



AUTOMOTIVE TECHNICIAN (T-TEN) CAREER LAUNCH PROGRAM PROPOSAL

Clark College & Toyota Dealerships Partnership

Partners

Clark College

Toyota Dealerships

Program Checklist

P1. Program description including length of program in years and total hours (including split between classroom and worksite).

Program Description: Automotive Technology and highly-trained automotive technicians are in serious demand for the Southwest Washington region. Clark College's Automotive Technology program is one of a handful of colleges in the country, and the first in the Pacific Northwest, to receive accreditation for the Toyota Technician & Education Network (T-TEN) program. T-TEN is an industry leading automotive technician training program helping to develop and place thousands of factory certified technicians in challenging, rewarding and well paid positions in our dealerships across the country. T-TEN students receive instruction from factory-trained instructors and guidance from dealership mentor technicians. Students graduate from the T-TEN program with the confidence, skills, knowledge, and certifications needed to begin a challenging and profitable career. T-TEN is described as a world-class training program with the ultimate goal of training and placing Toyota and Lexus certified technicians in permanent dealership-based positions.

Participants are employees of Toyota or Lexus Dealerships and students at Clark College in the Automotive Program at the same time. Students split time between on-campus training and working alongside automotive technicians at the dealership.

Automotive Service Technicians perform a wide variety of tasks. Typical activities are the following: (1) Identify mechanical problems, often by using computerized diagnostic equipment; (2) Test parts and systems to ensure that they are working properly; (3) Follow checklists to ensure that all critical parts are examined; (4) Perform basic care and maintenance, including changing oil, giving tune-ups, checking fluid levels, and rotating tires; (5) Repair or replace worn parts, such as brake pads and wheel bearings; (6) Disassemble and reassemble parts; (7) Use testing equipment to ensure that repairs and maintenance are effective; and (8) Explain to clients their automotive problems and the repairs done on their vehicles.

Length of Program: 8 quarters, 24 months.

Total Hours: 3,430 Hours.

- 1,440 hours of technical instruction on-campus
- 150 hours of non-technical instruction on-campus
- 400 hours of Managed internship at worksite
- 1,440 hours of non-managed internship at worksite.

P2. Estimated number of hours per week at worksite and in classroom (this approach may shift throughout the program).

Hours per week at worksite: 25 hours.

Hours per week in classroom: 5 hours in classroom; 17 hours in structured lab environment.

P3. Demonstration of labor market demand for specified skills/career in local region

The Automotive Technician (T-TEN) Career Launch Program addresses the occupations within Automotive Service Technicians and Mechanics occupation.

Within Clark College’s three county service district (Clark, Skamania, and Klickitat counties), there were 793 jobs in 2019, which is anticipated to grow by 7% in the next 10 years. Historically, the average number of completions are not keeping up with the demand, with only 64 total annual completions, for 74 annual openings. This has increased in 2019, where during January – November 2019, there were 306 unique job postings for Automotive Technicians – indicating a significant competition for high-quality applicants due to expansion of existing businesses.

Clark College is located within the Portland-Hillsboro-Vancouver metropolitan area, which means that the economic region includes a broader six county region (Clark, Skamania, Klickitat, Multnomah, Washington and Clackamas). Within this economic region, there were 4,019 jobs in 2019. There are 373 annual openings, with only 192 annual completions in this broader region; this creates an annual workforce shortage of 181.

Therefore, the Automotive Technician (T-TEN) Career Launch Program creates intentional career pathways for new and incumbent workers to address this workforce shortage.

P4. Projected count of student enrollment, student completion, and anticipated employer participation for 5 years, post-pilot.

	Year 1 (2020-2021)	Year 2 (2021-2022)	Year 3 (2022-2023)	Year 4 (2023-2024)	Year 5 (2024-2025)
Student Headcount	31	33	35	37	39
Full-Time Equivalent Student (FTES)	32	34	36	38	40
Completion	12	13	14	15	15
Employer Participation	7	8	9	9	9

With increased recruitment and student support in the program and redesigned curriculum schedule, which allows students to take classes and work at the dealership during the same quarter (rather than the prior alternating quarter schedule). This increases dependability of funding for students and dealership staffing levels. Through increased partnerships and continuous improvement of recruitment and scheduling, the increased headcount and FTES will be achieved.

P5. Concise description of development process to create the Career Launch program (e.g., who was involved, when, how was the program piloted, etc.)

