a test panel or let-down panel • apply primer(s) matching the primer(s) on the vehicle • apply basecoat to full hiding • apply clearcoat • apply increasing coats of midcoat color in each section • allow to dry completely • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency Substitute (if you replaced a competency above, note the competency and rating)	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:			

Add all points awarded to calculate the

Total Score =

A total score of 36 or more is needed for
successful completion

Note: this scoring method only applies to the Auto Technician and Collision Repair pathways.



Post-Program Completion Survey

Youth Apprenticeship

YA POST-PROGRAM COMPLETION SURVEY: EMPLOYER FEEDBACK

Employers complete the following information. YA Coordinators will enter this into the Post-Program Completion Survey.

YA Employer Post-Program Completion Questions	
Will you offer or have you offered the Youth Apprentice a continuing position with your company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If continuing position offered to youth apprentice, did they accept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please answer the questions below:	
Was the offer for full time or part time work?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Title of the position offered:	
What is the wage of the continuing employment offer?	
If applicable, will the youth apprentice advance to a Registered Apprenticeship?	

YA POST-PROGRAM COMPLETION SURVEY

The [Post-Program Completion Survey](#) form is to be provided to each student completing the Youth Apprenticeship program to capture information on the student's plans after leaving the program. This **form should be completed by the Youth Apprenticeship Coordinator** to capture information from the Youth Apprentice and the Employer after successful completion of the Youth Apprenticeship Program.

The form should be completed during the final meeting between the student, mentor, and Youth Apprenticeship Coordinator, when the final checklist or On-the-Job Learning (OJL) Guide is filled out and signed. Information captured on this form must be entered online using the Youth Apprenticeship Online Data Application (YODA) System.

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

