

*Adult* \_\_\_\_\_

# Automotive Technology Handbook



Western Suffolk BOCES

Western Suffolk BOCES  
152 Laurel Hill Road  
Northport, NY 11768  
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[www.wsboces.org/fulltime](http://www.wsboces.org/fulltime)

# Automotive Technology

## Adult Handbook

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## Western Suffolk BOCES Mission Statement

Western Suffolk BOCES provides career training and literacy programs to help adults meet their career goals by developing skills essential for gainful employment, job advancement and new career opportunities.

## Educational History

Welcome to the Automotive Technician Training Program at Western Suffolk BOCES. The Board of Cooperative Educational Services, Suffolk County, New York, sponsors the Western Suffolk BOCES Automotive Technician Training Program. BOCES serves 18 local school districts in Suffolk County and adults in the neighboring communities by providing adult career and technical education programs. The Automotive Technician Training Program is one of these programs. It is designed to help students acquire both the theoretical concepts and the practical skills necessary to service and maintain all types of automobiles at the entry level. Our automotive instructors will guide you in acquiring the expertise needed for a successful future as a technician.

By assisting students according to their needs and abilities, BOCES instructors can evaluate their progress and help them reach their career goals. In 2009, the Automotive Technician Training Program at Western Suffolk BOCES was certified by NATEF (National Automotive Technicians Education Foundation). NATEF evaluates technician training programs against standards developed by the automotive industry and recommends qualifying programs for certification.

## Program Description

Automotive Technician Training is a 1477-hour program that teaches all eight modules of the National Automotive Technicians Education Foundation (NATEF) Standards to the Maintenance & Light Repair (MLR) level. Classes meet Monday through Friday from 8:00 AM until 3:00 PM. Since this is a modular program, students can enroll year-round. Appropriate dates are scheduled throughout the school year for new students to enter the program. The eight modules are:

- Brakes – 25 days, 163 hours
- Steering and Suspension – 30 days, 195 hours
- Electrical and Electronic Systems – 40 days, 260 hours
- Engine Performance – 36 days, 234 hours
- Engine Repair – 30 days, 195 hours
- Air Conditioning – 24 days, 156 hours

- Automatic Transmissions – 21 days, 137 hours
- Manual Transmissions – 21 days, 137 hours

After satisfactorily completing all eight modules of the 1477 hour Automotive Technician Training Program, eight months of the two-year in-field experience requirement is waived for the Automotive Service Excellence (ASE) technician certification. Documentation of in-field experience is required for students to receive their ASE certifications.

## **Admission Requirements**

Students interested in enrolling in the Automotive Technician Training Program must meet with a Career Counselor prior to registration. To be admitted, a student must meet one of the following criteria:

- a. proof of a U.S. high school diploma or GED
- b. if from a war torn country, a self-certifying letter
- c. an authorized evaluation of credentials if credentials are from another country

All entrants must present an acceptable score on TABE (Test of Adult Basic Education).

Each applicant must schedule a meeting with a career counselor who will review documentation and determine eligibility for the program. After individual counseling and review of the student's ability to succeed, a counselor may recommend a period of remediation before entry into the program. Call 631/261-3600 x204 for a pre-admission interview.

## **Educational Objectives/Learning Outcomes**

Upon successful completion of the eight modules of the Automotive Technician Training Program, the student will be prepared to:

1. Function as an entry-level automotive technician
2. Acquire the comprehensive skills needed to work in an automobile dealership, in an automobile repair shop or in a related setting
3. Appreciate the need for continuing education in order to stay abreast of evolving technology in the automotive field
4. Maintain the NATEF and ASE standards through his or her work in the field

## Gainful Employment Information for Automotive Technology

All data is the most current information that Western Suffolk BOCES has available on graduation and employment rates and can be seen at [www.wsboces.org/auto-gainemploy](http://www.wsboces.org/auto-gainemploy). The information for the Automotive Technology Program is as follows:

### Automotive Technology

For the job title, Automotive Technicians and Repairers (SOC code 49-3023), the United States Department of Labor describes the nature of the work; training and other needed qualifications; employment levels; job outlook; potential earnings; and related occupations. For more information on this field, please go to the USDOL, Bureau of Labor Statistics website: [www.bls.gov/oes/current/oes493023.htm](http://www.bls.gov/oes/current/oes493023.htm).

### Program Cost (for 2015-16 school year)

<b>Tuition</b>	<b>Uniform &amp; Supplies</b>	<b>Fees</b>	<b>TOTAL</b>
\$15,499 includes books and \$100 non-refundable fee	\$1,089*	\$300	\$16,538

\*This is the minimum amount a student would have to spend on tools for employment.

## **AUTOMOTIVE TECHNICIAN TRAINING PROGRAM**

1477 Instructional hours

### **Course Goals and Objectives:**

Upon successful completion of all eight modules of this program, the student will have acquired the entry level competencies necessary to function as a NATEF Maintenance & Light Repair Technician and may sit for ASE certification exams and receive score reports. When the in-field experience requirement is met, the ASE certificates will be released.

The Western Suffolk BOCES Automotive Technician Training Program is certified by NATEF and follows the NATEF curriculum for training in all eight modules to the MLR level.