In 2008, the Toyota T-TEN instructor community was formed to create curriculum and administration paperwork to engage Toyota dealers and colleges to better serve students in the work-based learning/classroom based-learning program. Program development was accomplished with help from Toyota Motor Sales USA. The industry supported, funded and monitored the progress and the validation of all work completed and implemented as part of the Toyota T-TEN program. The biggest investment for Toyota was updating the fleet of automobiles, engines and transmissions to match the new dealer approved curriculum after the program approval from the college's advisory board. Clark College's Toyota T-TEN advisory board continues to support and monitor program outcomes, collaborate with the college faculty and regional dealerships to ensure that the program is operating with the specific skills and abilities needed to support successful outcomes for students. With the collaboration between the college, Toyota corporate, and our Toyota Dealer partners, we have maintained accreditation with both Toyota and the Automotive Service Excellence Education Foundation and continue to innovate and improve our programs.

P6. Signed letter of endorsement from all relevant partners, stakeholders and regional networks (including employers, labor organizations, academic institutions, community-based organizations, individuals, and other relevant stakeholders in support of the proposed Career Launch program). Regional network endorsement preferred.

Letters enclosed on subsequent pages are from the following partners:

- Clark College
- Educational Service District 112 (Regional Network)
- Workforce Southwest (Program Intermediary)
- Southwest Washington STEM Network

Toyota Dealerships endorsement of the Career Launch Program is included in Employer Commitment Letter for I-R9 on Pages 14-17.



February 5, 2020

To the Career Launch Endorsement Review Team:

I write this letter to affirm Clark College's institutional commitment to the Automotive T-TEN Career Launch Program, with partnership with local dealerships. This program provides students with industry-defined curriculum and meaningful, high-quality on-the-job experience.

I am proud to say that this program also supports Clark College's strategic plan in the core themes of academic excellence, social equity and economic vitality as well as the values of social justice, partnerships, and innovation. The Automotive T-TEN Career Launch Program exemplifies this commitment through implementation of this creative and agile strategy to enhance student learning, and alignment of the Automotive program to meet regional workforce needs.

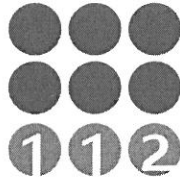
The Automotive T-TEN Career Launch Program is applying for endorsement between Clark College and local Toyota dealerships. Students concurrently enroll in the Clark College Automotive program and work 25 hours per week at a local Toyota dealership. To ensure that all students have the resources to address academic and non-academic issues, Clark College provides dedicated wrap-around student support to meet their individualized needs. This comprehensive program, with intentional integration of course curriculum and work-based learning opportunities, prepares students to enter the workforce with the knowledge, skills and abilities to be successful as a automotive technician.

The Associate Vice President of Instruction, Genevieve Howard and the Dean of Workforce Professional Technical Education, Armetta Burney have been closely involved in the development of this program with the Automotive Department Head and lead faculty member, Tonia Haney. Upon endorsement, all levels of leadership here at Clark College are confident that the implementation will continue to support the region's need for automotive technicians well into the future.

Sincerely,

A handwritten signature in blue ink that reads "Sandra Fowler-Hill". The signature is written in a cursive style and is positioned below the "Sincerely," text.

Dr. Sandra Fowler-Hill
Interim President
Clark College



EDUCATIONAL SERVICE DISTRICT 112

2/12/2020

COUNTIES

CLARK
COWLITZ
KLICKITAT
PACIFIC
SKAMANIA
WAHIAKUM

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DARLENE STICKEL
STEVE WRIGHTSON

SUPERINTENDENT

TIM MERLINO

To the Career Launch Endorsement Review Team:

ESD 112 is excited to support the Automotive Technician T-TEN Career Launch Project, with partnerships between Clark College and regional automotive dealerships.

At ESD 112, we recognize the need for

- Private/public partnerships that provide students with a career pathways that also provide competitive candidates to meet our business needs
- Meaningful, high-quality on-the-job experience, with defined competencies and skills gained through experience.
- Curriculum developed in partnership with employers and industry, to ensure state-of-the-art curriculum is aligned with occupations in-demand.
- Dedicated wrap-around student support to ensure students have the resources to be successful in academic and non-academic issues.
- Alignment of pathways from K-12 through postsecondary education and career trajectory.
- Career pathways for incumbent workers to upskill for career trajectory.

The Automotive Technician T-TEN Career Launch Project is an exemplary program, providing students with meaningful, high-quality on-the-job experience that is concurrent with aligned academic curriculum.

