



National Institute for  
**AUTOMOTIVE SERVICE EXCELLENCE**

## ASE's Work Experience Requirement

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

To become ASE certified, you must pass an ASE certification test and have relevant hands-on working experience. The amount of work experience required varies by test, and is listed on the following pages.

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.

You may claim experience in one or more of the following areas. Details are shown on the following pages.

- Repair Technician – 1, 2, or 3 years
- Parts Specialist – 2 years
- Collision Damage Estimator – 2 years
- Service Consultant – 2 years

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 some of the work experience requirement by substituting relevant formal training. To have your training considered as a substitute for work experience, complete the enclosed work experience form 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).

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 (91B) will receive full credit for time spent in that MOS.

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

ASE 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 ASE's judgment, the nature of the experience so warrants.

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 experience requirement. Please save the form until you have the required experience, then complete and return it. Additional copies can be obtained at [www.ase.com/expform](http://www.ase.com/expform).

If you have any 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, and daytime telephone number to [asehelp@ase.com](mailto:asehelp@ase.com).

## ASE Work Experience Categories

To become ASE certified, you must pass an ASE test and have relevant hands-on working experience.  
The amount and type of work experience needed varies by test.

Repair Technician – 1 year	
<i>Description:</i> One year or more of hands-on work experience maintaining, servicing, and/or repairing motor vehicles.	
<i>Required for ASE Test:</i> G1 (coming in June 2013)	
<i>Types of work experience that apply:</i>	
Automobile Repair Technician – Yes	Automobile Service Consultant – No
Medium/Heavy Truck, School Bus, or Transit Bus Technician – Yes	Automobile Parts Specialist – No
Auto Maintenance and Light Repair – Yes	Medium/Heavy Truck Parts Specialist – No
Collision Repair Tech or Refinisher – Yes	Collision Damage Estimator – No
<i>Education Substitute:</i> High school, trade school, or community college automotive training can be substituted for up to six months of this one-year requirement. One month of work experience will be credited for every two months of full-time training.	
<i>OEM-Sponsored Co-op or Apprenticeship:</i> Satisfactory completion of a qualifying co-op or apprenticeship program will completely satisfy this work experience requirement.	

Repair Technician – 2 years	
<i>Description:</i> Two years or more of hands-on work experience maintaining, servicing, and/or repairing motor vehicles. Technicians who meet this requirement will also automatically receive credit for the Repair Technician – 1 year category.	
<i>Required for ASE Tests:</i> A1 – A9, B2 – B5, E1 – E3, F1, H1 – H8, S1 – S7, T1 – T8, and X1	
<i>Types of work experience that apply:</i>	
Automobile Repair Technician – Yes	Automobile Service Consultant – No
Medium/Heavy Truck, School Bus, or Transit Bus Technician – Yes	Automobile Parts Specialist – No
Auto Maintenance and Light Repair – Yes, <b>up to one year of this two-year requirement</b>	Medium/Heavy Truck Parts Specialist – No
Collision Repair Tech or Refinisher – Yes	Collision Damage Estimator – No
<i>Education Substitute:</i> High school, trade school, or community college automotive training can be substituted for up to one year of this two-year work experience requirement. One month of work experience will be credited for every two months of full-time training.	
<i>OEM-Sponsored Co-op or Apprenticeship:</i> Satisfactory completion of a qualifying co-op or apprenticeship program will completely satisfy this work experience requirement.	

Repair Technician – 3 years	
<i>Description:</i> Three years or more of hands-on work experience maintaining, servicing, and/or repairing motor vehicles. Technicians who meet this requirement will also automatically receive credit for the Repair Technician – 1 year and Repair Technician – 2 year categories.	
<i>Required for ASE Tests:</i> L1 and L2, beginning in June 2013. Prior to that date, Repair Technician – 2 years experience will be required for L1 and L2.	
<i>Types of work experience that apply:</i>	
Automobile Repair Technician – Yes	Automobile Service Consultant – No
Medium/Heavy Truck, School Bus, or Transit Bus Technician – Yes	Automobile Parts Specialist – No
Auto Maintenance and Light Repair – Yes, <b>up to one year of this three-year requirement</b>	Medium/Heavy Truck Parts Specialist – No
Collision Repair Tech or Refinisher – Yes	Collision Damage Estimator – No
<i>Education Substitute:</i> High school, trade school, or community college automotive training can be substituted for up to 18 months of this three-year work experience requirement. One month of work experience will be credited for every two months of full-time training.	
<i>OEM-Sponsored Co-op or Apprenticeship:</i> Satisfactory completion of a qualifying co-op or apprenticeship program can be substituted for two years of this three-year requirement.	

