



Dear Student and Parents/Guardian:

Welcome Lancaster County Career & Technology Center Automotive Technology Student!

Please allow us to take this opportunity to welcome you to the Automotive Technology course at the Lancaster County Career & Technology Center, Willow Street Campus. With today's automobiles, auto repair can certainly be a challenging and rewarding career. The Automotive Technology Program is ASE certified in the areas of brakes, steering and suspension, electrical and engine performance. As a result of your study at LCCTC during the 2025-2026 school year, you will have the opportunity to gain the knowledge and skills necessary for an entry level position in the automotive repair field.

Obtaining and keeping a driver's license is a requirement to work in the automotive industry. Certifications, Internship, Co-op, and employment opportunities are limited to students who hold their driver's license during the school year.

Your work as a student will determine what you receive from the program. We encourage you to take this opportunity as an Automotive Technology student to set new goals and give your best effort.

As the Automotive Technology instructors, we would like to inform you of the required items you will be asked to purchase to participate in this program:

1. Maroon uniform T-shirts must be worn. (Information is enclosed where they are to be purchased.) We recommend that you purchase at least three shirts. **Uniforms should be worn on the first day of school, so order them early!**
2. Navy Blue work pants must be worn. (The work pants can be purchased from the store of your choice.)
3. Steel toe leather work shoes, not leather sneakers. (To be purchased from a store of your choice.)
4. There will be an Automotive Technology Jacket available to purchase.
5. **Hoodies and hats are not allowed in the program.**
6. **A PA State Safety Inspection Manual:** (No cost to student- this will be covered by the CTC).

WILLOW STREET CAMPUS

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050

7. **Emission State Inspection Book & Test:** (No cost to student- this will be covered by the CTC).

8. **OSHA 10 Certification:** (No cost to the student- this will be covered by the CTC).

9. **Safety glasses (the first pair will be provided by the school) must be worn at all times except in the theory classroom.** If additional pair is required, the replacement pair will cost \$5.00.

10. Student is responsible for providing paper, standard size clip board, writing utensils, and a 3" 3-ring Binder. (Notebook will **NOT** be provided by program).

11. Additional certification is optional, and if desired, will be at the cost of the student.
A/C 609 certification cost is approx. \$20.00

12. **A Student copy of the textbook will be assigned to each student. Students are responsible for replacement of this textbook if it is lost or damaged beyond use.**

Please note that additional certifications may become available to the program and to the student and may have an additional cost associated with them.

A uniform, safety glasses and steel toe work boots are required to work in the lab area. Students without these items will not be allowed in the lab area.

The first student day for the 2025-26 school year is Thursday, August 20, 2025. Students need to plan on being at CTC on our start date, if possible, no matter the sending school start date.

All paperwork is due back to the instructors before students will be allowed to perform any hands-on task work, this should be completed within the first week of school.

We are looking forward to having you in the Automotive Technology Program this year. If you have any questions, please feel free to contact the Willow Street Campus at 717-464-7050.

Sincerely,

Mr. Alan Wakefield
Mr. Alan Wakefield

Mr. Jim Smith
Mr. Jim Smith

Mr. Brett Reider
Mr. Brett Reider

Automotive Technology Instructors
Lancaster County Career and Technology Center, Willow St Campus

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