CONTENTS OF THIS PACKET

This packet contains the following information regarding mechanic testing, certification, and trainee permit:

- Information for the Mechanic Trainee
- Locating Secretary of State Branch Offices & Test Tips
- Mechanic Certification Frequently Asked Questions
- Mechanic Study Guides

Read the information in this packet carefully. Then, if you have further questions about the materials, contact the Business Licensing Section at 1-888-SOS-MICH (1-888-767-6424).

INFORMATION FOR THE MECHANIC TRAINEE

There are two ways a person can get the skills needed to be a mechanic. The first is by going to a school which offers automotive training. This usually includes hands-on learning along with classroom studies. The other way is by working at a repair shop with an experienced mechanic who can teach proper repair methods and see that the work done by the trainee is correct.

Most good mechanics have learned their trade by both schooling and experience on the job. Today's cars and trucks are becoming more and more complicated to repair. This means that both training and experience are more important than ever to the person who wants to earn a living as a mechanic.

If you are currently performing major repairs on motor vehicles in Michigan, you must be a certified mechanic or hold a valid trainee permit.

A mechanic trainee permit is valid for a period of two years from the date of issue in the major repair categories listed on the permit. A permit may not be renewed. Upon expiration of the trainee permit, a mechanic trainee must either become certified or stop performing repairs in the categories listed on the permit.

A mechanic trainee may perform repairs only in the categories listed on the permit under the supervision of a mechanic who is currently certified by the State of Michigan in those repair categories.
A mechanic trainee should display his or her trainee permit in a conspicuous location, and when a mechanic trainee works on a motor vehicle, his or her name and trainee permit number must appear on the customer's final invoice. The name and certification number of the supervising mechanic must also appear on the final invoice. It is the responsibility of trainees and certified mechanics to ensure that their names and numbers are not used inappropriately by their employers.

The Office of Investigative Services may act to suspend or revoke a mechanic trainee permit if a trainee misrepresents the need for repairs, performs unnecessary repairs, or makes false or misleading statements in connection with a diagnosis or repair. In addition, a mechanic trainee may be required to obtain additional training or discontinue performing certain repairs if it is determined that the mechanic or trainee disregarded or departed from accepted industry repair standards.
MECHANIC TESTING OFFERED AT
SELECTED SECRETARY OF STATE BRANCH OFFICES

The Office of Investigative Services offers mechanic tests at Secretary of State branch offices around the state with at least one branch in every county. To search for a branch office nearest you, access the Secretary of State Branch Office Locator available through the internet at: Michigan.gov/sos or Telephone: 1-888-SOS-MICH (1-888-767-6424) for assistance.

Test Tips:

- The State mechanic tests contain multiple choice questions and are intended to measure the minimum competencies necessary to work in a particular area of study. An individual’s ability to pass an exam depends on the amount of knowledge the person has covering a specific area, and how the individual interprets the test items. All tests are closed-book format. No reference materials or electronic devices may be used during testing. Absolutely no copying of examination items is permitted. Before taking tests, keep these tips in mind:

- Prepare in advance! It is suggested that individuals reference the State Mechanic Study Guides in preparation of any one test. Study guides provide a listing of the primary categories that would be found in a specific specialty area of study along with the specific sub-category subjects that will make up the test. Each test primary category is also broken down into percentages of questions asked therefore allowing the individual the ability to focus more heavily on specific areas of the test.

- Read each question carefully, including ALL of the answers, so that you understand exactly what is being asked.

- Answer the questions based ONLY on the choices given. Don’t try to “read into” the question or add information that is not provided. For many individuals, this is where they fail to answer the question correctly.

- Don’t spend too much time on any one question. Try to narrow down your choices and select the answer you think is most likely correct. Chances are your first guess is the most correct!

- Answer every question.
Important Reminders:

- The State of Michigan does not provide or recommend any single educational textbook or publishing materials for your review covering the mechanic certification categories. However, it is recommended that individuals who prefer home study acquire textbooks similar to those found in technical skill centers, and two or 4 four-year colleges. Typically, these types of textbooks are not found at your local library but are available through educational book stores and various automotive publishers.

- All motor vehicle mechanics performing major repairs for compensation must be certified by the Michigan Department of State in the categories for which they perform repairs. A person who is not certified may obtain a trainee permit.

- A mechanic trainee permit is valid for a period of two years from the date of issue in the major repair categories listed on the permit. A permit may not be renewed. Upon expiration of the trainee permit, a mechanic trainee must either become certified or stop performing repairs in the categories listed on the permit. A mechanic trainee may perform repairs only in the categories listed on the permit under the supervision of a mechanic who is currently certified by the State of Michigan in those repair categories.

Further mechanic test issues may be directed to:

Michigan Department of State
Office of Investigative Services
Business Compliance & Regulation Division
Business Licensing Section
Lansing, MI 48918
Telephone: 1-888-SOS-MICH (1-888-767-6424)
Fax: (517) 335-2810
MECHANIC FREQUENTLY ASKED QUESTIONS

MECHANIC CERTIFICATION

1. Where can I obtain more information on becoming a certified mechanic in Michigan?

Answer:
Additional information is available under “Information for Mechanics” on the Department of State website.

2. Who must be a certified mechanic?

Answer:
You must be certified as a mechanic in Michigan if you repair motor vehicles for compensation, including the reconditioning, replacement, diagnosis, adjustment or alteration of the operating condition of the vehicle, or any component or sub-assembly in any category of major repair. If you perform major repairs and are not certified, you must get a mechanic trainee permit for those repair categories in which you work.

3. I have been told that I am exempt from having to become a certified or licensed mechanic in Michigan if I am currently certified by the National Institute for Automotive Service Excellence (ASE) in one or more categories. Is this true?