There is a four-hour safety seminar that must be taken by all students before they begin their program. The Safety & Pollution (S/P2) exam given at the end of this seminar must be passed.

Instructional Methods Used: Discussion, question and answer, demonstration, textbooks, shop manuals, CDX software, computer, cooperative learning, problem solving, lecture, individualized instruction, films and student presentation. Appropriate training aids and audiovisual materials are used to supplement the instructional process.

Grading Procedure: Evaluation of the student's progress will be made through the use of daily work sheets, unit tests, practical examinations and attendance. Participation and safety behavior also play an important part in the overall composite grade. The evaluative measures for the individual modules are: 25% midterm exam, 25% final exam and 50% shop task list completion.

### **Modules**

The following section discusses the information to be taught and demonstrated in each of the eight modules. Safety principles will be explained and safety practices will be demonstrated both within each module and throughout the entire program.



### Tasks Lists

The eight modules require both classroom training and practical training via a series of “Tasks” that have been assigned to each module. Further, each task has been assigned a “Priority Level”:

P-1 tasks are the most important

P-2 are secondary

P-3 are tertiary

Since it is recognized that not all the tasks can be reasonably accomplished within the program time frame, NATEF requires that 95% of P-1, 80% of P-2 and 50% of P-3 tasks be successfully completed during the program. The instructor will decide which tasks are to be covered during a particular module.

## **BRAKES – 163 hours**

### Overview

This module is an introduction to simple and complex brakes, brake systems and components. Included are explanations of hydraulic systems, drum brakes, disc brakes, anti-lock brakes, parts replacement, machining, diagnosis and repair.

### Module Objectives/Learner Outcomes:

Upon completion of this module the student will be able to:

- Diagnose and repair hydraulic system
- Diagnose and repair drum brake system
- Diagnose and repair disc brake system
- Diagnose and repair power boosters
- Diagnose and repair parking brakes
- Diagnose and repair antilock brakes
- Describe the principles of safe practices for brake system repair
- Communicate effectively with customer
- Write a repair order including parts, labor and additional costs needed to correct the brake problem
- Use work tools safely and properly
- Function in an entry level automotive maintenance job

**STEERING AND SUSPENSION SYSTEMS–195 hours****Overview**

This unit will introduce simple to complex types of suspension and steering systems. Emphasis will be placed on wheel bearings, wheels and tires, wheel alignment, theory of operation, diagnosis, part replacement and repair. Principles and practices of all safety related items are stressed throughout the module.

**Module Objectives/Learner Outcomes**

Upon completion of this module the student will be able to:

- Explain the operation of suspension system related components
- Demonstrate the procedure for removal and repair of parts associated with the suspension system
- Demonstrate the procedure for servicing and repairing the steering system
- Organize and explain the procedure for dismount, mount balance and repair of tires
- Perform wheel alignment
- Diagnose and evaluate repairs needed to correct a suspension or steering problem
- Write a repair order including parts, labor and additional costs needed to correct suspension and/or steering problems
- Communicate positively with customer concerning vehicle problem
- Monitor principles and practices of all safety related items
- Meet requirements for entry level automotive maintenance job

**ELECTRICAL/ELECTRONIC SYSTEMS – 260 hours****Overview**

This module introduces the learner to Electrical Theory procedures, functions and parts of an electrical and electronic system and its components as well as its relationship to automotive technology. Emphasis in this module will be placed on the following components and systems: battery, charging systems, starting systems, lighting systems, gauges, warning devices, diagnosis, part replacement, repair of electrical and electronic systems, Ohm's law and principles and practices of all safety related items.

**Module Objectives/Learner Outcomes:**

Upon completion of this module the student will be able to:

- Give details concerning the specifics of wiring diagrams
- Identify various wiring circuits, schematics and their symbols

- Remove and repair parts associated with the electronic/electrical system
- Diagnose battery problems and explain good maintenance procedures
- Establish the procedure to diagnose electronic/electrical system problems
- Establish the procedure to diagnose charging system problems
- Service and repair the starting system
- Communicate satisfactorily with the customer
- Write a repair order, including parts, labor and additional costs needed to correct an electrical or electrical system problem
- Identify common problems, diagnosis and service procedures for auxiliary and electrical systems
- Meet requirements for entry level automotive maintenance job
- Follow all safety regulations

### **ENGINE PERFORMANCE – 234 hours**

#### **Overview**

The student will learn the procedures, functions, and parts of engine performance and its relationship to automotive technology. Emphasis will be placed on operating principles for fuel injection; methods for testing and servicing electronic ignition systems; performance diagnostics; and repair of emission control systems. Additional topics include tune-up procedures and maintenance, automotive fuels and fuel systems, vehicle emissions and principles and practices of all safety related items.