On behalf of ESD 112, we commit to working with the Automotive Technician T-TEN Career Launch Project to make this program successful in the following specific ways:

- Convene and support Career Connect Intermediaries and other local partners in the region
- Help them achieve their outcomes related to Career Launch endorsement and participation of young people in Career Launch activities
- Ensure equitable inclusion of youth of color, low income youth, youth from rural communities and youth with disabilities.

The impact of this program is vital to meeting our regional workforce needs and we support endorsement of this exemplary program.

Tim Merlino
Superintendent
Educational Service District 112



workforce
SOUTHWEST WASHINGTON

To the Career Launch Endorsement Review Team:

Workforce Southwest Washington is excited to support the Automotive Technician Toyota T-TEN Career Launch Project, with partnerships between Clark College and regional automotive dealerships.

At WSW, we recognize the need for public-private partnerships that provide students with career pathways that also provide employers with competitive candidates to meet their business needs. Through curriculum developed in partnership with employers and industry, combined with meaningful, high-quality on-the-job experience, the Automotive Technician Toyota T-TEN Career Launch Program is an exemplary program serving our students and community.

WSW brings together stakeholders from business, economic development, education, labor, government, nonprofit and community organizations in the Clark, Cowlitz, and Wahkiakum counties. WSW brings these groups together to identify the regional workforce needs of specific industries and job seekers.

As a Career Launch Program Intermediary, WSW commits to working with the Automotive Technician Toyota T-TEN Career Launch Program to make this program successful in the following specific ways:

- Provide advising for a scaling plan for this program to develop articulation agreements between regional high schools and the Clark College Automotive program;
- Provide strategic guidance for enrolling youth or young adults in the program, with an emphasis on underserved populations (e.g., youth from low income families, youth of color, youth from rural areas, out of school youth, English language learners, youth with disabilities, foster children, homeless youth, single parents, and other populations that face barriers to employment);
- Assist in identifying best practices that could support sustainable and inclusive practices to continuously improve and build sustainability for this partnership; and
- Assist in coordinating the distribution of curriculum through Career Connect Washington statewide system for other regions, if applicable.

The impact of this program is vital to meeting our regional workforce needs and we support endorsement of this exemplary program.

Sincerely,



Kevin Perkey
Workforce Southwest Washington - Chief Executive Officer

Serving businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties.

2/12/2020

To the Career Launch Endorsement Review Team:

The Southwest Washington STEM and Career Connected Learning Network is excited to support the Automotive Technician T-TEN Career Launch Project, with partnerships between Clark College and regional automotive dealerships.

At SWWA STEM, we recognize the need for:

- Private/public partnerships that provide students with career pathways that also provide competitive candidates to meet our business needs
- Meaningful, high-quality on-the-job experience, with defined competencies and skills gained through experience.
- Curriculum developed in partnership with employers and industry, to ensure state-of-the-art curriculum is aligned with occupations in-demand.
- Dedicated wrap-around student support to ensure students have the resources to be successful in academic and non-academic issues.
- Alignment of pathways from K-12 through postsecondary education and career trajectory.
- Career pathways for incumbent workers to upskill for career trajectory.

The Automotive Technician T-TEN Career Launch Project is an exemplary program, providing students with meaningful, high-quality on-the-job experience that is concurrent with aligned academic curriculum.

On behalf of SWWA STEM, we commit to working with the Automotive Technician T-TEN Career Launch Project to make this program successful in the following specific ways:

- Support to analyze labor market
- Develop K-16 guided pathway aligned to jobs
- Recruiting and engaging private and public sector organizations
- Raise students' awareness of different career options
- Ensure equitable inclusion of youth of color, low income youth, youth from rural communities and youth with disabilities.

The impact of this program is vital to meeting our regional workforce needs and we support endorsement of this exemplary program.



Vickei Hrdina
Executive Director
SW WA Career Connected Learning Network

P7. Description of resources, supports, or other processes to recruit and support students from underserved backgrounds; or create an implementation plan to do so.

Since the beginning of the partnership of the T-TEN program, with partnership between Toyota Dealerships and Clark College, there have been recruitment plans to supply trained entry-level T-TEN graduates to the maximum number of Toyota dealerships within the Clark College defined market area. This has included a collaborative effort between the Clark College Automotive Department Student Recruitment and Retention Specialist (ASRRS) and the dealership service managers/directors.