Answer:
No. ASE certification alone does NOT qualify you as a state certified mechanic in Michigan. However, you may be eligible to apply for state certification and transfer certain ASE categories to the application in lieu of taking state certification tests. Refer to the ASE Information page or contact the Business Licensing Section at 888-SOS-MICH (767-6424) for further information.

4. How do I become a certified mechanic?

Answer:
You must first pass a test for each repair category in which you want certification. Until you have passed the appropriate tests, you cannot apply for certification. A certification application will be included with the results letter if you successfully pass your test. Complete the application and return it with the $25 application fee to the Michigan Department of State, Business Licensing Section, Lansing, Michigan 48918.

5. What does it cost to become a certified mechanic?

Answer:
The fee to become a certified mechanic is $25. An amended certificate will be mailed to you at no cost if you pass additional tests after receiving your certification.

6. What are the motor vehicle repair categories which require state certification?

Answer:
The automobile and light truck repair categories for vehicles under 10,000 pounds GVW are:

1. Engine Repair
2. Engine Tune-up/Performance
3. Front End, Suspension & Steering Systems
4. Brakes & Braking Systems
5. Automatic Transmission
6. Manual Transmission, Front & Rear Drive Axles
7. Electrical Systems
8. Heating & Air Conditioning
9. Pre-1973 Vehicles

The heavy-duty truck repair categories for vehicles over 10,000 pounds GVW are:
1. Engine Repair - Gasoline
2. Engine Repair - Diesel
3. Drive Train
4. Brakes & Braking Systems
5. Suspension & Steering Systems
6. Electrical Systems

Repair categories for other on-road vehicles are:
1. Collision-Related Mechanical Repair
2. Unitized Body Structural Repair
3. Motorcycle
4. Recreational Trailer

7. What is the difference between a “Master Mechanic” and a “Specialty Mechanic”?

**Answer:**
An individual certified in all of the first eight categories of Automobile and Light Truck Repair is a Master Automobile Mechanic. Similarly, a mechanic certified in all six categories of Heavy-Duty Truck Repair is a Master Heavy-duty Truck Mechanic. Individuals with a certification in Motorcycle are also given a master status. A mechanic certified in seven or fewer of the first eight categories under the automobile and light truck heading, or five or fewer of the six categories under the heavy-duty truck repair heading or in the ‘other’ category is considered a Specialty Mechanic.

8. Does a technician who only does "bench work" (such as rebuilding automotive parts or components) have to be certified?

**Answer:**
Yes. When bench work (the rebuilding, reconditioning, machining, or assembling of parts or components from a motor vehicle) is performed by a technician at a registered repair facility, the technician must be certified as a mechanic in the proper repair category. This work involves a diagnostic process that is directly related to the shop's regulated activities. The only time a bench mechanic need not be certified is when the employer is not required to be a registered motor vehicle repair facility. For example, in a parts store that does not operate a motor vehicle repair facility (does not diagnose vehicles and does not remove or install parts), the technician turning brake rotors or rebuilding engines need not be certified.

9. How do I renew my mechanic certification license?

**Answer:**
There are two options for renewing your mechanic license: online or by mail.

**To renew online, you will need:**
- Your preprinted mechanic renewal application
- The PIN printed in the upper-right corner of the application
- The last five digits of your Social Security number
- A valid Discover, MasterCard, Visa or electronic check

**To renew by mail, return your completed renewal application form and check or money order to:**

Michigan Department of State  
Business Licensing Section  
Lansing, Michigan 48918

Please note: You cannot renew online if more than 60 days has passed since your mechanic license expired (the license expiration date is found in Box 4 of your mechanic license renewal application).

**MECHANIC TESTING & REGISTRATION**
10. I have worked as a motor vehicle mechanic for many years. Do I have to take the mechanic tests?

Answer:
Yes, you must pass a test for each repair category in which you want to be certified. The law does not provide a "grandfather clause." The only way to qualify for state certification is to pass the state test or if you have passed tests administered by the National Institute for Automotive Service Excellence (ASE), you may be eligible to apply for state certification in certain automobile and heavy duty truck categories without further testing. ASE certification alone does NOT qualify you as a state certified mechanic. Visit the ASE Information page or contact the Business Licensing Section at 888-SOS-MICH (767-6424) for further information.

11. Where can I take the mechanic tests?

Answer:
Motor vehicle mechanic tests are available at Secretary of State offices throughout the state. To obtain branch office location information (address or business hours), visit the Michigan Department of State Branch Office Locator. You will be required to pre-register prior to taking a test. There is a $6 fee for each test. Tests are offered on a first-come, first-serve basis. Tests are not available within one hour of closing.

12. Are the state tests offered in written or electronic format?

Answer:
State mechanic tests are now offered electronically at a kiosk with a touch screen or on paper. Which format is available to you will depend on which Secretary of State office you are visiting. PRE-REGISTRATION FOR ALL MECHANICS TESTS IS REQUIRED!

13. Will I need to pre-register to take a mechanic test?

Answer:
Yes. You must pre-register before taking any mechanics tests in Michigan. There are no exceptions; whether you are a mechanic or a trainee, are currently licensed, have previously tested or have an expired certificate. Register for your test by creating an account if you are new, or accessing your existing account online through the Mechanic Test Registration System. The online system is available 24 hours a day, seven days a week.

14. What unique features have been included in the new testing format?

Answer:
✓ Immediate same day pass/fail results.
✓ Testing now available at all Secretary of State offices with registration.
✓ Secure 24/7 online registration in the privacy of your own home for faster service.
✓ Registration for tests (19 repair categories are available).
✓ Update your home address (for mechanic records only).
✓ Offices may offer kiosk touch-screen testing and/or written tests

15. What information is needed to register for mechanic tests?

Answer:
To register you will first need to create your account which includes: your name, address, birth date and Social Security number. You will also be required to create a user ID and password.

