

Assessment Tip Sheet
ASE Student Certification
Collision Repair Technician (NATEF Certified)

Career Cluster: Transportation, Distribution & Logistics

Programs: 47.0603 Collision Repair Technician (ASE Certified)

Certification Name: ASE Student Certification: Painting and Refinishing

Certification Description:

The ASE Student Certification test can provide students with their first industry-recognized certification through the National Institute for Automotive Services Excellence (ASE).

Test Vendor Website:

The [ASE Certification Website](http://www.asestudentcertification.com/) is <http://www.asestudentcertification.com/>

[Frequently Asked Questions](http://www.asestudentcertification.com/pdfs/FAQs-2015-2016.pdf) document is located here

<http://www.asestudentcertification.com/pdfs/FAQs-2015-2016.pdf>

Information on [Testing Policies](http://www.asestudentcertification.com/pdfs/testingpoliciesforna3sa1.pdf) are located here

<http://www.asestudentcertification.com/pdfs/testingpoliciesforna3sa1.pdf>

Content areas covered by the certification: The Painting and Refinishing certification covers the following content areas: Safety Precautions, Surface Preparation, Spray Gun and Related Equipment Operation, Paint Mixing, Matching, and Applying, Paint Defects – Cause and Cures. For [detailed test specifications](http://www.asestudentcertification.com/pdfs/collisiontasklisttestspecs.pdf) see page 14 of this link: <http://www.asestudentcertification.com/pdfs/collisiontasklisttestspecs.pdf>

How many questions are on the certification and is the certification timed?

There are 40 questions on the certification and up to 10 additional non-scored items that are included for statistical purposes. The non-scored questions are not identified as such and will not count for or against a student's results.

Who must take the certification?

Students enrolled in the state-approved CTE programs listed above whom either:

- 1) Completed the program in the current school year (have completed all 12 segments) and have at least a 2.0 GPA in each course section.

-OR-

- 2) Are program concentrators (completed more than half the program – seven or more segments) and who will leave school at the end of the current school year.

What is the procedure to order certification tests?

Online ordering of certification tests is now available. Site administrators and instructors in schools with active accounts may now login and use a credit to order tests. Schools that have not tested previously must establish an account by placing an initial order using the order link below. The [order form](#) identifies who will serve as the school's Site Administrator, specifies the order amount, provides payment information, and serves as a signed agreement by the school to uphold the testing policies and procedures. Please see the following link: <http://www.asestudentcertification.com/pdfs/OrderForm06-15-2015.pdf>.

Orders are normally processed by NATEF staff within one business day. Failure to sign the order from or to include all required information will delay order fulfillment. Please see ASE Student Certification - Getting Started document on the CTE skills certification link under the Automotive Technician Header for additional instructions on procedures to order certification tests.

For the Painting and Refinishing certification, only this portion of the test is required. However, it is up to the discretion of the school district/teacher/proctor whether all tests within the Collision Task List category will be administered. The price of \$35 covers the entire series of certification tests under [Collision Task List](#) on the ASE Student Certification website: <http://www.asestudentcertification.com/pdfs/collisiontasklisttestspecs.pdf>.

How much does the certification test cost?

\$35.00 per test series (online administration). The \$35 fee per student, per academic year, allows the student to take any or all tests in a test series twice each year – once in the fall and once in the spring.

How is the certification test administered?

The Certification Tests may be administered during the published testing windows only. During the testing window, tests can be scheduled for any time of the day that a proctor is available for supervision. ASE recommends that 60 minutes of computer time be scheduled for each test.

The Certification Tests may be offered on any computer that meets the minimum technical and security requirements. The computer must be located in a computer lab or other appropriate testing location that provides for monitoring by the proctor, reasonable shielding from others, freedom from distraction, and comfort for the examinee. A proctor, who is a staff person other than an automotive instructor, enables the test for the student and monitors their test session.

How much time do students have to take each test?