With the high-touch recruitment process, the Clark College Automotive Department Student Recruitment and Retention Specialist (ASRRS) can develop individualized relationships with potential applicants to identify barriers to student participation and/or success in the program for students from underserved backgrounds. Student recruitment in the program – especially students from underserved backgrounds – has been a significant challenge for the program.

With the next cohort and potential program expansion, the program will intentionally recruit students from underserved backgrounds with specific support from ESD 112 (Career Launch Regional Network), Workforce Southwest Washington (Career Launch Program Intermediary), as well as the NEXT Center (a comprehensive center serving young adults ages 16-24 that do not have a clear pathway to work, training or post-secondary education). These intentional partnerships aim to recruit participants that reflect the diversity in the community.

Once students enroll in the program, Clark College offers a variety of supports to assist students from marginalized populations in achieving their educational and professional goals – including the following:

- Appreciative Advising Model that supports students in a holistic manner. All new students are assigned an Academic Advisor who assists with academic and non-academic supports throughout their journey at Clark College.
- Workforce Education Services provides a variety of supports to assist low-income students to include, alternative financial aid, access to subsidized childcare, maintenance of public benefits while in school, emergency grants, and assistance in preventing homelessness. Students receive assistance in barrier removal and connections to internal and external resources.
- Disability Support Services (DSS) office assist students with disabilities in pursuing their educational goals. Clark College is committed to assuring that its services, programs, and activities are accessible to individuals with disabilities.
- The Office of Diversity and Equity is committed to serving marginalized populations. The Diversity Center, is a safe space for students to study, meet new people and experience a sense of belonging.
- The Penguin Pantry supports a healthy college community by reducing hunger on campus and connecting students to essential resources.
- Career Services provides a wide array of resources that can assist students with job search skills and securing full-time employment and internships. There are a variety of Student Success Workshops that are offered throughout the academic year to assist students with their professional development, academic success and personal development.

Industry-Related Checklist

I-R1. Address of worksite(s) where Career Launch students will complete supervised training.

Toyota Dealerships

- Toyota-Scion of Portland on Broadway: 55 NE Broadway St, Portland, OR 97232
- Ron Tonkin Toyota: 750 SE 122nd Ave, Portland, OR 97233
- Kuni Lexus of Portland: 8840 SW Canyon Rd, Portland, OR 97225
- Toyota of Gladstone: 19375 SE McLoughlin Blvd, Gladstone, OR 97027

I-R2. Hourly wage for Career Launch participants.

Participants start at \$14.50-16.00/hour, depending upon individual dealer or dealer group pay scales. Dealers usually increase pay rates as skills advance, as evidenced by ASE certification tests.

I-R3. List of entry-level positions and associated job descriptions for which a Career Launch student would be eligible for upon completion.

Toyota Express Maintenance Technician:

Job Responsibilities:

- Perform vehicle inspections, basic maintenance, oil changes, tire rotations, and minor repairs, following Toyota Express Maintenance 2 technician process
- Tire replacement, and tire repair
- Communicate with service advisors when additional repairs are needed
- Work alongside skilled technicians to learn how to perform quality vehicle service maintenance and repairs

Certified Toyota Technician:

Job Responsibilities:

- Perform work specified on the repair order with accuracy, efficiency, and in accordance with dealership and manufacturer's standards
- Test components and systems using diagnostic tools and special service equipment
- Diagnose, maintain, and repair vehicle automotive systems including engine, transmission, electrical, steering, suspension, brakes, and air conditioning
- Communicate directly with the Service Advisors so they can discuss additional service work that is needed with the customer.
- Execute repairs under warranty to manufacturer specifications

I-R4. List of specific skills and competencies required for completion of Career Launch program, with demonstrated alignment to entry-level positions, job descriptions, and average local salary ranges.

Specific skills and competencies for the Career Launch program are aligned with the Automobile Service Excellence competencies, which are the professional standard for entry-level positions:

