

# AUTOMOTIVE TECHNICAL TRAINING STUDENT HANDBOOK



152 Laurel Hill Road  
Northport, NY 11768  
631/261-3600 x204  
[wsboces.org/fulltime](http://wsboces.org/fulltime)





# Automotive Technical Training 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.

## **Welcome**

Welcome to the Automotive Technical Training Program at Western Suffolk BOCES. The Board of Cooperative Educational Services, Suffolk County, New York, sponsors the Western Suffolk BOCES Automotive Technical Training Program. 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.

## **Program Description**

The Automotive Technical Training Program at Western Suffolk BOCES is accredited by the ASE Education Foundation. The ASE Education Foundation is a non-profit organization that evaluates and accredits entry-level automotive technology education programs against standards developed by the automotive service industry.

Automotive Technical Training is a 960-hour program that teaches all eight modules (A1-A8) of the ASE Standards to the Maintenance & Light Repair (MLR) level. Classes meet Monday through Friday from 8:00 AM until 2:30 PM. Since this is a modular program, students can enroll year-round at the beginning of most modules with permission of the instructor and counselor. The modules are:

- Brakes
- Suspension and Steering Systems
- Electrical/Electronic Systems
- Engine Performance
- Engine Repair
- Heating, Ventilation and Air Conditioning
- Automatic Transmissions and Transaxle
- Manual Drive Train and Axles

After satisfactorily completing all eight modules of the 960-hour Automotive Technical Training Program, up to one year of the two-year, in-field experience requirement is waived for the Automotive Service Excellence (ASE)

technician certification. Documentation of an additional year of in-field experience is required for students to receive their ASE certifications.

### **Admission Requirements**

Students interested in enrolling in the Automotive Technical Training Program must meet with the Training Coordinator 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/TASC
- 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). Must score on a 10<sup>th</sup> grade reading and math level, or better.

Each applicant must schedule a meeting with the Training Coordinator who will review documentation and determine eligibility for the program. After individual counseling and review of the student's ability to succeed, the coordinator 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 Technical 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 ASE standards through work in the field

### Gainful Employment Information for Automotive Technical Training

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 Technical Training Program is as follows:

#### Automotive Technical Training

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 2026-2027 school year)

Tuition	Uniform & Supplies	Fees	TOTAL
\$16,500 includes books and \$100 non- refundable fee	\$400*	\$100	\$17,000

\*Subject to change based on employment opportunities.

\*Textbooks must be returned upon completion of the coursework.

## **AUTOMOTIVE TECHNICAL TRAINING PROGRAM**

### **960 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 an ASE 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. Successful completion of the ASE-accredited program is credited as one year of the two-year Repair Technician requirement.

The Western Suffolk BOCES Automotive Technical Training Program is certified by ASE Education Foundation and follows the ASE 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. Two of the Safety & Pollution (S/P2) exams 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 timeframe, ASE 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**

### **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

## **SUSPENSION AND STEERING SYSTEMS**

### **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
- Organize and explain the procedure for dismount, mount, balance and repair of tires
- 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**

### **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
- 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**

### **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**

### **Overview**

The Engine Repair module provides training in the operation, diagnosis and repair of cooling systems and engine mechanical systems.

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

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

- Identify, diagnose and repair:
  - Cooling systems
  - Lubrication systems
  - Mechanical systems

## **HEATING, VENTILATION AND AIR CONDITIONING**

### **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/Learner 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 and describe the function of these systems
- Research applicable operation and service information for these systems
- Safely handle, use and store liquids, refrigerants and other toxic materials used by these systems

## **AUTOMATIC TRANSMISSION AND TRANSAXLE MODULE**

### **Overview**

The Automatic Transmission and Transaxle Module provides training in transmission and transaxle fundamentals.

