



Automotive Technology

Available Certifications:

Certified Emissions Inspector
OSHA Certification
Snap On Meter Certification

Certified Safety Inspector
Section 609 Cert for Refrigerant Recycling and Recovery
Motor Oil Certification

Complete Task List:

Task Number	Description	Hours	Level
<i>*State Approved Program of Study</i>			
100	Orientation		
101	Explain and follow all lab rules.		
102	Participate in basic shop management.		
103	Participate in parts ordering.		
104	Demonstrate auto shop safety and hygiene.		
105	Demonstrate the use of service information.		
106	Demonstrate proper telephone courtesy.		
107	Identify a vehicle by sight, vehicle identification number (VIN) and ID tag.		
108	Identify career paths within the automotive technology profession.		
109	Complete a work order to include customer information, vehicle identifying information, customer concern, related service history, cause, and correction.		
110	Research applicable vehicle and service information, vehicle service history, service precautions, and technical service bulletins.		
111	Locate and interpret vehicle and major component identification numbers.		
200	Safety		
201	Identify and follow all safety rules.		
202	Demonstrate the ability to secure vehicles on jack stands and hydraulic lifts.		
203	Demonstrate the ability to set-up/shut-down oxygen acetylene welding equipment.		
204	Identify chemical safety, Right-To-Know laws and Safety Data Sheets (SDS).		
205	Identify and use hand tools.		
206	Identify and use power tools.		
207	Wear personal protective equipment (PPE).		
208	Follow guidelines for use of fire protection equipment.		
209	RESERVED		
210	Follow EPA and OSHA regulations.		
300	Tools/Fasteners		
301	Identify and use fasteners and bolts.		
302	Drill and use re-threading tools.		
303	Read and interpret precision automotive measuring tools.		
304	Identify and use automotive specialty tools.		
305	Perform common fastener and thread repairs, including remove broken bolt, restore internal and external threads, and repair internal threads with a threaded insert.		
400	Certifications		

Task Number	Description	Hours	Level
401	Prepare to obtain PA Safety Inspection Certification.		
402	Prepare to obtain EPA 609 Refrigerant Recovery and Recycling Certification.		
403	Prepare to obtain Emission Inspection Certification.		
500	Suspension and Steering		
501	RESERVED		
502	Identify and interpret suspension and steering system concerns and determine necessary actions.		
503	RESERVED		
504	RESERVED		
505	RESERVED		
506	RESERVED		
507	Inspect rack and pinion steering gear and mounting bushings and brackets.		
508	Inspect rack and pinion steering gear inner tie rod ends (sockets) and bellows boots.		
509	Determine proper power steering fluid type and inspect fluid level and condition.		
510	Flush, fill, and bleed power steering system.		
511	Diagnose power steering fluid leakage and determine necessary actions.		
512	RESERVED		
513	Remove and reinstall power steering pump.		
514	Remove and reinstall press fit power steering pump pulley and check pulley and belt alignment.		
515	Inspect and replace power steering hoses and fittings.		
516	Inspect and replace pitman arm, relay (centerlink/intermediate) rod, idler arm and mountings, and steering linkage damper.		
517	Inspect, replace, and adjust tie rod ends (sockets), tie rod sleeves, and clamps.		
518	RESERVED		
519	Inspect, and replace upper and lower control arms, bushings, shafts, and rebound bumpers.		
520	Inspect and replace strut rods and bushings.		
521	Inspect and replace upper and lower ball joints.		
522	Inspect and replace steering knuckle assemblies.		
523	Inspect and replace short and long arm suspension system coil springs and spring insulators.		
524	Inspect, replace, and adjust suspension system torsion bars and inspect mounts.		
525	Inspect and replace stabilizer bar bushings, brackets, and links.		
526	Inspect and replace strut cartridge or assembly, strut coil spring, insulators (silencers), and upper strut bearing mount.		
527	Inspect, remove, and replace shock absorbers.		
528	RESERVED		
529	Lubricate suspension and steering systems.		
530	Perform pre-alignment inspection and measure vehicle ride height and; perform necessary actions.		