Course	Description	ASE Test
Electrical I	Introduction to basic electrical properties, circuits and testing. Major focus will be placed on the proper use of the DVOM in voltage drop diagnosis. Will also offer an introduction to Chassis Electrical Systems operation and testing.	A6 – Electrical/ Electronic Systems
Electrical II	Second in a series exploring electrical properties, circuits and testing. Major focus will be placed on the proper use of the DVOM in voltage drop diagnosis of multiplexed circuits used in Modern Automotive applications. Will also include an introduction to computer controlled electrical systems operation and testing using a DSO.	A6 – Electrical/ Electronic Systems
Brakes	Provides theory and hands-on training in the operation, diagnostics, and service of vehicle braking systems. Specific emphasis will be placed on the correct diagnostic strategies to locate and repair faults in ABS, VSC and VDIM systems. Initial focus will be placed on performing basic brake service procedures and diagnosis.	A5 – Brakes
Steering and suspension	Provides theory and hands-on training in the operation, diagnosis, and service of vehicle steering and suspension systems with specific emphasis on the correct diagnostic strategies to locate and repair faults in TPMS and EPS systems. Initial focus will be placed on performing basic tire, suspension and steering service procedures and diagnosis.	A4 – Suspension & Steering
Engine performance I	Instruction related to the operation, diagnosis, service and repair of engine management systems. Initial focus is on the operation and testing of the internal combustion engine then progress to engine and fuel management systems. Emphasis will be placed on ignition, fuel delivery, and computer input sensor diagnosis. Students will gain necessary knowledge of diagnostic strategies and tools used daily in the dealership to repair drivability and/or engine performance related issues.	A8 – Engine Performance
Engine performance II	Instruction regarding the operation, diagnosis, service and repair of engine management systems. Focus on advanced level diagnostics including fuel trim, no DTC's drivability, mode \$06 scan tool usage, and emissions control system diagnosis and repair.	A8 – Engine Performance
Climate control	Instruction in automotive heating and air conditioning systems used in vehicles. Covers refrigerant handling, climate control system components, temperature system controls, refrigerant system diagnosis, recovery-recycling-recharging a/c systems, safety requirements for hybrid vehicles and dealership service.	A7 – Heating & Air Conditioning
Engine mechanical	Instruction regarding the operation, diagnosis, service and repair of internal combustion engines. Focus on the tear down and inspection of internal engine components. Emphasis will be placed on precision measurements and components failure identification.	A1 – Engine Repair

Manual transmission	Instruction in automotive manual transmissions and drivetrains. Students will explore the principles of torque multiplication, engine braking, and gear ratios. Emphasis will be placed on the diagnosis and repair of clutch assemblies, manual transmissions, transfer cases, and vehicle drivetrains.	A3 – Manual Drive Train & Axles
Automatic transmissions	Theory and hands-on training in the operation, diagnostics, and service of automatic transmissions and transaxles. Specific emphasis will be placed on the correct diagnostic strategies to locate and repair faults in automatic transmission control systems. Initial focus will be placed on performing basic automatic transmission service procedures and diagnosis.	A2 – Automatic Transmission/ Transaxle
Introduction to dealership operations	Introduction to safety, service procedures and responsibilities as a dealership automotive service professional. Initial focus will be soft skills used in daily customer interactions and will continue with technical skills needed to be successful in the current dealership environment. Finally, emphasis will be placed on performing minor, intermediate and major maintenance operations.	Soft Skill Development

For the aligned positions, the entry-level hourly wage (10th percentile for occupation) is \$16.85 for the Clark, Skamania, and Klickitat counties region. The wage progression includes \$20.09 (25th percentile) and \$26.68 (median hourly wage).

I-R5. Employer attests that Career Launch program is in compliance with required federal, state, and local regulations.

Attestation is included in Toyota Dealerships Employer letter (See I-R9).

I-R6. Employers will outline a student supervision and mentorship model.

Participating dealers agree to provide exemplary supervision of participating student employees as part of the Toyota T-Port Evaluation Manual:

1. Provide job orientation concerning dealership and service department procedures during scheduled work hours.
2. Provide training, guidance and supervision of the intern/extern.
3. Assign sufficient quality work (based on technical evaluation areas) to occupy the intern during scheduled hours.
4. Accurately complete time sheets and list accomplishments of the intern/extern on a regular basis.
5. Adhere to all health and safety codes.
6. Evaluate the intern's/extern's progress at appropriate points during his or her workbased learning/externship using the In-Dealership Evaluation and Completion Evaluation.
7. Comply with the requirements of and assist the intern/extern in successfully completing the required tasks in the T-Ten Professional Technician Portfolio.

I-R7. Description of common career pathway(s) beginning with entry-level position specified with demonstration of likely salary growth over specified time period.



For students interested in pursuing a management position (e.g., Team Service Manager; Parts Manager), Clark College offers a Bachelor of Applied Science in Applied Management degree. This degree builds on the Associate of Applied Technology (AAT) degree to provide the managerial knowledge and expertise to meet industry demand. This includes, but is not limited to the following: Foundations of Management; Social Media in Business; Organizational Communication; Organizational Behavior; Business Principles; and Accounting Principles for Managers.