#### **Module Objectives/Learner Outcomes**

Upon completion of this module the student will be able to:

- Diagnose and evaluate repairs needed to correct an engine performance problem
- Demonstrate familiarity with the operation of engine performance
- Record and retrieve stored diagnostic trouble codes
- Explain the procedure for maintaining fuel injection systems
- Illustrate the process and procedure for diagnosis of emissions or drivability problems
- Demonstrate the procedure for removal and repair of parts associated with engine performance
- Communicate positively with customer
- Write a repair order, including parts, labor and additional costs needed to correct an engine performance problem
- Monitor principles and practices of all safety related items
- Meet requirements for entry level automotive maintenance job
- Follow all safety regulations

**ENGINE REPAIR – 195 hours****Overview**

The Engine Repair module provides training in the operation, diagnosis and repair of piston engines, cooling systems, lubrication systems and engine mechanical systems. It also covers engine removal, disassembly and cleaning; servicing of cylinder heads; servicing of the block assembly; engine reassembly; and engine installation.

**Module Objectives/Learner Outcomes**

Upon completion of this module, the student will be able to:

- Identify, diagnose and repair:
  - a. Piston engines
  - b. Cooling systems
  - c. Lubrication systems
  - d. Mechanical systems.
- Possess the skills necessary to safely and efficiently:
  - Service cylinder heads
  - Service engine block assemblies
  - Reassemble engine block assemblies

**HEATING, VENTILATION AND AIR CONDITIONING – 156 hours****Overview**

The Heating, Ventilation and Air Conditioning Module provides training in the compartment heating system, the compartment air conditioning system and the engine cooling system in an automobile.

**Module Objectives and Learning Outcomes**

Upon completion of this module, the student will be able to:

- Understand the operation of automobile heating systems
- Understand the operation of automobile air conditioning systems
- Understand the operation of automobile cooling systems
- Identify, describe the function and explain the operation of each component of these systems
- Research applicable operation and service information for these systems
- Test, diagnose, service and repair these systems
- Safely handle, use and store liquids, refrigerants and other toxic materials use by these systems

**AUTOMATIC TRANSMISSION AND TRANSAXLE – 137 hours****Overview**

The Automatic Transmission and Transaxle Module provides training in transmission and transaxle fundamentals; diagnosing and repairing torque converters and gear trains; hydraulics, hydraulic control systems; “apply” components; electronic controls; and rebuilding automatic transmissions and transaxles.

**Module Objectives/Learner Outcomes**

Upon completion of this module, the student will be able to:

- Identify the three types of automatic transmissions
- Identify the two types of transmission mounting designs
- Identify the types and models of transmissions
- Research applicable vehicle and service information such as transmission/transaxle system operation, fluid type, vehicle service history, service precautions and technical service bulletins
- Inspect, diagnose, disassemble, repair and/or replace and reinstall the parking pawl, shaft, spring and retainer

**MANUAL DRIVE TRAIN AND AXLE – 137 hours****Overview**

The Manual Drive Train and Axle module provides training in the diagnosis and repair of clutch systems, rear-wheel drive manual transmissions, rear-wheel drive drivelines, manual transaxles, front-wheel drive drivelines and four-wheel drive drivelines.

**Module Objectives/Learner Outcomes**

With respect to manual drive trains and axles, upon completion of this module, the student will be able to:

- Research applicable vehicle and service information
- Identify the components
- Describe their function
- Safely disassemble, service, repair, replace, reassemble and reinstall all components as appropriate

## INFORMATION, POLICIES & REGULATIONS

### **Alcohol, Drugs and Other Substances**

The Board of Cooperative Educational Services of Western Suffolk County, New York, is committed to the prevention of alcohol, tobacco, and other substances use/abuse. No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia on school grounds or at school-sponsored events except drugs prescribed by a physician. The terms “alcohol, tobacco and other substances” shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, inhalants, marijuana, cocaine, crack, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any of those substances commonly referred to as “designer drugs”. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: a person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances. BOCES policy describes the philosophy of BOCES and the program elements that will be used to promote healthy life styles for its students and staff and to inhibit the use/abuse of alcohol, tobacco and other substances. The entire policy is available online at [www.wsboces.org/aboutus/policies.cfm](http://www.wsboces.org/aboutus/policies.cfm) or by calling 631/549-4900, x224.

### **Attendance Policy/Grading Policy**

Attendance and punctuality are of utmost importance and are critical to academic performance. Students are expected to be at every scheduled class and to be on time. Students are responsible for all material discussed in class as well as all assignments.

To remain in good standing, each module in the Automotive Technician Training Program must be completed with an academic grade average of 75% (C) and an attendance average of 90%.

A Certificate of Perfect Attendance will be issued at the end of each Module to any student who has not been late or missed any days in that particular module.

Minimum hours of attendance needed to pass each module are 90% of scheduled hours. If this minimum is not met, an incomplete (Inc) or dismissal from the program may result.

**Chart I**

Name of Module	Total Hours in Module	Minimum Hours Needed to Complete Module
Brakes	163	147 hrs
Steering and Suspension Systems	195	176 hrs
Electrical/Electronic Systems	260	234 hrs
Engine Performance	234	211 hrs
Engine Repair	195	176 hrs
Heating, Ventilation and Air Conditioning	156	140 hrs
Automatic Transmission and Transaxle	137	123 hrs
Manual Drive Train and Transaxle	137	123 hrs

A student will be dismissed from the automotive technician training program if his/her final grade for any module is below 75% and/or attendance falls below 90%. A student may also be dismissed for behavior issues. Any dismissal may be appealed. Dismissed students may request a meeting with the principal of adult programs, the program counselor and the instructor to discuss a return to the program. If a student returns to the program, the student will be charged a \$1000 makeup fee for any repeated module.