### **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, fluid type, vehicle service history, service precautions and technical service bulletin

## **MANUAL DRIVE TRAIN AND AXLE**

### **Overview**

The Manual Drive Train and Axle module provides training in the service 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

## **INFORMATION, POLICIES & REGULATIONS**

### **Adult Learners Statement**

Western Suffolk BOCES is committed to the adult learner-instructor partnership. The adult learner must take an active role in that partnership. This can be demonstrated by meaningful class participation, reading assigned textbook chapters, completing homework as assigned and developing successful study habits, as well as scheduling ancillary time to practice skills without depending on prompts from the instructors. Adult learners must act as their own agents of knowledge and skill acquisition. It is essential that they be personally involved in their own success.

Self-direction will be required of you as you develop critical thinking skills and develop an interdependent learning relationship. This interdependent learning relationship will facilitate your ability to acquire the knowledge and professionalism necessary to become an integral part of the team.

### **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. Western Suffolk BOCES policy describes the philosophy of Western Suffolk BOCES and the program elements that will be used to promote healthy lifestyles 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.

### **Counseling Services**

Counseling services (including drug and alcohol prevention/awareness) are available to all students in the program. Students may be referred to our Career Counselors by the instructor as well as self-referral by the onsite Training Coordinator. A referral to federal, state or private counseling service will be made if so desired. Individual services are not provided through Western Suffolk BOCES.

### **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 Technical Training Program must be completed with an academic grade average of 75% (C) and an attendance average of 96%.

Minimum hours of attendance needed to pass each module are 96% of scheduled hours. If this minimum is not met, an incomplete (Inc) or dismissal from the program may result.

A student will be dismissed from the Automotive Technical Training program if his/her final grade for any module is below 75% and/or attendance falls below 96%. A student may also be dismissed for behavior issues. If a student does not complete two modules due to grades or attendance, they are dismissed from the program and may reapply as a new student with no advanced standing. Any dismissal may be appealed. Dismissed students may request a meeting with the Principal of Adult Programs, the Training Coordinator and the instructor to discuss a return to the program. If a student returns to the program, the student will be charged a \$2000 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 in one module, he/she will be required to forego the next full day of instruction and will be charged for an additional 6 hours of absence.

**Western Suffolk BOCES Adult Automotive Technician Program**  
**Class Rules**

I will demonstrate respect for myself, my instructor and my fellow students at all times. Behavior deemed disruptive may result in dismissal from class.

I will follow all safety procedures in the laboratory/shop; I will not utilize or play with equipment/supplies without explicit consent and proper instruction. No tools, supplies, chemicals or class items may be removed from cabinets/closets/storage without permission.

The use, display, or possession of any legal or illegal weapon or item that could be used as a dangerous or deadly instrument is strictly prohibited on school premises. No such items are allowed to be brought into the school at any time. **Examples of prohibited items include, but are not limited to:** firearms, knives, or any sharp objects, explosives or explosive devices, clubs, batons, or any blunt instruments, chemicals or substances intended to harm or incapacitate others, any item that could be used to inflict bodily harm or create a dangerous situation. Failure to comply with this rule will result in suspension and/or dismissal from the program based on the severity of the infraction.

I will be in full uniform at the start of the day; 8:00am. I understand I will be sent home if I am not in proper uniform and not receive hours for the day.

I understand if I sleep in class, the time will be docked from my official record and I will be asked to leave.

I understand class begins at 8:00am and ends at 2:30pm. Class is Full-Time M-F.

Using profanity in the classroom is forbidden and any use of foul language may result in disciplinary action and/or dismissal and loss of hours.

I will not utilize ANY electronic equipment in the class or lab. Use or display of personal electronic equipment may result in dismissal from class and loss of hours for the day.

I understand I am not allowed to record/post any social media videos/photos while on school grounds.

I will abide by the attendance policy; students are expected to be present for all scheduled classes.

I understand that if I miss more than 4% of any module I will be dropped from that module and not receive a grade in that module. I will be permitted to return at the start of the next module available. The module in which I missed must be repeated in its entirety the next time it's offered and there will be a make-up fee of \$2000 payable in advance of that module to receive a WSB Certificate of completion.

If I do not complete two modules due to grades or attendance for any reason, I am dropped from the program and may reapply as a new student without advanced standing.