16. Will I need to bring anything with me to the testing location once I have registered?

Answer:
Yes. You will need to bring a **printed copy of your mechanic payment receipt containing your test ID number** and a **driver’s license or state identification card containing your photograph** to the mechanic testing location. No other form of ID will be accepted.

17. Once I have registered for a test, is there a time limit for taking the test?

**Answer:**
Yes. You have 60 days from the receipt date to complete your test. After 60 days, the test will expire and refunds will not be provided. Re-registration will be required at an additional fee of $6 per test.

18. Will registering for a test require me to select a specific test location?

**Answer:**
No. You may test at any Secretary of State office in the state.

19. How will I be notified of my test results?

**Answer:**
You will be notified of your pass/fail status on the kiosk screen when you complete the test. If you are taking the written tests, you will be notified by the office staff once scoring is complete. For all testing formats, a detailed test result letter will be mailed within seven days of completing your test.

20. What is the minimum score needed to pass a test?

**Answer:**
Depending on the test taken, 65 percent or higher.

21. In what format are the test questions delivered and how many test questions are there?

**Answer:**
The mechanic tests contain multiple-choice questions and are intended to measure the minimum competencies necessary to work in a particular area of study. Your ability to pass a test depends on the amount of knowledge you have covering a specific area, and how you interpret the test items. No reference materials or electronic devices may be used during testing.

Most tests have 55 questions. A few of the tests range between 65 and 100 questions.

22. Can a person who has a disability or difficulty with the English language take the mechanic tests?

**Answer:**
Yes. If you would have difficulty taking a written test because of special needs, you should contact the Business Licensing Section at 888-SOS-MICH (767-6424). You may be eligible for audio and interpreter assisted tests.

23. I took the state mechanic test and did not pass. Can I take the test again and will I have to pay the test fees again?

**Answer:**
Yes. You may retake any mechanic tests you did not pass. You must pay the $6 test registration fee for each test you retake. However, you are encouraged to study more or enroll in a training program before retaking a test.

24. Does the state provide study materials or textbooks for my use?

**Answer:**
Michigan does not provide or recommend any single textbook or published materials for your review when preparing for the mechanics tests. However, it is recommended that individuals who prefer home study acquire textbooks similar to those found in technical skill centers, and two- or four-year colleges. Typically, these types of textbooks are not found at your local library but are available through educational book stores and various online automotive publishers.

It is suggested that you prepare by reviewing the Mechanic Study Guides. These study guides provide a list of the categories and subcategories that will be on each test. Each category is given a percentage indicating how many of the test questions will be drawn from that category. This allows you to plan your study time and concentrate on those areas that are given the most emphasis on the test.

25. I took the state mechanic test but lost, or did not receive, my test results. How do I find out if I passed the test?

Answer:
If you have not received your test results or have lost them, contact the Customer Support Section at 888-SOS-MICH (767-6424). Secretary of State offices do not have specific information concerning your test results.

MECHANIC TRAINEE PERMIT

26. What is a mechanic trainee permit?

Answer:
The mechanic trainee permit makes it possible for the non-certified mechanic to work at a repair facility. A mechanic trainee employed by a repair facility must work under the direct supervision of a certified specialty or master mechanic.

27. How do I apply for a mechanic trainee permit?

Answer:
You must complete an Application for Motor Vehicle Mechanic Trainee Permit. The application is available at the Department of State website at: Mechanic Trainee Permit or by contacting the Customer Support Section at 888-SOS-MICH (767-6424). Return your completed application and $20 application fee to:

Michigan Department of State
Office of Investigative Services
Business Compliance and Regulation Division
Business Licensing Section
Lansing, Michigan 48918

No fee is required if you are a state-certified mechanic with an unexpired certificate.

28. What are the repair categories for a mechanic trainee?

Answer:
The mechanic trainee categories are the same as those for mechanic certification. You may obtain a trainee permit in any number of categories of repair but cannot remain a mechanic trainee in any single repair category for more than two years. Once expired, trainee permits may not be reissued.

MECHANIC RECERTIFICATION REQUIREMENTS
29. What is mechanic recertification?

**Answer:**
If you are an automotive and light truck mechanic certified in Engine Tune-up/Performance, Electrical Systems or Brakes and Braking Systems, you must comply with one of the following requirements for continuing certification. Certificates in the three categories noted are good for five years and must be renewed before their expiration date. All other repair categories are valid for life once issued.

- Pass the latest state mechanic certification test, or
- Show proof of current and appropriate National Institute for Automotive Service Excellence (ASE) certification, or
- Successfully complete a state-approved training program.

Mechanics certified in these categories must comply with the recertification requirement before their certification expiration date, according to the schedule below:

<table>
<thead>
<tr>
<th>Mechanic Category</th>
<th>Recertification Year</th>
<th>Ongoing Recertification Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engine Tune-up/ Performance</td>
<td>2018</td>
<td>2018, 2023, 2028</td>
</tr>
<tr>
<td>Electrical Systems</td>
<td>2019</td>
<td>2019, 2024, 2029</td>
</tr>
<tr>
<td>Brakes &amp; Braking Systems</td>
<td>2020</td>
<td>2020, 2025, 2030</td>
</tr>
</tbody>
</table>

For example, John Brown's mechanic certificate expires each year on July 16. John last recertified his Engine Tune-up/Performance certificate on July 16, 2013, making his next recertification date July 16, 2018. He last recertified in Electrical Systems July 16, 2014, so he'll have to recertify again in July 16, 2019. He'll have until July 16, 2020 to recertify in Brakes & Braking Systems after meeting the requirements on July 16, 2015.