Attendance is a vital part of the learning experience. For each 15 minutes of lateness, a student will be charged with a half hour of absence and for every half hour late, a student will be charged with one hour of absence. If a student is late or leaves early three times, he/she will be required to forego the next full day of instruction and will be charged for an additional 6.5 hours of absence.

A leave of absence may extend the student's contract period and maximum time frame by the same number of days as in the leave of absence. Make up hours are meant to replace hours in a specific module; therefore, hours missed must be completed when the segment/module missed is offered again.

**Books**

Textbooks are provided free-of-charge to students. The instructor may suggest purchase of certain tools; however, purchase is optional.

**Building Facilities**

Classes for the Automotive Technician Training Program are held at BOCES' Northport Campus in the Auto Lab.

**Class Hours/ Dismissal Time**

Daytime class hours are 8 AM–3 PM

**Complaints and Grievances by Students in Adult Programs**

Western Suffolk BOCES has developed these procedures for adults to follow in regard to disciplinary actions, suspensions, unfavorable evaluations and dismissals related to programs/services for adults. The goal is to secure as rapidly and equitably as possible a resolution to the “grievance.”

**DEFINITIONS:**

- “GRIEVANCE” is an event or condition related to the student’s classroom or practical achievement, disciplinary action and/or appeal requiring attention.
- “DAYS” refers to working school days.

**GRIEVANCE PROCEDURE:**

**LEVEL I:** The student will discuss the event with those directly involved in the problem. For example, if the problem is relevant to the adult’s coursework, the student should speak to the teacher. Alternatively, evening students can discuss the issue with the evening Supervisor; day students can meet with a counselor in an attempt to resolve the problem; students in the health programs can speak to the Chairperson of Health Careers.

**LEVEL II:** If the problem is not resolved or the student is not satisfied with the disposition of the grievance at Level I the grievance may, within two days, be filed in writing. Request a Student Grievance Form from the Adult Education or Health Careers Offices. Complete the Grievance Form and return to the Principal of the Adult Programs or the Principal of Health Careers if you are a health student. An official grievance should state:

- a. Name of aggrieved party
- b. Reason(s) for grievance with statement of nature and facts of grievance including date concern first arose and events or conditions which constitute the grievance.



- c. Statement of redress sought by aggrieved party.
- d. School representative with whom the aggrieved party met and reason for dissatisfaction with the results of Level I.

The Principal shall within two days of receipt of the written grievance meet with the student in an effort to resolve the grievance. If the student is not satisfied with the disposition of the grievance at Level II or in the event that no decision has been rendered, the student shall forward the written grievance within two days to the Executive Director of Career and Technical Education.

LEVEL III: The Executive Director of Career and Technical Education shall within two days of receipt of the written grievance schedule a meeting of the Grievance Appeal Committee which is composed of the Principal of Adult Career & Technical Education or Principal of Health Careers, a member of the faculty and a student representative. The committee will meet with the student in an effort to resolve the grievance.

If the student is not satisfied with the disposition of the Grievance at Level III or in the event that no decision has been rendered, the student may file the grievance within two days in writing with the Senior Executive Director.

LEVEL IV: The Senior Executive Director or his representative shall, within four days of receipt of the written grievance, meet with the student in an effort to resolve the grievance. The Senior Executive Director has four days from the date of the meeting to render a decision.

LEVEL V: If the student deems the grievance is not resolved at the Senior Executive Director level, the written grievance and all decisions shall be forwarded to the Chief Operating Officer who will make a final decision within 15 school days.

LEVEL VI: If the student deems the grievance is not resolved at the Chief Operating Officer level, the student may contact the Council on Occupational Education (COE), 7840 Roswell Rd. Building 300, Suite 325, Atlanta, GA 30350. The telephone number is 770-396-3898, fax 770-396-3790 and website is [www.council.org](http://www.council.org). The student should use the official Complaint Certification Form which is available from supervisors in the Adult Education or Health Careers Offices. After the complainant contacts the COE, he/she will receive a letter acknowledging receipt of complaint.

NOTE: At any point in the procedure, the student may request, in writing, the presence of one peer or an ombudsman of his or her choice. Western Suffolk BOCES will maintain written records of all complaints filed through two complete accreditation cycles.

(last updated: 2/2014)

## **Completion and Graduation Requirements**

Criteria for successful completion of the Automotive Technician Training Program include:

1. Attainment of a final academic grade of 75% or above and an attendance grade of 90% or above
2. Satisfaction of all financial obligations to Western Suffolk BOCES

Upon successful completion of the 4-hour safety orientation, all eight modules of the Automotive Technician Training Program and 90% attendance, students will receive a Certificate of Completion and a transcript from Western Suffolk BOCES.

## **Dismissal Guidelines**

A student will be dismissed from the automotive technician training program if his/her final grade for any module is below 75% and/or attendance falls below 90%. A student may also be dismissed for behavior issues. Any dismissal may be appealed. Dismissed students may request a meeting with the principal of adult programs, the program counselor and the instructor to discuss a return to the program. If a student returns to the program, the student will be charged a \$1000 makeup fee for any repeated module.

