



National Institute for  
**AUTOMOTIVE SERVICE EXCELLENCE**

## ASE's Work Experience Requirement

Note: You should submit the ASE Work Experience Report **after** you have registered to test.

To become ASE certified, you must pass an ASE test and have at least two years of relevant hands-on working experience.

To document your work experience, please complete both pages of the ASE Work Experience Report. Ask your supervisor or employer to verify the length of your employment, job details, and sign the report. Then sign the form yourself, and mail it to:

ASE Customer Service  
101 Blue Seal Dr. SE, Suite 101  
Leesburg, VA 20175

You may claim experience in one or more of the following areas:

- Repair Technician
- Parts Specialist
- Collision Damage Estimator
- Service Consultant

Please note that work experience as a repair technician does not satisfy the separate experience requirement for parts specialist, collision damage estimator, or service consultant.

You may receive credit for up to one year of the two-year work experience requirement by substituting relevant formal training. Details for this option are given on the following page.

You can still take ASE tests if you do not have the required experience. You will receive a score report, but you will not earn certification or receive a certificate until you fulfill the experience requirement. Please save the form until you have the required experience, then complete and return it.

If you have any questions, contact ASE Customer Service at 1-800-390-6789, 8 am to 5 pm Eastern time, Monday through Friday, or send an email with your full name, city, state, and daytime telephone number to [asehelp@ase.com](mailto:asehelp@ase.com).

## Substitutions for Work Experience

**Technicians:** You may receive credit for up to one year of the two-year work experience requirement by substituting relevant formal training in one, or a combination of the following:

- **High School Training:** Two full years of training, in either automotive mechanical or collision repair, may be substituted for one year of work experience.
- **Post-High School Training:** Two full years of post-high school training in a public or private trade school, technical institute, community college, or four-year college, or in an apprenticeship program may be counted as one year of work experience.
- **Short Courses:** For shorter periods of post-high school training or continuing education, you may substitute two months of full-time training for one month of work experience.

You may receive full credit for the two-year work experience requirement with the following:

- **Completion of Apprenticeship:** Satisfactory completion of either a three- or four-year bona fide apprenticeship program.
- **Completion of an OEM-Sponsored Co-op Program:** Satisfactory completion of a post-secondary factory sponsored training program that results in a two-year associates degree or equivalent, such as GM ASEP, Ford ASSET, Toyota T-TEN, Honda PACT, or Chrysler CAP; plus adequate hands-on experience obtained during the co-op program.

To have your training considered as a substitute for work experience, complete the enclosed work experience report and return it to ASE with an official transcript of courses, or a statement of training, or a certificate showing satisfactory completion of apprenticeship. Documents must show the length of training (hours or weeks).

**Parts Specialists:** The guidelines above also apply, but credit will only be given for training related to automotive or truck parts. No credit will be given for mechanical repair or collision repair training. Also, experience as a repair technician does not satisfy the experience requirement for parts specialist certification.

**Collision Damage Estimators:** The guidelines above also apply, but credit will only be given for training related to damage analysis/estimating. No credit will be given for mechanical or collision repair training. Also, experience as a repair technician does not satisfy the experience requirement for collision damage estimator certification.

**Service Consultants:** The guidelines above also apply, but credit will only be given for training related to service consulting. No credit will be given for mechanical or collision repair training. Also, experience as a repair technician does not satisfy the experience requirement for service consultant certification.

**Canadian Technicians:** A valid provincial automotive trade certificate is acceptable evidence of sufficient work experience. Include a copy of your provincial license with your completed report form.

The Institute reserves the right to evaluate all requests for substitution of training for experience and to grant such credit as may be appropriate. Work experience other than that described above may also be credited toward fulfillment of the two-year experience requirement where, in the Institute's judgment, the nature of the experience so warrants.

If you have questions about the work experience requirement or training substitutions, call ASE Customer Service at 1-800-390-6789, 8 am to 5 pm Eastern time, Monday - Friday, or email [asehelp@ase.com](mailto:asehelp@ase.com).





# ASE Work Experience Report



\_\_\_\_\_  
Your Name (please print)

\_\_\_\_-\_\_\_\_-\_\_\_\_  
Your Social Security Number / Canadian SIN / ASE ID Number

**4. Work experience detail:** Check the box(es) to indicate the types of automotive service in which you have experience, and indicate the total number of years you have worked in each field. Include only work experience gained while employed, not classroom or training lab experience. **Check ALL boxes that apply to you.**

**Automobile Technician**

- Gasoline Engine Repair     Suspension & Steering
- Diesel Engine Repair     Hydraulic Brakes
- CNG / Alternate Fuels     Battery/Starting/Charging
- Hybrid Systems     Electrical Accessories
- Driveability & Emissions     Heating & A/C
- Automatic Transmissions     Exhaust Systems
- Manual Transmissions
- Driveshafts & Axles

**Total years of work in this field** \_\_\_\_\_

**Med/Hvy Truck, School Bus, or Transit Bus Technician**

- Gasoline Engine Repair     Suspension & Steering
- Diesel Engine Repair     Air Brakes
- CNG Engine Repair     Hydraulic Brakes
- Hybrid Systems     Battery/Starting/Charging
- Driveability & Emissions     Electrical Accessories
- Automatic Transmissions     Heating & A/C
- Manual Transmissions     PMI
- Driveshafts & Axles     Body & Special Equipment

**Total years of work in this field** \_\_\_\_\_

**Collision Repair Technician or Refinisher**

- Painting/Refinishing
- Collision Repair
- Unibody/Frame Repair
- Mech. & Electrical Repair

**Total years of work in this field** \_\_\_\_\_

**Automobile Parts Specialist**

- Dealership Parts Counter
- Retail Parts Counter
- Wholesale Parts Counter
- PB&E Sales
- Outside Sales
- Parts Manager

**Total years of work in this field** \_\_\_\_\_

**Med/Hvy Truck Parts Specialist**

- Dealership Parts Counter
- Aftmkt. Brake Parts Counter
- Aftmkt. Susp. & Strng. Parts
- Aftmkt. Drivetrain Parts Counter
- Aftmkt. Engine Parts Counter
- Aftmkt. Electrical Parts Counter
- Parts Manager

**Total years of work in this field** \_\_\_\_\_

**Collision Damage Estimator**

- Insurance Company Estimator
- Independent Collision Estimator
- Repair Shop Estimator

**Total years of work in this field** \_\_\_\_\_

**Service Consultant**

- Automotive Service Advisor
- Service Manager

**Total years of work in this field** \_\_\_\_\_

**Engine Machinist**

- Cylinder Head Service
- Cylinder Block Service
- Engine Assembly

**Total years of work in this field** \_\_\_\_\_

**5. Supervisor's verification:** Please verify the length of time that the employee has worked for you (section 2) and the types of work that the employee performs for your business (included in section 4 above.) Then write your name and title below and sign in the space provided.

\_\_\_\_\_  
Name of Supervisor or Employer (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Supervisor or Employer (REQUIRED)

\_\_\_\_\_  
Date

**6. Your verification:** Yes, I certify that I have two years or more of full-time hands-on experience (or equivalent) in the area(s) indicated above. I further certify that the information I have provided on this form is true and correct. I understand that ASE reserves the right to verify all job history details.

\_\_\_\_\_  
Signature of ASE Certification Candidate (REQUIRED)

\_\_\_\_\_  
Date