If you have additional questions about the Michigan mechanic certification program or requirements, contact:

Michigan Department of State  
Office of Investigative Services  
Business Compliance and Regulation Division  
Business Licensing Section  
Lansing, MI 48918-1210  
Telephone: 1-888-SOS-MICH (1-888-767-6424) Fax: (517) 335-2810
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Revised 7/14
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Engine Block Diagnosis & Repair - 12%**
- Using a bore gauge
- Honing a newly bored cylinder
- Engine bore diagnosis
- Installing pistons in block
- Cleaning and assembling

**Cylinder Head/Valve Train Diagnosis & Repair - 21%**
- Intake valve deposits
- Valve tappet clearance
- Timing understanding
- Valve tappet adjustment
- Valve guide wear
- Valve refacing
- Valve spring diagnosis
- Noisy lifter diagnosis
- Valve seats

**General Engine Diagnosis - 19%**
- Oil consumption
- .001” cylinder leakage test
- Compression test
- Sludge in crankcase
- Vacuum testing
- Low oil pressure
- Crankcase blow-by diagnosis
- Spark plug diagnosis

**Piston Diagnosis & Repair - 10%**
- Piston design
- Ring groove diagnosis
- Piston ring diagnosis

**Crankshaft & Camshaft Diagnosis & Repair - 15%**
- Crankshaft end-play
- Journal taper diagnosis
- Installing cam bearings
- Camshaft diagnosis
- Crankshaft diagnosis

**Miscellaneous - 23%**
- Understanding measurements to Engine Assembling procedures
- Diagnosing coolant bubbling
- Micrometer reading
- Bolt head markings
- Engine break-in
- Water pump diagnosis
- Turbocharger diagnosis
- Engine R&R procedures
- Basic carburetor diagnosis
- Vibration/R&R procedures
- Plastigage use

**SAMPLE QUESTION:**
A transverse mounted engine with front wheel drive must be removed from the car. All of the following are generally recommended EXCEPT:

A. Removing the engine and transaxle as a unit.
B. Disconnecting the speedometer cable.
C. Disconnecting the half-shafts.
D. Removing the differential gears.

**ANSWER:** D
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Component Diagnosis** - 8%
- Hydraulic pump
- Torque converter
- Clutch pack clearance
- Pump gear clearance

**Internal Operation** - 32%
- Gear train end-play
- Clutch band servo
- Planetary gear set
- Multiple disc clutch packs
- Passing gear operation
- Lock-up converters
- Vacuum modulator
- Valve body shift valves
- Shift points
- Governor operation
- TPS (throttle position sensor)
- Operation

**General Diagnosis** - 18%
- Harsh engagement
- Governor malfunctions
- Fluid diagnosis
- Glazed band diagnosis
- Fluid leak diagnosis
- Pressure testing
- Spool valve diagnosis
- Burned clutch diagnosis
- Fluid loss diagnosis

**Driveability Diagnosis** - 28%
- Downshift problems
- Improper shifting
- Upshifting problems
- Modulator problems
- Shift linkage adjustment
- No drive diagnosis
- Creeps in neutral
- Restricted filter
- Noisy transmission
- Slipping Transmission
- Sluggish operation

**Repair Procedures** - 6%
- Transmission remove & replace
- Stator support bushing wear
- Cooler line repair
- Pump to converter engagement

**Miscellaneous** - 8%
- Valve identification
- Fluid types
- Transaxle knowledge
- Valve body components
- Direct drive condition

**SAMPLE QUESTION:**
It takes a moment for the car to move after the gear selector has been placed in “drive.” Which of the following would cause this problem?

A. A defective neutral safety switch.
B. A partially plugged screen.
C. An inoperative lock-up converter clutch.
D. None of the above.

**ANSWER: B**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Component R & R - 10%**
- Cluster gear remove & replace
- Extension housing seal remove & replace
- Synchronizer replacement

**Transmission/Transaxle Diagnosis - 32%**
- Fluid diagnosis
- Hard shifting complaints
- Transmission v.s. transaxle comparison
- Cluster gear end-play
- Transaxle gear recognition from picture
- Synchronizer problems & operation
- 3, 4 & 5 speed diagnosis from picture (4 questions)
- Overdrive operation
- Extension housing bushing wear
- Noise diagnosis
- Defective output shaft

**Clutch Diagnosis & Repair - 10%**
- Clutch disc operation
- Noise diagnosis
- Chatter diagnosis
- Shifting problem diagnosis

**Miscellaneous - 12%**
- Bearing removal and installation procedures
- Drive train noise diagnosis
- Gear recognition
- Trans interlock function
- Understanding how direct drive & gear reduction is accomplished

**Final Drive - 30%**
- Ring gear run-out
- Noise diagnosis
- Differential diagnosis
- Differential pinion nose angle
- Ring & pinion gear sets
- Ring & pinion backlash
- Pinion bearing preload
- Final drive ratio
- Pinion seal remove & replace
- Limited slip diagnosis
- Differential bearing preload
- Lubricant Types

**Axle Shaft\C.V. Repair - 10%**
- CV boot installation
- Drive axle noise diagnosis (2 questions)
- CV joint operation

**SAMPLE QUESTION:**
The main reason for making a rear end gear tooth contact pattern is to check:

A. Carrier end-play.
B. Carrier bearing preload.
C. Axle gear clearance.
D. Pinion depth.

**ANSWER: D**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Alignment Diagnosis - 34%**
- “Toe” adjustment procedures
- Caster adjustment procedures for various suspension systems
- Camber understanding
- Camber adjusting procedures for various suspension systems
- Total alignment procedures
- Caster understanding
- Strut suspension alignments

