



National Institute for
AUTOMOTIVE SERVICE EXCELLENCE

ASE Work Experience Requirements

To become ASE certified, you must pass an ASE test and have relevant hands-on work experience.

You can take most ASE tests even if you do not have the required work experience. You will receive a score report, but you will not earn certification or receive a certificate until you fulfill the related experience requirement.

To document your work experience, please complete both pages of the ASE Work Experience Form. Ask your supervisor or employer to verify the length of your employment, job details, and sign the form. Then sign the form yourself, and mail or fax it to ASE Customer Service at (703) 669-6122. You can download additional copies of this form at www.ase.com/expform.

ASE reserves the right to verify all job history details, and can deny certification to anyone who provides false or misleading work experience information.

ASE recognizes the following types of automotive service industry work experience:

Category	Description	Minimum amount of experience	Required for these Tests
Repair Technician	Hands-on experience maintaining, servicing, and/or repairing light-duty or heavy-duty motor vehicles.	1 year	G1
		2 years	A1-A9, B2-B5, E1-E3, F1, H1-H8, S1-S7, T1-T8, and X1
		3 years	L1, L2, and L3
Service Consultant	Hands-on experience as an automotive service writer/consultant or service manager.	2 years	C1
Parts Specialist	Hands-on experience as a parts counterperson or managing a wholesale or retail parts store or in-house parts department.	2 years	P1, P2, and P4
Collision Damage Estimator	Hands-on experience as an automotive collision damage estimator/adjuster.	2 years	B6

Repair Technicians who have 2 years of experience will also automatically receive credit for the 1 year requirement. Repair Technicians who have 3 or more years of experience will also automatically receive credit for the 1 year and 2 year requirements.

Work experience as a Repair Technician does not satisfy the separate experience requirement for Service Consultant, Parts Specialist, or Collision Damage Estimator.

Formal Education: You can substitute high school, trade school, or community college education for part of the Repair Technician work experience requirement, as shown below. This credit can be combined with additional hands-on work experience if needed to meet the 1, 2, and 3 year Repair Technician requirements.

Formal Education / Training	Credit toward 1 year Repair Technician requirement	Credit toward 2 year Repair Technician requirement	Credit toward 3 year Repair Technician requirement
1) Complete any NATEF-Accredited Program – Auto, M/H Truck or Collision-Refinish, including MLR, AST, MAST and all other current or grandfathered NATEF standards	6 months	1 year	1 year
-or- 2) Complete a NATEF-Accredited OEM-Sponsored Co-op Program	1 year	2 years	2 years
-or- 3) Pass 3 or more different ASE Student Certification Tests	6 months	1 year	1 year
-or- 4) All other training: 2 months of full-time training (or 200 program hours) equals 1 month credit	Up to 6 months	Up to 1 year	Up to 1 year

- These substitutes cannot be combined, and do not apply to the Service Consultant, Parts Specialist, or Collision Damage Estimator work experience categories.
- NATEF (the National Automotive Technicians Education Foundation) evaluates and accredits automotive, truck, and collision training programs based on industry-established standards. To learn more and view the list of NATEF-accredited programs, visit www.natef.org.
- To receive credit in categories 1) and 2) above, you must complete the training program, and it must be NATEF-accredited at the time you complete it.
- Examples of OEM-sponsored co-op programs include GM ASEP, Ford ASSET, Toyota T-TEN, Honda PACT, Chrysler CAP, etc. You must participate in the co-op hands-on work experience portion of the program.
- ASE Student Certification Tests are not the same as the ASE professional certification tests. ASE Student Tests are given in schools twice a year. For information, visit www.asestudentcertification.com.
- For categories 1) and 2), provide a copy of your program completion certificate. For category 3), provide copies of your Student Certification Test certificates. For category 4), provide transcripts that clearly show the hours or weeks of training.

Veterans and Active Military: Attach an AARTS, SMART, or JST transcript, DD Form 2586, DD Form 295, or DD Form 214. Army Wheeled Vehicle Mechanics (MOS 91B) will receive full credit toward the Repair Technician requirement for time spent in that MOS. Other MOS's, such as Aircraft Mechanics, can also be considered for partial or full credit.

Canadian Technicians: A valid provincial automotive trade certificate is acceptable evidence of sufficient work experience to satisfy the Repair Technician 1 year and 2 year requirements. Include a copy of your provincial license with your completed form.

Self-employment: You can receive credit for self-employment when you are the owner/operator of a licensed repair business working in the shop performing diagnosis and repairs. Provide a detailed description of the types of service you provided, how long you were self-employed, and a copy of your business license.

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

Questions? Contact ASE Customer Service at 1-800-390-6789 (select option 9), 8 am to 5 pm Eastern time, Monday through Friday, or send an email with your full name, city, state, ASE ID (if known), and daytime telephone number to contactus@ase.com.

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Your full legal name (please print) _____ ASE - _____
 Last four digits of SSN or SIN _____ ASE ID number (if known) _____

4. Experience detail: Check the boxes to indicate the types of service in which you have hands-on 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 items that apply to you.**

Automobile Repair Technician (Tests A1 – A9, L1, and L3)

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

Total years of work in this field _____

M/H Truck, School Bus, Transit Bus, or Truck Equipment Technician (Tests E1 – E3, H1 – H8, L2, S1 – S7, and T1 – T8)

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

Total years of work in this field _____

Auto Maintenance & Light Repair Technician (Test G1)

One year maximum Repair Technician credit for these job duties, regardless of how long you have performed them.

- Scheduled Maintenance
- Transmission Service
- Light Repair – Engines
- Light Repair – Suspension & Steering
- Light Repair – Brakes
- Electrical Service
- Heating & Air Conditioning Service

Total years of work in this field _____

Collision Repair Technician or Refinisher (Tests B2 – B5)

- Painting and Refinishing
- Collision Repair
- Unibody/Frame Repair
- Mechanical & Electrical Repair

Total years of work in this field _____

Parts Specialist (Tests P1, P2, and P4)

- Retail Parts Sales
- Wholesale Parts Sales
- Dealership Parts Sales
- GM Vehicle & Component Parts
- Parts Manager

Total years of work in this field _____

Collision Damage Estimator (Test B6)

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

Total years of work in this field _____

Automobile Service Consultant (Test C1)

- Automobile Service Advisor
- Service Manager

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 add your name, title, and signature.

 Name of Supervisor or Employer (please print) Title

 Signature of Supervisor or Employer (REQUIRED) Date

6. Your verification: Yes, I certify that I have actual hands-on work experience for the period(s) of time in the area(s) indicated above. I further certify that the information I have provided on this form as well as any attached educational record is true and correct. I understand that ASE reserves the right to verify all job history details, and can deny certification to anyone who provides false or misleading work experience information.

 Signature of ASE Certification Candidate (REQUIRED) Date