



**RIVERSIDE COUNTY OFFICE OF EDUCATION
CAREER TECHNICAL EDUCATION
INDIVIDUALIZED TRAINING PLAN (ITP)**

COMMUNITY CLASSROOM (CC)

19-20

COOPERATIVE VOCATIONAL EDUCATION (CVE)

Student's Name _____ Emergency Phone _____

School of Residence _____ District _____

Program Title Automotive Service Technician - Advanced Teacher _____ Teacher Phone _____

Training Sites:

Name	Location	Manager/Employer	Phone

Training Schedule: Days: _____ Hours: _____

The purpose of this program is to assist the student in developing and/or expanding occupational competencies through a combination of related classroom instruction and /or on-the-job training experiences. In order to participate in this program the student must be concurrently enrolled in and attending the related classroom portion of the program, and conform to the rules and regulations of the training site(s). Students who provide their own private transportation (drive their own vehicle) must have a valid California driver's license and meet the financial responsibility requirements of the California Vehicle Code section 16020 and 16021. All parties agree to comply with the conditions of the ITP, student training agreement and all appropriate state and federal regulations. A copy of this training plan shall be maintained at each training site.

Student Signature _____ Date _____

Parent or Guardian Signature (if student is under 18 years of age) _____ Date _____

Teacher Signature _____ Date _____

This is to certify that _____ acquired the competencies initialed by demonstrating a proficiency equivalent to entry level employment.

Date of transition from CC to CVE _____

Final Grade: _____ Total Hours: _____ Teacher Signature: _____ Date: _____

Comments: _____



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Occupational Competencies	Expected Training Hours	Location of Training			Teacher Verification	
		Class	CC	CVE	Initial	Date
1 INTRODUCTION	20	10	10	0		
A Identifies the personal qualifications, interests, aptitudes, knowledge, and skills of successful automotive technician assistants and helpers.						
B Demonstrates an understanding of personal, professional, and educational requirements of this career field.						
C Demonstrates knowledge of policies, procedures, and regulations related to workplace health and safety.						
2 UNDERSTANDING THE MATERIAL SAFETY DATA SHEETS (MSDS)	30	15	15	0		
A Practices safe working habits in the automotive shop/lab.						
B Locates, reads, and understands Material Safety Data Sheets (MSDSs) in automotive shop/lab.						
C Follows fire prevention and control procedures.						
D Practices appropriate clean up and maintenance skills.						
E Demonstrates safe handling of hazardous waste materials and appropriate disposal methods.						
3 AUTOMOTIVE SERVICES	25	15	10	0		
A Engine						
B Cooling						
C Exhaust						
D Lubrication						
E Drive Train						
F Electrical/Electronic						
G Fuel						
H Ignition						
4 HAND TOOLS	30	15	15	0		
A Practices safe working habits in the shop.						
B Demonstrates proper use of hand tools, power tools, and equipment.						
C Demonstrates proper use of measuring instruments.						
D Demonstrates tool and inventory control.						
E Practices appropriate clean up and maintenance skills.						
5 POWER TOOLS	20	10	10	0		
A Practices safe working habits in the shop.						
B Demonstrates proper use of hand tools, power tools, and equipment.						
C Demonstrates tool and inventory control.						
D Practices appropriate clean up and maintenance skills.						
E Uses tools and machines safely and appropriately. Follows directions.						
6 FASTENERS AND SEALANTS	10	5	5	0		
A Practices safe working habits in the shop.						
B Identifies and utilizes appropriate securing fasteners and sealants.						
C Uses service reference materials.						
D Practices appropriate clean up and maintenance skills.						
E Follows directions.						



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7 SHOP AND PERSONAL SAFETY 25 10 15 0

A Utilize safe procedures for handling of tools and equipment. Identify and use proper placement of floor jacks and jack stands. Identify and use proper procedures for safe lift operation.						
B Utilize proper ventilation procedures for working within the lab/shop area. Identify marked safety areas.						
C Identify the location and the types of fire extinguishers and other fire safety equipment; demonstrate knowledge of the procedures for using fire extingu and other fire safety equipment.						
D Identify the location and use of eye wash stations. Identify the location of the posted evacuation routes. Comply with the required use of safety glasses, ear protection, gloves, and shoes during lab/shop activities.						
E Identify and wear appropriate clothing for lab/shop activities. Secure hair and jewelry for lab/shop activities.						
F Demonstrate awareness of the safety aspects of supplemental restraint systems (SRS), electronic brake control systems, and hybrid vehicle high voltage circuits.						
G Demonstrate awareness of the safety aspects of high voltage circuits (such as high intensity discharge (HID) lamps, ignition systems, injection systems, etc.). Locate and demonstrate knowledge of material safety data sheets (MSDS).						

8 LIFTING EQUIPMENT 10 5 5 0

A Demonstrates safe use of a hoist.						
B Demonstrates safe use of floor jacks, safety stands, and wheel chocks.						
C Uses tools and equipment safely and appropriately.						
D Follows directions.						