**SAMPLE QUESTION:**
A car has excessive lean on turns (body roll). This could be caused by:

A. Bad shocks.
B. Worn sway bar bushings.
C. Weak springs.
D. All of the above.

**ANSWER: D**

**Tire Wear Diagnosis - 10%**
- Tire wearing angles Inside tread wear only Cupping
- Feathered outside edge wear
- Wear on both inside & outside of tire

**Suspension Diagnosis - 18%**
- Ball joint diagnosis
- Measuring curb height
- Torsion bar remove & replace
- Ball joint remove & replace procedure
- MacPherson suspensions
- Automatic leveling systems

**Steering Diagnosis - 18%**
- Rack & pinion diagnosis Power assist diagnosis
- Tie rod end diagnosis
- Steering gear adjustment
- Steering linkage diagnosis
- Power steering system bleeding

**Drivability Diagnosis - 16%**
- Pulling diagnosis
- Road crown compensation
- Wandering or darting diagnosis
- Shimmy & bounce diagnosis
- Steering wheel centering

**Miscellaneous - 4%**
- Brake rotor R & R precautions
- Wheel bearing adjustment
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**System Diagnosis - 20%**
- Load sensing proportioning valves
- Brake pedal pulsation
- Grabbing brakes
- Brake lock-up
- Dragging brakes
- Combination valve
- Gear lube in drums
- Brake booster

**Master Cylinder Diagnosis & Repair - 9%**
- Low fluid level
- Rebuilding
- Swollen diaphragm
- Sinking pedal

**ABS Diagnosis & Repair - 20%**
- Pump/motor operation
- Safety precautions
- Speed sensors
- Wheel speed readings
- 3 way circuits
- 4 way circuits
- Hose replacement

**Drum Brake Diagnosis & Repair - 22%**
- Drum turning, finish
- Single anchor Bendix type
- Self adjuster diagnosis
- Noise diagnosis
- Measuring
- Primary and secondary shoes

**Disc Brake Diagnosis & Repair - 16%**
- Rotor thickness variation
- Rotor surface finish
- Caliper overhaul
- Brake noise
- Brake adjustment
- Measuring, lateral run-out

**Repair Procedures - 13%**
- Brake line bleeding
- Brake fluid diagnosis
- Replacing wheel bearings/races
- Brake adjustments

**SAMPLE QUESTION:**
A car has a spongy pedal. Which of the following could be the cause?

- A. Air in the system.
- B. An internal master cylinder leak.
- C. Worn brake pads.
- D. Warped brake disc.

**ANSWER:** A
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**OHMS Law & Electrical Symbol Recognition - 14%**
- Ohmmeter symbol
- Splice symbol
- Resistor symbol
- Switch symbol
- Solenoid symbol
- Circuit breaker symbol
- Variable resistor symbol
- Lamp symbol
- Diode symbol
- LED symbol

**Miscellaneous Circuit Diagnosis - 32%**
- Short to ground
- Regulator diagnosis
- Blower motor circuit diagnosis
- Horn circuit diagnosis
- Turn signal circuit
- Dimmer switch diagnosis
- Tail lamp circuit
- Dashlight circuit
- Windshield washer pump circuit
- Cooling fan circuit
- Oil pressure light circuit

**Test Methods/Meter & Equipment Usage - 11%**
- Ohmmeter usage
- Voltmeter usage
- Ammeter usage

**Starting System Diagnosis - 20%**
- Capacity/load testing
- Starter armature testing
- Starter current draw
- Starter relay diagnosis
- Voltage drop tests
- Circuit resistance test
- Battery test
- Starter drive diagnosis

**Charging System Diagnosis - 5%**
- R & R battery properly
- Alternator output testing

**General - 18%**
- Measuring current flow
- Voltage drop
- Parallel circuit diagnosis
- Junction block replacement
- E.S.D. (Electrostatic Discharge)
- S.I.R. (Supplemental Inflatable Restraint)
- Precautions

**SAMPLE QUESTION:**
The maximum allowable voltage drop across the ground circuit of the starter system is:

A. .2 volt.
B. .7 volt.
C. 1/2 volt.
D. 1 volt.

**ANSWER:** A
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Heating & Engine Cooling System**
- **Diagnosis - 22%**
  - Leak diagnosis
  - Low coolant in radiator
  - Thermostat coolant mixture
  - Low heater output
  - Windshield fogging
  - Heater core hose routing
  - Radiator cap
  - Defrost operation
  - Overheating

**General Knowledge of A/C Components & Their Functions - 16%**
- Receiver drier
- Ambient temperature switch
- Orifice expansion tube
- Compressor muffler
- Condensor
- Evaporator
- Fixed orifice tube
- Halide tester

**A/C Diagnosis - 24%**
- H2O at air ducts
- Finding leaks
- Overcharged system
- Compressor clutch
- Gauge set readings
- Lack of cold air
- Schematic diagnosis

**A/C Repair Procedures - 16%**
- Precautions when discharging system
- Compressor O-ring replacement
- Correction of excessively high pressure
- Compressor replacement
- Hose replacement
- Charging the system
- Leak detection
- Condensor replacement

**Refrigerant Recovery, Recycling & Handling - 4%**
- CFC’s (Chlorofluorocarbons) and their affect on the environment
- Recycle or replace R-12 and R-134a

**SAMPLE QUESTION:**
An A/C control system has an apparent vacuum leak. Which of the following is the best way to locate the leak?

A. Feel around the suspected line or component.
B. Trace the origin of the hissing sound.
C. Install known good hoses and components in place of the original components.
D. Spray water on the suspected areas.