ASE recommends that 60 minutes be scheduled for each test; however, the CBT system will allow an individual test to remain open for up to 120 minutes. This extra hour may be used to accommodate students who have special needs.

Are practice tests available?

[Sample questions](#) are given on the ASE Student Certification website:
<http://www.asestudentcertification.com/pdfs/samplequestionsna3sa1.pdf>

Pretesting

ASE uses four different test forms for each program area. Pretesting is allowed. Please visit the [ASE website](http://www.asestudentcertification.com/) for additional information on pretesting.

Please note the following guidelines on pretesting:

1. First, each student is provided two attempts at each test title in a series (automobile, collision or truck) per academic year – once in the fall semester/test window and once in the spring semester/test window.
2. Test assignments made in the fall semester/test window only may be designated 'pretest.' The pretest option is not available in the spring semester/test window.
3. Regardless of whether or not a test assignment is designated 'pretest,' certification is awarded on any 'Pass' result.

What is the testing window?

The state must begin processing test data prior to the ASE testing window end date of June 15, 2017. **All testing must be completed by Friday, May 18, 2018.** Please contact Valerie Felder at 517-335-1066 FelderV@michigan.gov if an extension is needed.

- **Fall 2016**- August 1 through the following January 31
- **Spring 2017**- March 1 through June 30

Is training available for Site Coordinators, Proctors?

Not at this time; however, a User Manual that shows graphically supported step-by-step instructions for each user role and responsibility is available from the [homepage](#) – www.ASEStudentCertification.com.

How do I access technical support?

For local computer and network issues, please check with your school's IT department. For test delivery system administration issues, please contact the ASE Student Certification Help Desk at 800-362-0544. The User Manual, located online on the [ASE website](#) (www.ASEStudentCertification.com), provides step-by-step instructions for performing all necessary tasks associated with scheduling and administering tests.

Information about exam accommodations:

Students with special needs (i.e. students with Individual Education Plans) may receive reasonable accommodations, as defined by the school, for their special needs provided that those accommodations do not compromise test integrity. The User Manual, located online on the [ASE website](#) (www.ASEStudentCertification.com), provides step-by-step instructions for performing all necessary tasks associated with scheduling and administering tests.

Are non-English languages available?

The certification is not available in other languages.

How are reports accessed?

The following reports are available on the CBT system:

- **Individual student score report** – This report is generated for each test taken and details how many questions were answered correctly in each content area, the total number of correct responses, and a pass/fail determination. This report can be accessed by the student, their instructor and the school's primary site administrator.
- **Instructor report** – This report summarizes all tests for all students within a given test window by an instructor. The summary includes the total score for each test by student, the average score of all students for each test, and the pass rate for each test, grouped by instructor. The instructor and the school's site administrator may view and print these reports.
- **Composite instructor report** – The school's site administrator can download a composite report that combines all instructor reports into one comma separated value (CSV) file.

Please see the [Results Interpretation Guide](http://www.asestudentcertification.com/pdfs/na3sa_results_interpret_guide.pdf) on the ASE website on how to interpret test results– http://www.asestudentcertification.com/pdfs/na3sa_results_interpret_guide.pdf

What is a passing score on the certification?

The Painting and Refinishing Assessment cut score is 23 correct out of 40 questions, or 57.5%.

Who should teachers contact with questions about instruction?

Teachers should contact their local CTE director or CEPD CTE administrator with questions about instruction. The [OCTE Skills Assessment website](http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53970---,00.html) (http://www.michigan.gov/mde/0,4615,7-140-6530_2629_53970---,00.html) also has information about instruction, or you may direct questions to the state program consultant for their program area. The state program consultant for Collision Repair Technician is Dana Hughes. She can be reached at 517-335-0359.

Who should certification coordinators contact with questions about ASE?

Test Coordinators may call ASE's toll free number at 1-800-362-0544.

Who should certification coordinators contact with State of Michigan Technical Skills Assessment policy questions?

Valerie Felder at 517-335-1066 FelderV@michigan.gov