I understand if I return late from breaks/lunch, five minutes or more, I will be docked accordingly.

All payments are due the 15<sup>th</sup> of each month. If they are not received by the 30<sup>th</sup>, there is a \$25 late fee. After two consecutive missed payments, there will be grounds for withdrawal.

If I am unable to attend class I can call my instructor at (631)261-3600 x200 or email them with the email address provided.

**Automotive Technical Training Technical Advisory Committee**

The Automotive Technical Training program at Western Suffolk BOCES is supported by

a Technical Advisory Committee which meets on a bi-annual basis. The committee is comprised of faculty members and representatives from the automotive community. The purpose of the committee is to allow program and institutional personnel the opportunity to collaborate on shared experiences, goals, and outcomes. It assists in formulating and periodically reviewing learning domains, program needs, resources, and expectations that help foster responsiveness to change. The committee also discusses current issues and trends within the profession. Accomplishments and recommendations from committee members with regard to additions, deletions, revisions, equipment and curriculum objectives are reviewed.

Committee members provide input to help ensure that our program is compatible with employment opportunities and current technologies.

### **Building Facilities**

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

### **Class Hours/ Dismissal Time**

Daytime class hours are 8 am – 2:30 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 class-room 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 the Coordinator 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. 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.

### **Completion and Graduation Requirements**

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

1. Attainment of a final academic grade of 75% or above and an attendance grade of 96% 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 Technical Training Program and 90% attendance, students will receive a Certificate of Completion and a transcript from Western Suffolk BOCES.

### **Dress Code**

School rules and regulations include dressing in a manner appropriate to a business community. Adult Automotive Technical Training students are required to wear appropriate shop clothing in and around the school and during class. Shop clothes should be neat, clean and conservative for both men and women. Good grooming includes good personal hygiene, conservative jewelry, neat hair, trimmed nails and conservative cosmetics.

During class, students must wear a uniform consisting of:

- Navy blue shirt and pants or navy blue, one-piece coveralls and
- Leather work boots with non-slip soles
- Long hair must be tied back.
- Navy blue or black caps with no markings of any type will be permitted on **shop days only** and only while working on cars. No hats are permitted in the classroom on theory days.

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.

### **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 <https://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

equivalent 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.

## FINANCIAL INFORMATION

### Tuition:

Tuition payment is the responsibility of the student. The Bursar will provide a payment plan to each student. The payment plan must be strictly adhered to. Tuition payment procedures are as follows:

1. Visa, Master Card, Discover, Money Order or Check are accepted. The student's name, telephone number, and the program they are enrolled in must be written on the front of all checks and money orders. Checks and money orders are to be made payable to: *Western Suffolk BOCES*
2. Payments may be submitted to the Bursar's Office as follows:
  - by phone at (631) 261-3600 ext. 314 Monday – Thursday or scheduled Fridays at (631) 752-1957
  - by mail at Western Suffolk BOCES – Bursar's Office 152 Laurel Hill Road Northport, NY 11768
  - in person at the Northport Campus – Room 214.

The Bursar's hours are Monday – Friday from 7:30am to 2:45 pm. The Bursar's office will be open two evenings a month. Dates and times will be posted on the door of room 214.
3. All payments are due on the 15<sup>th</sup> of the month. A \$25.00 late fee will be charged to payments not received by the 1<sup>st</sup> of the following month. Missing two consecutive payments is grounds for withdrawal from the program.
4. If you are having difficulty making payments, please contact the Bursar's Office.
5. Changes made to addresses, phone numbers and other demographic information must be reported to the Bursar's offices.

### Grading Guidelines

The Automotive Technical Training Program is organized into eight modules/marketing 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, on-line assignments and classwork 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 minimum 75% overall average.

Each student will receive a 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.

### **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 30+ years of experience in service station management and ASE certification in more than 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, NYSDMV, ESCO, AC-Delco and Chrysler Corporation.