Attendance is a vital part of the learning experience. For each 15 minutes of lateness, a student will be charged with a half hour of absence and for every half hour late, a student will be charged with one hour of absence. If a student is late or leaves early three times, he/she will be required to forego the next full day of instruction and will be charged for an additional 6.5 hours of absence.

A leave of absence may extend the student's contract period and maximum time frame by the same number of days as in the leave of absence. Make up hours are meant to replace hours in a specific module; therefore, hours missed must be completed when the segment/module missed is offered again.

## **Dress Code**

School rules and regulations include dressing in a manner appropriate to a workplace. Adult Automotive Technician Training students are required to wear appropriate clothing in and around the school and during theory class. Clothes should be neat, clean and conservative for both men and women.

During shop, students must wear a uniform consisting of:

1. Navy blue shirt and pants or navy blue one piece coveralls and

## 2. Leather work boots with non-slip soles

Headgear in the form of navy blue or black caps with no markings of any type will be permitted in the shop area only.

Long hair must be tied back.

Full face shields or welding masks (OSHA approved/required) and safety hard hats (OSHA approved/required) will be supplied where needed.

Goggles will be issued and students will be required to wear them whenever operating shop equipment or performing hazardous tasks as outlined during the mandatory Safety/Pollution course. Students must be in uniform on shop days. Students not in uniform may not participate in shop and will not receive hours for the day.

### **Federal Student Aid (FSA)**

Financial Aid is available to those who qualify. Eligibility is determined by completing the FAFSA, Free Application for Federal Student Aid, online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Financial Aid consists of the Federal Pell Grant and Federal Student Loans to those who are eligible.

To receive federal funds, a student must have a High School Diploma or GED and be a US Citizen or Eligible Non-Citizen.

Initial deposits are not covered by financial aid. If tuition is not fully covered by financial aid, a payment plan will be sent to you for the balance of tuition by the Bursar's Office. Students must maintain Satisfactory Academic Progress to remain eligible for federal funding.

The Financial Aid Office is located at Western Suffolk BOCES Northport Campus, 152 Laurel Hill Road, Northport, NY 11768, 631/261-3600 x214.

### **Grading Guidelines**

The Automotive Technician Training Program is organized into eight modules/marking periods.

All shop work must be completed and turned in by the specified date. Work is due at the end of each day and must be properly documented to receive a daily shop grade.

Repair orders must be filled out for each service job completed.

All homework assignments are due on Mondays. All homework and extra credit assignments are due on the specified date.

The final grade for each of the modules will be based on grades earned in quizzes, homework assignments, midterm exam, final exam and performance in shop.

Each student is required to obtain 100% shop safety average and a 75% overall average.

Each student will receive a progress report and grade at the conclusion of each module.

All 8 modules plus a 4 hour safety orientation must be completed satisfactorily and all financial obligations cleared for the student to receive a Certificate of Completion.

### **Head Gear**

Headgear in the form of navy blue or black caps with no markings of any type will be permitted in the shop area.

### **Instructor**

#### **Demetri Fileas—Full-time**

Demetri Fileas has extensive experience both as an automotive instructor and as an ASE Certified master technician. He arrived at Western Suffolk BOCES with over 30 years experience in service station management and ASE certification in over 20 categories. Currently at Western Suffolk BOCES, as well as previously at Career Institute of Technology, NY Automotive/Diesel Institute and Apex Technical School, Mr. Fileas has prepared students for ASE certification and for employment in the automotive industry. He is licensed as a teacher by the New York State Bureau of Proprietary Schools. In addition, he maintains numerous industry certifications including ASE, NYS DMV, ESCO, AC-Delco and Chrysler Corporation.

#### **Ila Gaffney—Adult Counselor**

Ila Gaffney has been employed by Western Suffolk BOCES as an Adult Counselor since 1998. She is presently carrying out her responsibilities at the Northport Campus of BOCES. Ms. Gaffney's educational background includes a Bachelor of Arts degree from the University of Wisconsin, Madison, WI and an Ed.M. from Teachers College, Columbia University, New York, NY. Ms. Gaffney's prior experience includes working in the Admissions Office of Newbury College, Brookline, MA and Lasell College in Newton, MA. She also was employed as a counselor at Rockland Community College in Suffern, NY.

**Parking**

After acquiring the proper parking permit from administration, students must park in designated student parking areas.

**Personal Property**

Western Suffolk BOCES is not responsible for any student's personal property.

**Placement Office**

In addition to faculty referrals, the Job Placement Office is available to assist students in their search for employment and cooperates with employers in referring and placing students in full-time and part-time positions in the automotive field. This is a service, not a guarantee of employment. For an appointment with the Job Placement Office, call 631/667-6000, x114. During students' final module, a job placement counselor meets with those students preparing to complete the program and assists them with their resumé and job search.