9 ENGINE REPAIR 10 5 5 0

A General Engine Diagnosis; Removal and Reinstallation (R&R).						
B Cylinder Head and Valve Train Diagnosis and Repair.						
C Engine Block Assembly Diagnosis and Repair.						
D Lubrication and Cooling Systems Diagnosis and Repair.						

10 AUTOMOTIVE TRANSMISSION AND TRANSAXLE 10 5 5 0

A General Transmission and Transaxle Diagnosis.						
B In-Vehicle Transmission/Transaxle Maintenance and Repair.						
C Off-Vehicle Transmission and Transaxle Repair.						

11 MANUAL DRIVE TRAIN AND AXLES 10 5 5 0

A General Drive Train Diagnosis.						
B Clutch Diagnosis and Repair.						
C Transmission/Transaxle Diagnosis and Repair.						
D Drive Shaft and Half Shaft, Universal and Constant-Velocity (CV) Joint Diagnosis and Repair.						
E Drive Axle Diagnosis and Repair; 1 Ring and Pinion Gears and Differential Case Assembly.						
F 2 Drive Axles.						
G Four-wheel Drive/All-wheel Drive Component Diagnosis and Repair.						



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12 SUSPENSION AND STEERING	30	15	15	0		
A General Suspension and Steering Systems.						
B Steering Systems Diagnosis and Repair.						
C Suspension Systems Diagnosis and Repair.						
D Related Suspension and Steering Service.						
E Wheel Alignment Diagnosis, Adjustment, and Repair.						
F Wheels and Tires Diagnosis and Repair.						
13 BRAKES	30	15	15	0		
A General Brake Systems Diagnosis.						
B Hydraulic System Diagnosis and Repair.						
C Drum Brake Diagnosis and Repair.						
D Disc Brake Diagnosis and Repair.						
E Power-Assist Units Diagnosis and Repair.						
F Miscellaneous (Wheel Bearings, Parking Brakes, Electrical, Etc.) Diagnosis and Repair.						
G Electronic Brake, Traction and Stability Control Systems Diagnosis and Repair.						
14 ELECTRICAL/ELECTRONIC SYSTEMS	30	15	15	0		
A General Electrical System Diagnosis.						
B Battery Diagnosis and Service.						
C Starting System Diagnosis and Repair.						
D Charging System Diagnosis and Repair.						
E Lighting Systems Diagnosis and Repair.						
F Gauges, Warning Devices, and Driver Information Systems Diagnosis and Repair.						
G Horn and Wiper/Washer Diagnosis and Repair.						
H Accessories Diagnosis and Repair.						
15 HEATING AND AIR CONDITIONING	24	12	12	0		
A General A/C System Diagnosis and Repair.						
B Refrigeration System Component Diagnosis and Repair.						
C Heating, Ventilation, and Engine Cooling Systems Diagnosis and Repair.						
D Operating Systems and Related Controls Diagnosis and Repair.						
E Refrigerant Recovery, Recycling, and Handling.						
16 ENGINE PERFORMANCE	26	13	13	0		
A General Engine Diagnosis.						
B Computerized Controls Diagnosis and Repair.						
C Ignition System Diagnosis and Repair.						
D Fuel, Air Induction, and Exhaust Systems Diagnosis and Repair.						
E Emissions Control Systems Diagnosis and Repair.						
F Hybrid Drive Systems; Describe operation of series,parallel and series-parallel sytems.						



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17 CAREER PLANNING	10	5	5	0		
A Identifies personal qualifications, interests, aptitudes, information, and skills necessary to succeed in this career field.						
B Demonstrates understanding of the importance of ethics, values, and laws as related to the work place.						
C Develops a career plan that is designed to reflect career interest, pathways, and post-secondary educational options.						
D Identifies important strategies for self-promotion in the hiring process such as job applications, resume writing, interviewing skills, and preparation of a portfolio.						

18 WORK READINESS	10	5	5	0		
A Demonstrate basic math, written, and verbal language skills appropriate to the workplace.						
B Demonstrate competency in the 21st Century Soft & Interpersonal Skills.						
C Demonstrates the ability to problem solve and think critically.						
D Demonstrates Dependability, Reliability, and Flexibility.						
E Demonstrates time management, organizational, and customer service skills.						
F Consistently act in an honest and ethical manner.						
G Demonstrate the ability to both work cooperatively and independently.						
H Demonstrates articulate verbal communication skills.						
I Demonstrates a willingness to accept constructive feedback.						

19 INTEGRATED MATHEMATICAL COMPONENTS; INTEGRATED LANGUAGE ARTS COMPONENTS	0	0	0	0		
A Demonstrate effective integrated math applications appropriate and commensurate with employment in this industry sector.						
B Demonstrate effective integrated Language Arts applications appropriate and commensurate with employment in this industry sector.						