Task Number	Description	Hours	Level
531	Perform four-wheel alignment.		
532	RESERVED		
533	RESERVED		
534	RESERVED		
535	Check front and rear cradle (subframe) alignment.		
536	Inspect tire condition, identify tire wear patterns, and check and adjust air pressure.		
537	Diagnose wheel/tire vibration, shimmy, and noise.		
538	Rotate tires according to manufacturer's recommendations.		
539	Measure wheel, tire, axle flange, and hub runout.		
540	RESERVED		
541	Dismount, inspect, and remount tire on wheel and balance wheel and tire assembly (static and dynamic).		
542	Dismount, inspect, and remount tire on wheel equipped with tire pressure monitoring system sensor.		
543	RESERVED		
544	Inspect tire and wheel assembly for air loss.		
545	Repair tire using internal patch.		
546	Identify indirect and direct tire pressure monitoring systems (TPMS), calibrate system, and verify operation of instrument panel lamps.		
547	Identify steps required to remove and replace sensors in a tire pressure monitoring system (TPMS) including relearn procedure.		
548	Identify the need for reset procedures post wheel alignment.		
600	Brakes		
601	RESERVED		
602	Identify and interpret brake system concerns.		
603	RESERVED		
604	RESERVED		
605	Measure brake pedal height, travel, and free play as applicable.		
606	Check master cylinder for internal/external leaks and proper operation.		
607	Remove, bench bleed, and reinstall master cylinder.		
608	Inspect brake lines, flexible hoses, and fittings for leaks, dents, kinks, rust, cracks, bulging or wear; tighten loose fittings and supports; and determine necessary actions.		
609	Replace brake lines, hoses, fittings, and supports.		
610	Fabricate brake lines using proper material and flaring procedures (double flare and ISO types).		
611	Select, handle, store, and test brake fluid for contamination and fill to proper level.		
612	Inspect, test, and replace components of brake warning light system.		
613	Bleed and flush brake system.		
614	Diagnose poor stopping, noise, vibration, pulling, grabbing, dragging, or pedal pulsation concerns.		
615	Remove, clean, inspect, and measure brake drums.		

Task Number	Description	Hours	Level
616	Refinish brake drum and measure final drum diameter.		
617	Remove, clean, and inspect brake shoes, springs, pins, clips, levers, adjusters/self-adjusters, other related brake hardware, and backing support plates then lubricate and reassemble.		
618	Inspect and install wheel cylinders.		
619	Pre-adjust brake shoes and parking brake, install brake drums or drum/hub assemblies, and wheel bearings.		
620	Install wheel, torque lug nuts, and make final checks and adjustments.		
621	RESERVED		
622	Remove caliper assembly, inspect for leaks, and damage to caliper housing.		
623	Clean and inspect caliper mounting and slides/pins for operation, wear, and damage.		
624	Reassemble, lubricate, and reinstall caliper, pads, and related hardware; seat pads; and inspect for leaks.		
625	Clean, inspect, and measure rotor thickness, lateral runout, and thickness variation.		
626	Remove and reinstall rotor.		
627	Refinish rotor on vehicle and measure final rotor thickness.		
628	Refinish rotor off vehicle and measure final rotor thickness.		
629	RESERVED		
630	Check brake pad wear indicator system operation.		
631	RESERVED		
632	Check vacuum supply to vacuum-type power booster and check power assist operation.		
633	Remove, clean, inspect, repack, and install wheel bearings, RACES and replace seals; install hub; and adjust bearings.		
634	Check parking brake cables and components including integral parking brake system for wear, binding, and corrosion then clean, lubricate, adjust, or replace as needed.		
635	Check parking brake and indicator light system operation.		
636	Check operation of brake stop light system.		
637	RESERVED		
638	Inspect and replace wheel studs.		
639	Remove and reinstall sealed wheel bearing assembly.		
640	Identify and inspect electronic brake control system components.		
641	Diagnose electronic brake control system, electronic control(s), and components by retrieving diagnostic trouble codes and using recommended test equipment.		
642	RESERVED		
643	Bleed the electronic brake control system hydraulic circuits.		
644	Identify traction control/vehicle stability control system components.		
645	Describe the operation of a regenerative braking system.		
700	Electrical/Electronic Systems		
701	RESERVED		
702	Identify and interpret electrical/electronic system concerns.		