**See the following page for more information about OEM-sponsored co-op programs and apprenticeships.**

Service Consultant – 2 years	
<i>Description:</i> Two years or more of hands-on work experience as an automotive service writer/consultant or service manager.	
<i>Required for ASE Tests:</i> C1	
<i>Types of hands-on work experience that apply:</i>	
Automobile Repair Technician – No	Automobile Service Consultant – Yes
Medium/Heavy Truck, School Bus, or Transit Bus Technician – No	Automobile Parts Specialist – No
Auto Maintenance and Light Repair – No	Medium/Heavy Truck Parts Specialist – No
Collision Repair Tech or Refinisher – No	Collision Damage Estimator – No
<i>Education Substitute:</i> High school, trade school, or community college automotive training can be substituted for up to one year of this two-year work experience requirement. One month of work experience will be credited for every two months of full-time training. Note that this training must be related specifically to automotive service consulting. No credit will be given for other types of automotive training.	
<i>OEM-Sponsored Co-op or Apprenticeship:</i> Satisfactory completion of a qualifying co-op or apprenticeship program will completely satisfy this work experience requirement, but the program must be related specifically to automotive service consulting.	

Parts Specialist – 2 years	
<i>Description:</i> Two years or more of hands-on work experience working at or managing a wholesale, retail, or in-house parts store or department.	
<i>Required for ASE Tests:</i> P1, P2, and P4	
<i>Types of hands-on work experience that apply:</i>	
Automobile Repair Technician – No	Automobile Service Consultant – No
Medium/Heavy Truck, School Bus, or Transit Bus Technician – No	Automobile Parts Specialist – Yes
Auto Maintenance and Light Repair – No	Medium/Heavy Truck Parts Specialist – Yes
Collision Repair Tech or Refinisher – No	Collision Damage Estimator – No
<i>Education Substitute:</i> High school, trade school, or community college automotive training can be substituted for up to one year of this two-year work experience requirement. One month of work experience will be credited for every two months of full-time training. Note that this training must be related specifically to parts. No credit will be given for other types of automotive training.	
<i>OEM-Sponsored Co-op or Apprenticeship:</i> Satisfactory completion of a qualifying co-op or apprenticeship program will completely satisfy this work experience requirement, but the program must be related specifically to parts. No credit will be given for completion of a mechanical or collision repair program.	

Collision Damage Estimator – 2 years	
<i>Description:</i> Two years or more of hands-on work experience as an automotive collision damage estimator/adjuster.	
<i>Required for ASE Tests:</i> B6	
<i>Types of hands-on work experience that apply:</i>	
Automobile Repair Technician – No	Automobile Service Consultant – No
Medium/Heavy Truck, School Bus, or Transit Bus Technician – No	Automobile Parts Specialist – No
Auto Maintenance and Light Repair – No	Medium/Heavy Truck Parts Specialist – No
Collision Repair Tech or Refinisher – No	Collision Damage Estimator – Yes
<i>Education Substitute:</i> High school, trade school, or community college collision repair and estimating training can be substituted for up to one year of this two-year work experience requirement. One month of work experience will be credited for every two months of full-time training. Note that this training must be related specifically to collision damage estimating. No credit will be given for other types of automotive or collision training.	
<i>OEM-Sponsored Co-op or Apprenticeship:</i> Satisfactory completion of a qualifying co-op or apprenticeship program will completely satisfy this work experience requirement, but the program must be related specifically to collision damage estimating.	

**OEM-Sponsored Co-op Programs and Apprenticeships:** To qualify, you must complete 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. You must also participate in the hands-on experience included in the co-op program. Satisfactory completion of either a three- or four-year bona fide apprenticeship program also qualifies.