**Satisfactory Academic Performance****Evaluation**

Students will have a formal evaluation of their academic progress at 450 scheduled hours, at 900 hours and at 1350 hours. Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress until the next scheduled evaluation. Students who come under "Warning" status may come out from under that status by meeting minimum attendance and academic requirements by the time of the subsequent evaluation period. Title IV funding will continue until the next evaluation period following a first "Warning" issuance. If a student receives a subsequent warning status, he/she will no longer be eligible for Title IV funding.

**Leave of Absence**

Students may be granted a leave of absence from their program for reasons deemed acceptable and necessary. If enrollment is temporarily interrupted for a leave of absence, the student will return to school in the same progress status as he or she had prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Being granted a leave of absence in no way reduces the obligation on the part of the student to complete his or her program in the allotted time frame. All programs must be completed within the 150% time frame of the program's scheduled hours.

**Withdrawal**

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal, assuming there is adequate time left to complete the

program within the 150% time frame. Noncredit, remedial, and repeated courses do not apply to the Satisfactory Academic Performance evaluation criteria at this institution.

### **Transfer Hours**

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

### **Minimum Grade Average/Attendance**

Students in the Automotive Technician Training Program must maintain a minimum grade of 75% and a minimum attendance record of 90%. All missed classes, modules and sections must be made up and they must be made up within the 150% time constraint.

### **Schedule of Courses**

Western Suffolk BOCES does not guarantee to run courses in succession.

### **School Closing**

Adult classes will not be held when Western Suffolk BOCES day classes are closed. Announcements will be forwarded to the following radio stations:

WALK 97.5 FM	WBAB 102.3 FM	News 12
WBZO 103.1 FM	WBLI 106.1 FM	FIOS1

Or telephone 631/667-6000, x888 for voice response. You may also check the home page of the Western Suffolk BOCES website at [www.wsboces.org](http://www.wsboces.org).

### **Smoking**

Smoking is not permitted on school property.

### **Student Review of Records**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

Adult students have the right to inspect and review the student's education records maintained by the school. If copies of records are requested, the school may charge a fee for copies.

Eligible students (adult students) have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school does not amend the record, the eligible student has the right to a formal hearing.

Generally, schools must have written permission from the eligible student in order to release any information from a student's education record.

For more detailed information on FERPA, go online to the U.S. Department of Education, [www.ed.gov/offices/OII/fpco/ferpa/](http://www.ed.gov/offices/OII/fpco/ferpa/). Students may review their records by making an appointment with a counselor. Call 631-261-3600 for information.

### **Tax Credits for Higher Education**

Don't overlook important tax credits. An education credit helps with the cost of higher education by reducing the amount of federal tax owed on your federal tax return. If the credit reduces your tax to less than zero, you may get a refund. Read the details from the Internal Revenue Service about these two education credits to determine if you are eligible: the American Opportunity Tax Credit ([www.irs.gov/Individuals/AOTC](http://www.irs.gov/Individuals/AOTC)) and the Lifetime Learning Credit ([www.irs.gov/Individuals/LLC](http://www.irs.gov/Individuals/LLC)).

### **Telephone Calls**

Personal telephone calls to the student are prohibited at school unless an emergency exists.

### **Transfer of Credit from Other Schools**

Courses taken by students at other schools outside of Suffolk County BOCES will be considered for transfer. Transferable courses or credit hours are determined on an individual basis. Students must have achieved a minimum grade of 80% or a "B" average in each subject area.

Students who have been enrolled in courses, or a program in another institution, relating to the program they wish to enroll in at Western Suffolk BOCES must submit a transcript to the Admissions Office. A course description and catalog from the institution attended by the student must accompany the transcript in order to be considered for Transfer of Credit. In addition, students must submit a letter requesting a Transfer of Credit to the Admissions Office of Western Suffolk BOCES, Adult Career and Technical Education, 152 Laurel Hill Road, Northport, NY 11768. The Admissions Counselor will inform the student of the number of hours that will be accepted for transfer by BOCES. Evaluation of Transfer of Credit is at no cost to the student.

### **Transfer of Credit Within the Institution**

Courses offered within the BOCES setting will be considered for transfer if they are applicable to the program the student has requested. Transferable course hours are determined on an individual basis. Students must have

achieved a minimum grade of 80% or a “B” average in each subject area.

Students who have been enrolled in courses relating to the program they wish to sign up for at Western Suffolk BOCES must submit a transcript for evaluation to their Counselor. In addition, students must submit a letter requesting a Transfer of Credit. The Counselor will review the information and let the student know the number of hours that will be accepted for transfer. Evaluation of Transfer of Credit is at no cost to the student.

### **Transcripts**

All students completing the Automotive Technician Training Program successfully will receive a transcript and a Certificate of Completion from Western Suffolk BOCES at the end of the Program. There is a \$5 fee for additional copies of certificates and/or transcripts.

Transcripts being sent to third parties require a written request signed by the student. Call the Job Placement Office to request a duplicate certificate or transcript. The telephone number is 631-667-6000 x114. BOCES will maintain required school records for at least 3 years. Western Suffolk BOCES is in compliance with federal laws that govern student confidentiality e.g., FERPA

### **Tuition Payments**

Tuition payments are due on the scheduled date. Failure to remit payment in a timely manner may result in probation/dismissal from the program. If a student misses two consecutive payments, the student may be dismissed from the program. There is a \$25 late fee for every late payment.