**ANSWER: B**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

<table>
<thead>
<tr>
<th><strong>Computer Control &amp; Sensor Basics</strong> - 24%</th>
<th><strong>Diagnosis (starting system &amp; misc.)</strong> - 18%</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROM (Read Only Memory)</td>
<td>Engine timing</td>
</tr>
<tr>
<td>Fault codes</td>
<td>Slow cranking diagnosis</td>
</tr>
<tr>
<td>Maintaining stoichiometric balance</td>
<td>Circuit resistance checks</td>
</tr>
<tr>
<td>Closed loop</td>
<td>Engine vacuum</td>
</tr>
<tr>
<td>Oxygen sensor diagnosis</td>
<td>Catalytic converter</td>
</tr>
<tr>
<td>Knock sensor function</td>
<td>Cylinder leakage</td>
</tr>
<tr>
<td>Self diagnosis</td>
<td>Compression test</td>
</tr>
<tr>
<td>Hall sensor pattern reading</td>
<td></td>
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<tr>
<td>Types of meters to use</td>
<td></td>
</tr>
<tr>
<td>Scan tool usage</td>
<td></td>
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<tr>
<td>TPS operation</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Ignition Systems</strong> - 13%</th>
<th><strong>Emission Control Systems</strong> - 25%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope pattern diagnosis</td>
<td>EGR operation</td>
</tr>
<tr>
<td>Setting timing</td>
<td>Evaporative emission control system</td>
</tr>
<tr>
<td>No spark diagnosis</td>
<td>Hydrocarbon levels</td>
</tr>
<tr>
<td>Spark plug voltage</td>
<td>Oxides of nitrogen</td>
</tr>
<tr>
<td>requirements</td>
<td>O2 sensor operation</td>
</tr>
<tr>
<td></td>
<td>Fuel vapor recovery system</td>
</tr>
<tr>
<td></td>
<td>Carbon monoxide levels</td>
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<tr>
<td></td>
<td>Exhaust analyzer readings</td>
</tr>
<tr>
<td></td>
<td>Engine timing &amp; effect on emissions</td>
</tr>
<tr>
<td></td>
<td>Catalytic converter’s purpose</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Carburetor &amp; Fuel Injection</strong> - 10%</th>
<th><strong>SAMPLE QUESTION:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Injector pulse width</td>
<td>In automotive computers, this memory</td>
</tr>
<tr>
<td>Fuel line replacement</td>
<td>contains information that tailors the computer</td>
</tr>
<tr>
<td>E.F.I. principals</td>
<td>to the vehicle.</td>
</tr>
<tr>
<td>“Heavy float” symptoms</td>
<td>A. Programmable Read Only Memory</td>
</tr>
<tr>
<td>Types of injection systems</td>
<td>(PROM).</td>
</tr>
<tr>
<td></td>
<td>B. Controllable Access Memory (CAM).</td>
</tr>
<tr>
<td></td>
<td>C. Random Access Memory (RAM).</td>
</tr>
<tr>
<td></td>
<td>D. None of the above.</td>
</tr>
</tbody>
</table>

**ANSWER:** A
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Steels (Characteristics & Identification) - 12%**
- UHSS (Ultra High Strength Steel)
- HSS (High Strength Steel)
- Tensile strength
- Identification of various steels

**Pulling (Straightening) - 8%**
- Overpulling
- How to minimize tearing
- Anchoring

**Welding - 20%**
- MIG
- Oxyacetylene
- Brazing
- Shielding gas
- Weld quality
- Electrode wire use
- Precautions
- Types of welds
- Types of welders

**Repairing Structural Components - 25%**
- A-pillars & B-pillars
- Location of welds
- Sectioning
- Joints to use
- Corrosion protection
- Weld-through primers
- Glass installation

**Measuring/Damage Analysis - 21%**
- Point to point
- Indirect damage
- Direct damage
- Secondary damage
- Primary damage
- Datum plane
- Asymmetrical dimensions
- Vehicle centerline
- Centering gauges
- Loaded measurement

**Unitized Body General Understanding - 14%**
- Crush zones
- Design features which initiate the crush process
- Space frame construction
- Manufactures’ tolerances
- One-time fasteners

**SAMPLE QUESTION:**
Two-part epoxy primers:
- A. Provide corrosion protection close to OEM E-coat.
- B. Have an indefinite pot life.
- C. Should be used on structural parts only if a lacquer primer surfacer is not available.
- D. All of the above.

**ANSWER: A**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Steering Components - 12%**
- Adjustments
- Rack & Pinion
- Power Steering

**Heating & Cooling - 10%**
- General Questions

**Electrical - 30%**
- Turn Signals
- Horn Circuit
- Lights
- Starter system

**Drive Train - 28%**
- Bearings
- Noise Diagnosis
- Transaxle
- Transmission Linkage

**Brakes - 10%**
- Brake Lines
- Hydraulics
- Measuring Techniques

**Miscellaneous - 10%**
- Steering Columns
- Fuel Leaks

**SAMPLE QUESTION:**
The mechanic notices antifreeze under the car after completing collision repairs. What should he or she do next?

A. Remove the radiator and pressure test.  
B. Warm up the engine thoroughly then recheck.  
C. Visually inspect the vehicle for signs of a leak.  
D. Nothing, it is normal for the cooling system to leak after a collision.