### **Leave of Absence**

A Leave of Absence may be granted upon approval by the Program Administrator. To request a Leave of Absence, a student must submit a request in writing. The time requested must not exceed 180 days. If the Coordinator and the Principal decide to grant the leave, tuition and payments are put on hold. If the student returns on the agreed upon date, the tuition and payments would remain the same, unless there has been an increase in tuition. Former payments will be credited toward the new tuition. There can be no more than one Leave of Absence per academic year.

If the student does not return on the agreed date, the student will be dropped and asked to pay any outstanding charges. These charges must be satisfied before returning to the program. The student may apply for readmission at a later date.

### **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 resumés and job searches.

### **Satisfactory Academic Performance**

#### **Evaluation**

Students will have a formal evaluation of their academic progress at 480 scheduled 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.

#### **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% timeframe. 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 Technical Training Program must maintain a minimum grade of 75% and a minimum attendance record of 96%. 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 Closings for Weather/Other Emergencies**

In the event of weather or other emergencies, adult classes will not be held when Western Suffolk BOCES and Wilson Tech buildings are closed and programs are cancelled. Announcements regarding such closings will be forwarded to the following media sources: News12 and Newsday.com.

You may also check the home page of the Western Suffolk BOCES website at [www.wsboces.org](http://www.wsboces.org).

### **Smoking/Vaping**

New York State Law prohibits smoking on any school grounds. Western Suffolk BOCES is a smoke-free campus. Smoking and smoking simulated devices, including those used for vaping, are strictly prohibited anywhere on school property. Students who violate the Smoking Policy are subject to disciplinary action up to and including probation, suspension and/or dismissal.

### **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/OI/ferpa/](http://www.ed.gov/offices/OI/ferpa/). Students may review their records by making an appointment with a counselor. Call 631-261- 3600 for information.

## STUDENT REQUESTS FOR REASONABLE ACCOMMODATIONS

Western Suffolk BOCES will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Western Suffolk BOCES will provide qualified Automotive Technical Training students with reasonable accommodations, unless those accommodations would fundamentally alter the technical standards or the essential features of the Automotive Technical Training curriculum, which includes the didactic, shop and/or other educational experiences, or if the accommodations would impose upon Western Suffolk BOCES an undue hardship.

Students in the Automotive Technical Training program who would like to request a reasonable accommodation must submit the Request for Accommodations form available at [www.wsboces.org/accommodation](http://www.wsboces.org/accommodation) and review the process described on that website regarding requests for reasonable accommodations.

For non-testing accommodation requests: Automotive Technical Training program students requesting reasonable accommodations other than a testing accommodation will be contacted by the ADA Compliance Officer and/or Program Designee to review and discuss the details of the request.

For testing accommodation requests: Students requesting a reasonable testing accommodation for the Automotive Technical Training program will be contacted by the ADA Compliance Officer and/or Program Designee and will be required to submit the following documentation, as outlined by The National Institute for Automotive Service Excellence (ASE):

1. A valid diagnosis and supporting documentation from a qualified, appropriate professional. The name, title, and professional credentials must be clearly stated in the documentation. After you and your diagnosing/treating professional have discussed and identified your specific disability, list the exact type of testing accommodations you are requesting.
2. Documentation of the disability must be current within the last five (5) years, must meet guidelines that are considered appropriate by qualified professionals and must provide evidence that the disability substantially limits one or more major life activities.

Western Suffolk BOCES will make every effort to accommodate students with special academic requirements. Anybody requesting special accommodations must fill out and submit the form on <https://www.wsboces.org/accommodation/>. Our staff will make every effort to assist the student with any necessary arrangements.

### 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 Western 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 with attendance of 96% or better.

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 Western Suffolk BOCES. Evaluation of Transfer of Credit is at no cost to the student. There is no financial aid available for transfer students.

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

Courses offered within the Western Suffolk 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 with attendance of 96% or better.

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. There is no financial aid available for transfer students.

### **Transcripts**

All students completing the Automotive Technical 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. Western Suffolk 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.

A student who withdraws 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.