# ASE Work Experience Form



R1 R2 R3 P E S

**To become ASE certified, you must pass an ASE test and have full time, hands-on work experience** (or a combination of formal training and experience.) The amount of work experience required can vary by test. See the attached instructions for more details. You may claim experience in one or more of the following categories: Repair Technician (including automotive, medium/heavy truck, transit bus, or school bus repair, or collision repair and refinishing), Parts Specialist, Collision Damage Estimator, or Service Consultant. Note that experience as a Repair Technician does not apply to the other three areas of specialized work experience. If you do not have the necessary work experience at this time, submit it when you do.

If you have the required experience, complete sections 1 through 3 below, providing the name and address of your current and previous employers, **covering at least one to two years. Attach extra pages if needed.** Then complete sections 4 through 6 (found on the back of this page or on a second page), showing the work areas in which you have actual hands-on experience. Have your supervisor or employer sign the form, and then sign it yourself.

To substitute high school or vocational school training for part of the two-year requirement, attach a school transcript showing the number of credit hours attained. To detail automotive experience gained in military service, attach an AARTS, SMART, or JST transcript, DD Form 2586, DD Form 295, or DD Form 214. Canadian technicians should attach a copy of their provincial license.

**Send the completed form to: ASE Customer Service, 101 Blue Seal Drive SE, Suite 101, Leesburg, VA 20175. Fax: (703) 669-6122**  
**If you have questions, call 1-800-390-6789 from 8am to 5pm Eastern time, Mon - Fri, or send an email to asehelp@ase.com.**

## 1. Information about you - please provide your full legal name and your home address

First Name MI Last Name Suffix (Jr, Sr, etc.)

Mailing Address

City State / Prov Zip Code / Postal Code ☐ Check here if this is a new address

Date of Birth / /  
Month Day Year

ASE ID (if known)

Last 4 digits of your SSN or SIN E-mail Address

## 2. Information about your current workplace (or self employment)

Company Name (Area Code) Phone Number

How long have you worked here? Years and Months

Street Address

☐ Full Time ☐ Part Time Hours per week

City State / Province Zip / Postal Code

Name of Supervisor or Employer

## 3. Information about your previous workplace (or previous self employment)

Company Name (Area Code) Phone Number

How long did you work there? Years and Months

Street Address

☐ Full Time ☐ Part Time Hours per week

City State / Province Zip / Postal Code

Name of Supervisor or Employer

**You CANNOT become ASE certified unless you complete both pages, sign, and return this form.**



# ASE Work Experience Form



Your full legal name (please print) \_\_\_\_\_

Date of Birth

Month

Day

Year

**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 Repair Technician

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

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

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

- |   |  |
|---|--|
| <input type="checkbox"/> Gasoline Engine Repair   | <input type="checkbox"/> Suspension & Steering     |
| <input type="checkbox"/> Diesel Engine Repair     | <input type="checkbox"/> Air Brakes                |
| <input type="checkbox"/> CNG Engine Repair        | <input type="checkbox"/> Hydraulic Brakes          |
| <input type="checkbox"/> Hybrid Systems           | <input type="checkbox"/> Battery/Starting/Charging |
| <input type="checkbox"/> Driveability & Emissions | <input type="checkbox"/> Electrical Accessories    |
| <input type="checkbox"/> Automatic Transmissions  | <input type="checkbox"/> Heating & A/C             |
| <input type="checkbox"/> Manual Transmissions     | <input type="checkbox"/> PMI                       |
| <input type="checkbox"/> Driveshafts & Axles      | <input type="checkbox"/> Bus Body & Special Equip. |

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

## Auto Maintenance & Light Repair

- ☐ Scheduled Maintenance
- ☐ Engine Service
- ☐ Transmission Service
- ☐ Light Repair - Susp. & Steering
- ☐ Light Repair - Brakes
- ☐ Electrical Service
- ☐ Heating & A/C Service

**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** \_\_\_\_\_

## Automobile Service Consultant

- ☐ Automotive Service Advisor
- ☐ Service 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** \_\_\_\_\_

## Med/Hvy Truck Parts Specialist

- ☐ Dealership Parts Counter
- ☐ Aftmkt. Parts Counter
- ☐ Parts 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 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 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