**ANSWER: C**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Fuel Systems - 10%**
- Causes of a lean mixture
- Carburetor systems; float, power, choke, etc.
- Spark plug diagnosis
- Causes of a rich mixture
- Idle mixture adjustment
- Diagnosis of a worn needle and seat
- Crankcase flooding diagnosis
- Carburetor jets
- Understanding the idle circuit on a slide type
- Carburetor

**Skill in Measuring - 13%**
- Measuring piston ring grooves
- Crankshaft end-play
- Using plastigage Using a dial indicator Spark plug gap
- Shaft run-out
- Cylinder bore measurements
- Understanding decimal equivalents up to 1/1000”
- Piston ring end-gap
- Reading a micrometer
- Understanding metric system measurements

**Repair Skills - 17%**
- Cylinder head bolt torque procedure
- Compression test
- Repairing float valve wear
- Replacing a steel bearing race in aluminum case
- Replacing the master link in a drive chain
- Valve adjustment
- Finishing cylinder walls at overhaul
- Fitting pistons to the cylinder
- Cylinder leak down test
- Valve guide wear
- Oil pump installation

**Ignition & Electrical - 20%**
- C.D.I. systems compared to point systems
- Flywheel stampings
- Splicing electrical connections
- Continuity testing
- Checking voltage in a system
- Diagnosing turn signal circuits
- Master cylinder operation
- Point burning
- What tool is necessary to time a flywheel
- Timing advance
- Alternator output problems
- Diagnosing a condenser
- Battery charging rates
- Zener diode operation

**Diagnosis - 17%**
- Poor running with black smoke under heavy throttle
- Transmission shifting problems
- Backfire
- Spark plug fouling and diagnosis
- Undershifting or jumping out of gear problem
- Coil diagnosis
- Hard starting or no start problems
- Low oil pressure
- Restricted air intake
- Rough running and backfiring problems

*(continued)*
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

(continued)

**General - 23%**
- Sticking hydraulic forks
- Deglazing cylinders
- Understanding the 4-stroke cycle engine
- Clutch operation and diagnosis
- Full floating piston pins
- Oil pressure relief valve operation
- Alternator or generator operation
- Brake system operation
- Adjusting steering stem bearings
- Piston slap
- Camshaft operation
- What is a hydrometer used for
- Front drum bakes
- Spark plug “reach”
- Oil consumption

**SAMPLE QUESTION:**
Oil circulation in the engine:

A. Goes from sump to oil pump to bearings to filter.
B. Goes from filter to bearings to oil pump.
C. Goes from bearings to filter to oil pump to sump.
D. Goes from sump to oil pump to filter to bearings.

**ANSWER: D**
MECHANIC STUDY GUIDE
Recreational Trailer
Automobile & Light Truck Repair

Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Electrical Diagnosis - 36%**
- Trailer tail lamps
- Ground wire problems
- Turn signal circuits
- Determine voltage drop
- Trailer stop lamps
- Brake controllers
- 4-Wire connectors
- Current supply for trailer brakes
- Electrical symbols
- Flasher diagnosis
- Color codes
- Causes of blown fuses
- Current flow/resistance

**Brake Diagnosis - 26%**
- Loss of brakes
- Grabby brakes
- Dragging brakes
- Erratic braking, surging
- Pull to one side during braking
- Adjusting trailer brakes
- Brake shoe recognition

**Springs/Hitches - 16%**
- Leaf springs
- Equalizing hitches
- Adjustment of hitches
- Types of trailer springs
- Spring maintenance

**General Knowledge - 12%**
- Surge brakes
- Reducing sway
- Wheel bearing adjustment
- Hydraulic brake lines
- Metric measurements
- Tire wear diagnosis

**Wheels/Hubs - 10%**
- Wheel bearing diagnosis
- Wheel bolt torque pattern

**SAMPLE QUESTION:**
Current flow resistance is decreased when:

A. Wire length is increased.
B. Wire diameter is decreased.
C. Corroded terminals are replaced.
D. All of the above.

**ANSWER:** C
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Engine Mechanical Components - 16%**
- Cylinder blocks
- Pistons
- Fuel pumps
- Spark plugs
- Governors
- Cylinder heads

**Diagnosis - 30%**
- Engine Miss
- Compression test diagnosis
- Rough idle
- Engine knocks
- Power loss
- Blue smoke
- Overheating

**Basic Procedures - 22%**
- Grinding valves
- Starting a flooded engine
- How to measure cam lobe wear
- Measuring plug wire resistance
- Engine assembly
- Understanding bolt markings
- Valve Adjustment

**Skills In Measuring - 14%**
- How to check cylinder head flatness
- How to check crankshaft end-play
- Reading a micrometer
- Reading plastigage
- Measuring main and rod journals

**System Operation - 18%**
- Understanding how engines operate
- Purpose for checking clearances
- Understanding carburetor operation
- Cooling system operation
- Engine timing
- Ignition systems

**SAMPLE QUESTION:**
What are the minimum and maximum measurements of a shaft given as 3.750 plus or minus .010?

A. 3.650 - 3.850  
B. 3.749 - 3.751  
C. 3.740 - 3.780  
D. 3.740 - 3.760

**ANSWER: D**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Engine Components - 24%**
- Detroit blower rotor clearance adjustment
- Piston rings
- Piston ring grooves
- After cooling - benefits
- Bolt grade recognition
- Lube oil coolers
- Turbo charger operation
- Valve bridge function

**Diagnosis - 34%**
- Turbo problem diagnosis
- Coolant in crankcase
- Smoke problem diagnosis
- Engine operating temperature
- Low oil pressure
- Engine tear-down diagnosis
- Blow-by
- Crankshaft diagnosis
- Engine Miss

**Lube & Fuel - 10%**
- Direct injection
- Leaky fuel lines
- Restarting and engine that has run out of fuel
- Fuel Filters

**Skills In Measuring - 12%**
- Tools for measuring
- Plastigage reading
- Cylinder taper
- Reading a micrometer
- Crankshaft End-play

**Miscellaneous - 20%**
- Using a vacuum gauge
- Fuel shut-off solenoid
- Idle speed
- Detroit diesel R.P.M. setting
- Understanding 2-stroke, 4-stroke engines
- Valve seat width
- Valve lash adjustment
- Overheating

**SAMPLE QUESTION:**
A diesel engine misses at all speeds and there is a puff of smoke when it misfires. What is the most likely cause of this problem?