AUTOMOTIVE TECHNICAL TRAINING HANDBOOK  
 Enrollment Agreement

**WESTERN SUFFOLK BOCES**  
 152 LAUREL HILL ROAD  
 NORTHPORT, NY 11768  
 631-261-3600

**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 program materials given to students prior to the start of the program.

**STUDENT DATA:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_

Cell Phone \_\_\_\_\_

**YES! I WANT TO OPT IN TO RECEIVE SMS TEXT MESSAGES FROM WESTERN SUFFOLK BOCES**

**PROGRAM OF STUDY**

Program (Name)	Clock Hours	Number of Weeks and/or Months	Time of day	*Tuition \$
Automotive Technical Training	960		8am-230pm	\$16, 500

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

**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.

Student Initials _____ Date: _____
---------------------------------------

The purchaser hereby agrees to pay Western Suffolk BOCES Adult Career & Technical Education payments either in full or in installments as determined by the Bursar’s Office.

**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 additional expenses, such as uniforms, textbooks, supply kits, software, state licensing fees, Airman testing fees and program consumables, that 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 forty-five (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 forty-five (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 tuition monies paid, less a non-refundable registration 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.
3. 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 retains the full tuition.

Student Initials _____ Date: _____
---------------------------------------

PERCENTAGE TIME TO TOTAL	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

**II. GRADUATION REQUIREMENTS**

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

1. Recommendation by the instructor that you have successfully completed all Program requirements and met course objectives.
2. Satisfaction of all financial obligations.
3. 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.

**III. 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.

**IV. 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. The administrator will determine 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 \$2,000 module/hour.

**V. 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.

**VI. 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 tuition monies paid, less a non-refundable registration fee of \$100.00.

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

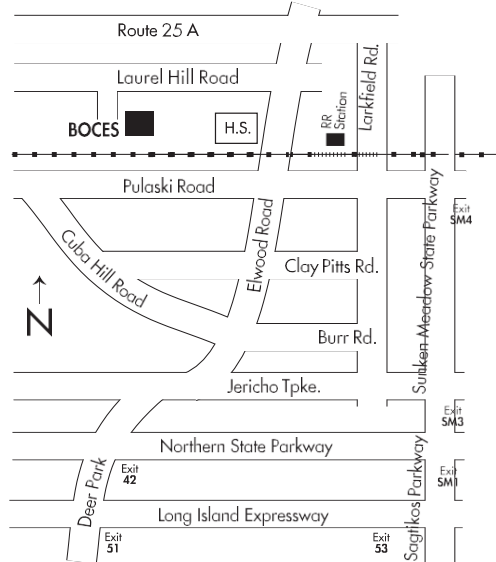
\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature  
Dev. 6/02 Rev. 5/7/24

\_\_\_\_\_  
Date

Location  
 Western Suffolk BOCES  
 Northport Campus 152 Laurel Hill Road  
 Northport, NY 11768



Note: Map is not to scale.

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

**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).



### **Board Members**

Debbie Adams-Kaden	Ilene Herz, Esq.
Robert Scheid	Brian. J. Sales
Jeannette Santos	Peter Wunsch

### **Administration and Supervision**

Michael Flynn, Chief Operating Officer  
April E. Poprilo, District Superintendent  
Diana Santiago, Executive Director, Career & Technical Education  
Carolyn Reilly, Assistant Director, Career & Technical Education  
Dr. Stephanie Engelmann, Principal, Northport Campus  
Kristine M. Shanteau, Training Coordinator, Northport Campus

### **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. Inquiries concerning the application of regulations prohibiting discrimination may be referred to the Western Suffolk BOCES Compliance Officer Dr. Hugh Gigante who may be contacted at 507 Deer Park Rd., Dix Hills, NY 11746 or 631/549-4900 x204 or [hgigante@wsboces.org](mailto:hgigante@wsboces.org). Or, inquiries may be made by contacting the Office for Civil Rights at NY Office for Civil Rights, US Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500 or call 646-428-3900, or fax 646-428-3843, or TDD 800-877-8339, or email [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov) or file form at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

**Rev. 5/7/24**