### **Withdrawal/Reentrance Policy**

Students withdrawing from the program must submit a letter to the Program Administrator. Upon receipt of a letter, a change of status will be instituted. A refund will be sent according to the established refund policy.

Students who withdraw from the program must return when the module from which he/she withdrew is offered again. If this is not done, the student must apply as a new student with advanced standing and have had theoretical and practical grades above 75%.

The School reserves the right to determine a student’s fitness to continue in the program for performance that is not in keeping with sound educational practices. If the student meets this criteria and does return, he/she will return under the same standing as before withdrawal.



## Appendix A: Enrollment Agreement

**WESTERN SUFFOLK BOCES**  
**17 WESTMINSTER AVENUE**  
**DIX HILLS, NEW YORK 11746**  
**(631) 667-6000 EXT. 320**  
**www.wsboces.org**

**ENROLLMENT AGREEMENT**

Western Suffolk BOCES Adult Career & Technical Education hereby sells the undersigned applicant, known hereafter as the student, subject to the terms and conditions set out herein, the Program(s) of study indicated below, consistent of academic, laboratory and clinic instruction, including all materials required for said student. Exceptions are those items which must be provided at the student's expense and are listed in the institutional catalogue as such.

**STUDENT DATA:**

Name \_\_\_\_\_ SS# \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Birth Date \_\_\_\_\_

**PROGRAM OF STUDY:**

Program (Name & Number)	Clock Hours	Number of Weeks and/or Months	Time of day	*Tuition \$
				Books&Supplies \$
				Deposit \$
				Additional Funding \$
				Balance \$

\*Non-refundable registration fee of \$100 is included in tuition.

Method of Payment                                         
                                   Cash    Check    Credit Card    Other Funding (List Source)

**ENROLLMENT PERIOD**

Start Date: \_\_\_\_\_ Projected Completion or Graduation Date \_\_\_\_\_

If an applicant is accepted by the institution and cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a non-refundable registration fee of \$100 and any stated student expenses which are listed in the institutional catalog.

## Appendix A: Enrollment Agreement

Student's Name \_\_\_\_\_

The purchaser hereby agrees to pay Western Suffolk BOCES Adult Career & Technical Education payments either in-full or installments of \$ \_\_\_\_\_ down with \_\_\_\_\_ payments of \$ \_\_\_\_\_ for (name of Program) \_\_\_\_\_.

### I. CANCELLATION and REFUND POLICY

For a student to whom no state or federal or special Program fund policy applies, and who chooses to cancel this agreement, the school shall apply the refund stated below.

If Western Suffolk BOCES closes, current students shall receive a pro-rata refund of tuition.

All extra costs, such as uniforms for all programs, cosmetology kits and state licensing fees which are not included in the tuition price are non-refundable.

#### Refund Due Dates:

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (45) calendar days of the first scheduled day of class.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to the institution or the date the institution terminates the student, by applying the institution's attendance, conduct or Satisfactory Academic Progress Policy.
3. A student on an approved leave of absence notifies the school that he or she will not be returning.  
The last date of the leave is used as the termination date.

#### Rejection and Cancellation before the start of class:

1. If an applicant is rejected for enrollment by an institution, a full refund of all tuition monies paid will be made to the applicant.
2. If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the applicant within 45 days of the planned start date.
3. If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no-show), the institution will refund all monies paid, less a maximum application fee of \$100 as noted on page 1 of this enrollment agreement.

#### Withdrawal or Termination after start of class

1. During the first week of classes, tuition charges withheld will not exceed ten percent (10%) of the stated tuition up to a maximum of \$500. When determining the number of weeks completed by the student, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
2. After the first week and through fifty percent (50%) of the period of training and financial obligation, tuition charges retained will not exceed a pro rata portion of tuition for the training period completed, plus ten percent (10%) of the unearned tuition for the period of training that was not completed.
3. After fifty percent (50%) of the period of financial obligation is completed, the institution may retain the full tuition.

page 2 of 3

white copy-student      yellow copy-bursar      pink copy- counselor

## Appendix A: Enrollment Agreement

Student's Name \_\_\_\_\_

PERCENTAGE TIME TO TOTAL TIME OF COURSE	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
First week of classes	10% of total stated tuition up to a maximum of \$500
Second week through 50% of course	pro-rated portion of tuition for the period of time completed plus 10% of the balance due for the period of time that was not completed.
After 50% of the course is completed	full tuition

### III. GRADUATION REQUIREMENTS

Criteria for successful completion of the Program(s) shown on page 1 are:

- A. Recommendation by the instructor that you have successfully completed all Program requirements and met course objectives.
  - B. Satisfaction of all financial obligations.
  - C. Fulfillment of program attendance requirements, the curriculum/completion requirements of the New York State Education Department and curriculum/completion requirements of the individual Program.
- Upon successful completion of all of the above graduation requirements, the student will be awarded a certificate.

### IV. JOB PLACEMENT

Western Suffolk BOCES Adult Career & Technical Education's job placement service offers lifetime assistance to graduates of our Career Certificate programs and our full-time programs. This is a service, not a guarantee of employment.