A. Erratic governor action.
B. Stale fuel.
C. A miscalibrated pump.
D. A sticking nozzle.

**ANSWER: D**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Clutch Diagnosis - 10%**
- Causes of hard shifting
- Free play
- Hydraulic clutch fluid
- Reason for clutch slipping

**Clutch Components - 12%**
- Clutch brake Pilot
- Bearing linkage
- Adjustment

**Axle & Driveline Diagnosis - 22%**
- Adjusting driveline angles
- Pinion bearing preload
- Axle shaft replacement
- U-Joint angles
- Air shift controls
- Two-Speed planetary axle

**Axle & Drive line Components - 22%**
- Ring and pinion backlash
- Inter-axle differential lock
- Drive shaft removal
- Pinion bearing preload adjustment
- U-joint replacement
- Differential side bearing preload

**Transmission Diagnosis - 22%**
- Causes of hard shifting
- Gear slipout
- Slow shifting problem in a twin countershaft
- Transmission

**Transmission Components - 14%**
- Synchronizers
- Seal installation
- 10-Speed twin countershaft operation
- 4 & 5-Speed synchronized transmissions
- Transmission Interlock

**SAMPLE QUESTION:**
Which of the following could cause driveline vibration?

A. Bad engine mounts.
B. Crossed plug wires.
C. Over lubed universal joints.
D. All of the above

**ANSWER: A**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Basic Knowledge - 20%**
- Inversion valve function
- Anti-skid brakes
- Hydraulic brake line material
- Air brake hand valve
- Brake chatter
- Vacuum booster operation
- Air brake line routing
- Engine (Jacobs) brake
- Air over hydraulic systems

**Repair Skills, Air Brakes - 8%**
- Finding air leaks
- Adjusting cam actuated brakes
- Brake linkage lubrication
- Air line material

**Repair Skills, Hydraulic Brakes - 10%**
- Wheel cylinder assembly
- Power booster
- Master cylinder residual valve
- Master cylinder operation

**Diagnosis, Air Brakes - 34%**
- “S” cam brakes
- Air pressures for fail-safe brakes
- Cause of excessive air pressure
- Dual diaphragm brake chamber operation
- Compressor operation
- Tractor protection valves
- Air brake systems operation
- Inoperative trailer brakes
- Straight truck air line and operation
- Trailer brakes won’t release

**Diagnosis, Hydraulic Brakes - 14%**
- Causes of a pulsating pedal
- Brake booster operation
- Swollen master cylinder diaphragm
- Cause of gear lube inside brake drums
- Brake lining wear diagnosis
- Grabbing brakes

**Basic Repair Procedures - 14%**
- Spring brake repairs
- Pushrod travel
- Air reservoirs
- Slack adjuster and pushrod angle
- Grease-soaked brake linings

**SAMPLE QUESTION:**
Which of the following should a mechanic do before taking apart a spring-type parking brake?

A. Fill the air reservoir.
B. Remove the quick release valve.
C. Remove the diaphragm clamp.
D. Cage the spring.

**ANSWER:** D
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**Steering System Diagnosis - 18%**
- Hard steering complaint
- Recovering from a turn
- Noise in the power steering unit
- Wheel shimmy
- Tie rod end wear
- Oil foaming in power steering system

**Suspension Diagnosis - 14%**
- Air ride suspension operation
- Leaf spring failure
- Tire problems
- Hendrickson suspensions
- Torque rods
- Tandem axle alignment

**Wheel Alignment - 12%**
- Causes of uneven and rapid tire wear
- Front end alignment procedure
- Toe-in adjustment
- Tire wear diagnosis

**Caster/Camber - 6%**
- How to adjust caster on a solid axle
- Recognize extreme conditions from a picture

**Basic Steering System Knowledge - 32%**
- Front suspension components
- Steering gears
- Wheel bearings
- Steering Wheel freeplay
- Steering knuckle wear
- Installing kingpin bushings
- Sector shaft adjustment
- Power steering pump replacement

**Basic Suspension Knowledge - 18%**
- Cap screw head markings
- Suspension adjustment
- Equalizing beam suspensions
- Adjustable trailer axles

**SAMPLE QUESTION:**
A tractor trailer rig with tandems on both units rides and handles good when loaded. When unloaded, the rig wonders. Which of the following is the most likely cause of this condition?

A. Misaligned trailer tandems.
B. Wrong caster settings.
C. Misaligned tractor tandems.
D. Wrong toe setting.

**ANSWER: B**
Listed below are a number of items and subjects which make up the mechanic certification test identified above. An individual’s ability to pass the certification test will depend upon the amount of knowledge the person has concerning these items.

**System Diagnosis - 22%**
- Lamp circuits
- High & low beam headlamp questions
- Dash lights
- Alternator circuits
- Windshield wiper circuit
- Oil pressure sending unit
- Circuit diagnosis
- Horn Circuits

**Test Methods & Equipment - 14%**
- Voltmeter use
- Ohmmeter use
- Circuit testing
- Verifying a circuit drain
- Alternator rotor tests
- Ammeter use

**General - 10%**
- Batteries
- Fusible links
- Hydrometer use
- Jump starting
- Fuse box replacement

**Vehicle Lighting - 18%**
- Turn signal circuit
- Tail lamp circuit
- Head lamp circuit
- Dash light circuit
- Clearance lights

**Starting Systems - 24%**
- Battery hook-ups
- Starter circuit resistance
- Specific gravity readings
- Solenoid problems
- Starter draw test
- Starter drives
- Starter no-load test

**Charging Systems - 12%**
- Low or unsteady alternator output
- Alternator Circuitry
- Overcharged battery problem
- Alternator amperage limit

**SAMPLE QUESTION:**
The alternator output current is 0 amps. What could cause this condition?

A. An open diode.
B. A grounded rectifier bridge.
C. An open rotor winding.
D. All of the above

**ANSWER:** C