Task Number	Description	Hours	Level
703	RESERVED		
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705	Use wiring diagrams during diagnosis of electrical circuit problems.		
706	Check electrical circuits with a test light.		
707	Check electrical circuits using fused jumper wires.		
708	Locate shorts, grounds, opens, and resistance problems in electrical/electronic circuits.		
709	Measure and diagnose the cause(s) of excessive parasitic draw.		
710	Inspect and test fusible links, circuit breakers, and fuses.		
711	Inspect and test switches, connectors, relays, solenoid solid state devices, and wires of electrical/electronic circuits.		
712	Remove and replace terminal end from connector, replace connectors, and terminal ends.		
713	Repair wiring harness and solder repair.		
714	RESERVED		
715	Identify location of electric hybrid vehicle high voltage circuit disconnect (service plug) location and safety procedures.		
716	Perform battery state-of-charge test.		
717	Perform battery capacity test and confirm proper battery capacity for vehicle application.		
718	Maintain and restore electronic memory functions.		
719	Inspect, clean, fill, and replace battery, battery cables, connectors, clamps, and hold-downs.		
720	Perform battery charge.		
721	Start a vehicle using jumper cables or an auxiliary power supply.		
722	Identify electronic modules, security systems, radios, and other accessories that require reinitialization or code entry following battery disconnect.		
723	Perform starter current draw tests.		
724	Perform starter circuit voltage drop tests.		
725	Inspect and test starter relays and solenoids.		
726	Remove and install starter in a vehicle.		
727	Inspect and test switches, connectors, and wires of starter control circuits and perform necessary action.		
728	Differentiate between electrical and engine mechanical problems that cause a slow-crank or no-crank condition.		
729	Perform charging system output test and determine necessary action.		
730	Diagnose charging system for the cause of undercharge, no-charge, and overcharge conditions.		
731	RESERVED		
732	Remove, inspect, and install generator (alternator).		
733	RESERVED		
734	RESERVED		
735	Inspect, replace, and aim headlights and bulbs.		
736	RESERVED		
737	RESERVED		

Task Number	Description	Hours	Level
738	RESERVED		
739	Diagnose the cause of incorrect operation of warning devices and other driver information systems.		
740	Diagnose incorrect horn operation.		
741	Diagnose incorrect wiper operation and diagnose wiper speed control and park problems.		
742	Diagnose incorrect washer operation.		
743	Diagnose incorrect operation of motor-driven accessory circuits.		
745	RESERVED		
746	Remove and reinstall door panel.		
747	Use a digital multimeter (DMM).		
748	Demonstrate knowledge of an automatic idle start/stop system.		
800	Engine Performance		
801	RESERVED		
802	Identify and interpret engine performance concern.		
803	RESERVED		
804	RESERVED		
805	RESERVED		
806	Diagnose abnormal engine noise or vibration concerns.		
807	Diagnose abnormal exhaust color, odor, and sound.		
808	Perform engine absolute (vacuum/boost) manifold pressure tests.		
809	Perform cylinder power balance test.		
810	Perform cylinder cranking and running compression tests.		
811	Perform cylinder leakage test.		
812	Diagnose engine mechanical, electrical, electronic, fuel, and ignition concerns.		
813	Verify engine operating temperature.		
814	RESERVED		
815	RESERVED		
816	Retrieve and record diagnostic trouble codes, OBD monitor status, and freeze frame data and clear codes when applicable.		
817	Diagnose the causes of emissions or drivability concerns with stored or active diagnostic trouble codes and obtain, graph, and interpret scan tool data.		
818	Access and use service information to perform step-by-step diagnosis.		
819	Perform active tests of actuators using a scan tool.		
820	Describe the importance of running all OBDII monitors for repair verification.		
821	RESERVED		
822	Inspect and test ignition primary and secondary circuit wiring and solid-state components and test ignition coil(s).		
823	Inspect and test crankshaft and camshaft position sensor(s).		
824	Inspect, test, and replace ignition control module and powertrain/engine control module and reprogram as necessary.		