### V. STUDENT ABSENCES AND MAKEUP FEES

Any student who does not fulfill attendance requirements is subject to disciplinary action, up to and including dismissal from the program. The program administrator will review the attendance record of any student who exceeds the maximum allowable absences. He/she will determine if any excusable absences exist and if the student is eligible for make up time. If make up time is scheduled, all fees must be paid in full in order for the student to begin any additional hours. The current make-up rate is \$\_\_\_\_\_ The clinical rate is \$\_\_\_\_\_

### VI. TITLE IV FUNDS

Students who receive Title IV Funds and withdraw from the program are subject to the rules and regulations of the Department of Education for returning aid. All monies may be returned to the Department of Education. In that case the student may be responsible for all tuition due.

### VII. BUYER'S RIGHT TO CANCEL

A student may cancel this agreement within three (3) business days of signing this agreement and receive a 100% refund of all monies paid.

**I acknowledge that I have read and received a copy of this enrollment agreement, and of the following documentation. I understand that this agreement is legal and binding and to any and all stipulations and terms contained therein.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator/Counselor Signature

\_\_\_\_\_  
Date

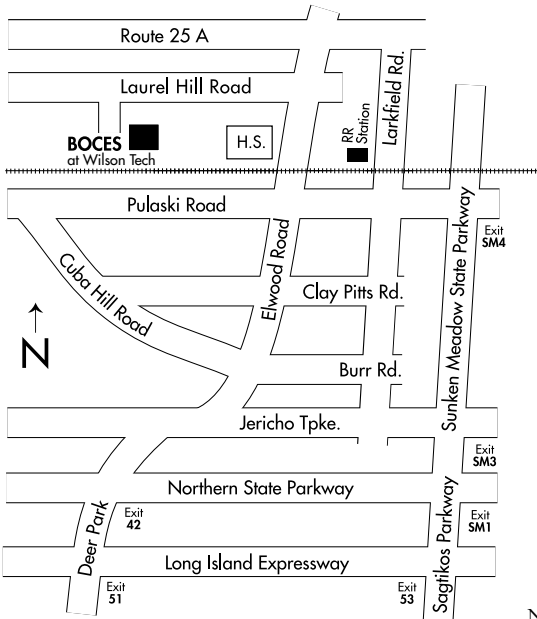
## **Notes**

**Notes**

**Location**

Western Suffolk BOCES  
 located at Wilson Tech’s Northport Campus  
 152 Laurel Hill Road  
 Northport, NY 11768

The Automotive Technician Program is conveniently housed at our Northport Campus. The program has all the equipment and supplies needed to prepare a student entering the job market upon graduation.



Note: Map is not to scale.

**Other Western Suffolk BOCES campuses**

Western Suffolk BOCES located at Wilson Tech’s Dix Hills Campus  
 17 Westminster Ave., Dix Hills, NY 11746  
 631/667-6000

Western Suffolk BOCES located at Wilson Tech’s BOCES Aviation Facility  
 7200 Republic Airport, Farmingdale, NY 11735  
 631/752-1957

Western Suffolk BOCES Administration Campus  
 507 Deer Park Road  
 PO Box 8007  
 Huntington Station, NY 11746-9007  
 631/549-4900

## **Board Members**

### **Second Supervisory District of Suffolk County**

Mildred Browne  
Sydney Finkelstein  
Ilene Herz, Esq.  
Salvatore Marinello  
Jeannette Santos  
Peter Wunsch  
Maryann Zumpano

### **Administration and Supervision**

Michael Flynn, *Chief Operating Officer*  
Maureen Donohue-Whitley, *District Superintendent*  
Nancy Kelsey, *Executive Director, Career & Technical Education*  
Debra Montaruli, *Principal, Adult Career & Technical Education*



Western Suffolk  
507 Deer Park Rd  
Dix Hills, NY 11746

### **Accredited by**

Western Suffolk BOCES is accredited by the Commission of the Council on Occupational Education. They may be contacted at: 7840 Roswell Rd. Suite 325, Atlanta, GA 30350, 770/396-3898, fax 770/396-3790, [www.council.org](http://www.council.org).

### **Recruitment Policy**

Western Suffolk BOCES does not recruit students already attending or admitted to another school offering a similar program of study.

### **Western Suffolk BOCES Non-Discrimination Notice**

The Board of Cooperative Educational Services of Western Suffolk County, New York does not discriminate on the basis of age, religion, creed, ethnic origin, national origin, marital status, race, color, gender, sexual orientation, veteran status, weight, disability or handicap in the educational programs or activities it operates and provides equal access to the Boy Scouts and other designated youth groups. This policy of non-discrimination includes the recruitment, hiring and advancement of employees; salaries, pay and other benefits; counseling services to students; student access to course offerings; lawful political activities; educational programs and other activities; and the business activities of the Board. The coordinator of activities relating to compliance shall be the Compliance Officer Paula Klingelhofer who may be contacted at 507 Deer Park Rd., Dix Hills, NY 11746 or 631/549-4900 x204 or [pklingel@wsboces.org](mailto:pklingel@wsboces.org).



17 Westminster Ave.  
Dix Hills, NY 11746  
[wsboces.org/auto](http://wsboces.org/auto)