



Pre-Apprenticeship Competency & Certification Checklist – Automotive Technician

Pre-apprenticeship Completer Name	
School:	
Teacher:	
Hours:	2 years / 300 Hours
Date:	

Essential Skills

Competencies	Proficient in Task: performed properly and consistently.	Completion Date: completed final demonstration of competency.
Adapt to a variety of situations and tasks, and demonstrate flexibility when things change.		
Communicate in a coherent and professional manner to convey ideas, questions, and information.		
Dependable, ready to work at the assigned time each day and stay on task.		
Listen carefully and seek to understand instructions, directives, suggestions and coaching.		
Participate fully in assigned tasks and shares in the responsibility of quality and completion.		
Practice worksite safety measures.		
Recognize safety, health, and environmental requirements.		
Take constructive criticism and is coachable.		
Works well under pressure including meeting deadlines and productivity expectations.		
Works with other members of the team in a professional and productive manner.		

Interview Skills

Competencies	Proficient in Task: performed properly and consistently.	Completion Date: completed final demonstration of competency.
Responses provide quality information		
Mannerisms demonstrate confidence and professionalism		
Communicates genuine desire to pursue the apprenticeship opportunity		
Communicates desire to attain success in the industry		





Technical Skills

Competencies Students demonstrate proficiency in the following foundational concepts as they relate to the apprenticeship program. The application of:	Proficiency Demonstration: performed properly and consistently.	Completion Date: completed final demonstration of competency.
Shop/Tool/Lab Safety Protocols		
The ability to:		
Prepare a variety of vehicles for service according to industry standards.		
Use diagnostic information to affect transmission repair.		
Use diagnostic information to repair and align steering and suspension components.		
Diagnose and repair traction control and anti-lock brake systems.		
Diagnose and repair basic automotive electrical systems.		
Diagnose and repair basic automotive HVAC systems.		

Certification(s)

Certification(s)	Date Earned
OSHA 10	

ePortfolio

Evidence	Date Reviewed
Work Samples – video /photo evidence	
Resume	

Supplemental Career Readiness Indicators

College Credit	Acquired	Partnering College (Optional)
• Dual Enrollment		
• Articulation Agreement		
• Valid California Driver’s License		N/A

INSTRUCTOR ATTESTATION

Date: _____

I, _____ (teacher name) attest that _____ (student name) has

successfully completed the competencies and certification(s) stated above.