Task Number	Description	Hours	Level
825	Diagnose hot or cold no-starting, hard starting, poor drivability, incorrect idle speed, poor idle, flooding, hesitation, surging, engine misfire, power loss, stalling, poor mileage, dieseling, and emissions problems.		
826	Inspect and test fuel pumps and pump control systems for pressure, regulation, and volume.		
827	Replace fuel filters.		
828	Inspect throttle body, air induction system, intake manifold, and gaskets for vacuum leaks and unmetered air.		
829	Inspect and test fuel injectors.		
830	Verify idle control operation.		
831	Inspect the integrity of the exhaust manifold, exhaust pipes, muffler(s), catalytic converter(s), resonator(s), tail pipe(s), and heat shield(s).		
832	RESERVED		
833	Inspect, test, and service positive crankcase ventilation (PCV) filter/breather cap, valve, tubes, orifices, and hoses.		
834	RESERVED		
835	Inspect, test, service, and replace components of the EGR system, including electrical/electronic sensors, controls, and wiring, EGR tubing, exhaust passages, vacuum/pressure controls, filters, and hoses.		
836	RESERVED		
837	Inspect and test mechanical components of secondary air injection systems.		
838	Inspect and test electrical/electronically operated components and circuits of air injection systems.		
839	Inspect and test catalytic converter efficiency.		
840	RESERVED		
841	Inspect and test components and hoses of the evaporative emissions control system.		
842	Interpret diagnostic trouble codes (DTCs) and scan tool data related to the emissions control systems.		
843	RESERVED		
844	RESERVED		
845	RESERVED		
846	RESERVED		
900	Engine Repair		
901	RESERVED		
902	Verify operation of the instrument panel engine warning indicators.		
903	Install engine covers using gaskets, seals, and sealers.		
904	RESERVED		
905	Adjust valves (mechanical or hydraulic lifters).		
906	Inspect, replace, and adjust drive belts, tensioners, and pulleys and check pulley and belt alignment.		
907	Inspect and test coolant, drain and recover coolant, and flush and refill cooling system with recommended coolant.		
908	Perform cooling system pressure tests; check coolant condition; inspect and test radiator, pressure cap, coolant recovery tank, and hoses.		

Task Number	Description	Hours	Level
909	Identify components and inspect engine assembly for fuel, oil, coolant, and other leaks.		
910	Remove and replace timing belt and verify correct camshaft timing.		
911	Remove and replace thermostat and gasket/seal.		
912	Inspect and test mechanical/electrical fans, fan clutch, fan shroud/ducting, air dams, and fan control devices.		
913	Perform engine oil and filter change.		
1000	Automatic Transmission and Transaxle		
1001	RESERVED		
1002	Check fluid level and fluid condition in a transmission or a transaxle equipped with a dip-stick.		
1003	Check fluid level and fluid condition in a transmission or a transaxle not equipped with a dip-stick.		
1004	Drain, replace, and exchange fluid and filter(s).		
1005	Identify drivetrain components and configuration.		
1006	Inspect, adjust, and replace external manual valve shift linkage, transmission range sensor/switch, and park/neutral switch.		
1007	Inspect for leakage at external seals, gaskets, and bushings.		
1008	Inspect, replace, and align powertrain mounts.		
1100	Manual Drive Train and Axles		
1101	RESERVED		
1102	Drain and refill manual transmission/transaxle and final drive unit.		
1103	Check and adjust clutch master cylinder fluid level.		
1104	Check for system leaks.		
1105	Check and adjust differential housing fluid level.		
1106	Drain and refill differential housing.		
1107	Identify, inspect, and replace manual drivetrain and axle components and configuration.		
1200	Heating and Air Conditioning		
1201	RESERVED		
1202	RESERVED		
1203	Inspect air conditioning (A/C) condenser for airflow restrictions.		
1204	Inspect engine cooling and heating systems hoses.		
1205	Inspect A/C heating ducts, doors, hoses, cabin filters, and outlets.		
1206	Check for A/C leaks.		
*Local Task List			
VA3513	13.2.11.A- Apply effective speaking and listening skills used in a job interview.		
VA3514	13.2.11.B- Apply research skills in searching for a job. (CareerLink, O-NET, Networking, Newspapers, Professional Associations, Resource Books (OOH), etc.		
VA3515	13.2.11.C-Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to: job application, letter of appreciation, Cover Letter, Resume, Post-Secondary Application, etc.		

Task Number	Description	Hours	Level
VA3516	13.2.11.E- Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to: Communication, Health and Safety, Resilience, Integrity, Problem Solving, Teamwork and Communication.		
VA3517	13.3.11.A- Evaluate personal attitudes and work habits that support career retention and advancement, with focus on Resilience, Integrity, Problem Solving, Communication, Teamwork.		
VA3518	13.3.11.B-Evaluate team member roles and describe and illustrate active listening techniques: clarifying, encouraging, reflecting, restating, and summarizing.		
VA3519	13.3.11.C- Evaluate conflict resolution skills as they related to the workplace.: constructive criticism, group dynamics, managing leaderships, mediation, negotiation, problem solving.		
VA3520	13.3.11.D- Develop a personal budget based on career choice, such as but not limited to : fixed/variable expenses, gross pay, net pay, saving, taxes.		