I-R8. Demonstrated competency alignment with relevant professional standards for specified entry-level positions when applicable.

Professional standards for Automobile Technicians is based on the Automobile Certification Tests (A1-A8) by the Automobile Service Excellence certification. These tests have the objective of identifying and recognizing technicians who can demonstrate knowledge of the skills necessary to diagnose, service, and repair cars, and SUVs. Individuals who become certified in A1-A8 are recognized as “ASE-Certified Master Automobile Technicians”:

- A1 – Engine Repair
- A2 – Automatic Transmission/Transaxle
- A3 – Manual Drive Train & Axles
- A4 – Suspension & Steering
- A5 – Brakes
- A6 – Electrical/Electronic Systems
- A7 – Heating & Air Conditioning
- A8 – Engine Performance

I-R9. Signed letter from employer partner.

Displayed on Pages 14-17.



TOYOTA OF GLADSTONE

To the Career Launch Endorsement Review Team:

Toyota of Gladstone is pleased to collaborate with Clark College and its automotive program to join as an employer partner in the Automotive T-TEN Technician Career Launch Program. This partnership between Clark College and Toyota of Gladstone will provide students with meaningful, high-quality on-the-job experience that is concurrent with aligned academic curriculum.

Serving the Portland-Vancouver metropolitan area, Toyota of Gladstone provides an opportunity for a paid apprenticeship while going to school. This allows us to expand our technician resources with the skills we need for the future. We appreciate the work that Clark College does in recruiting and training our future workforce. We have a great partnership with T-TEN to have real world experience, with a training environment at the school that will produce the best technicians. We also have Master Diagnostic Technicians that will mentor them while they are going to school. It really is important to our future that we have the tools in place to train the next generation. We are going to lose many skilled technicians to retirement, through T-Ten and our mentorship programs we can insure those skills will continue.

Like other dealerships in the region, we find it challenging to find employees with the education, skills, and abilities needed to grow our company. We believe that this Automotive T-TEN Technician Career Launch partnership will produce an additional workforce with needed skills and hands-on experiences.

Within the endorsed program, Toyota of Gladstone commits to partnering in the Automotive T-TEN Technician Career Launch Program to make this program successful in the following specific ways:

- Compliance with required federal, state, and local regulations for the Automotive T-TEN Technician Career Launch Program;
- Recruitment of students into the program through community partnerships with K-12, Clark College, and community-based organizations;
- Provide exemplary student supervision and mentorship that allows program participants to gain confidence and skills needed to successfully transition into the workforce;
- Completers of the program will have the knowledge, skills, and abilities for the Technician positions.
- Consider using the program as an option to skill up our own employees; and
- Provide program participants with the career advancement opportunities, as applicable.

Regional industry needs employees with fundamental automotive technician competencies. We stand as partner with Clark College to expand the best Automotive T-TEN Technician Career Launch Program that will fully support industry and future workforce needs. This program clearly supports our mission, too. By helping to provide students with the knowledge and exposure to industry needs and an early awareness of educational and career pathways, support of this Career Launch program offers Toyota of Gladstone an opportunity to identify high-quality potential graduates with work-ready automotive technician skills.

Sincerely,

Dave Ruppert
Service Manager, Toyota of Gladstone
druppert@toyotaofgladstone.com, 503-722-4850



To the Career Launch Endorsement Review Team:

Kuni Lexus of Portland is pleased to collaborate with Clark College and its automotive program to join as an employer partner in the Automotive T-TEN Technician Career Launch Program. This partnership between Clark College and Kuni Lexus of Portland will provide students with meaningful, high-quality on-the-job experience that is concurrent with aligned academic curriculum.

Serving the Portland-Vancouver metropolitan area, Kuni Lexus of Portland is one of the largest dealers in the area and exists for one reason – to provide all our employees with a rewarding career and a better life for them and their families. Because of our collaboration with Clark College and the T-TEN program, we are able to strengthen our dealerships core, position our company for the future, and put our people in a position to win.

Like other dealerships in the region, we find it challenging to find employees with the education, skills, and abilities needed to grow our company. We believe that this Automotive T-TEN Technician Career Launch partnership will produce an additional workforce with needed skills and hands-on experiences.

Within the endorsed program, Kuni Lexus of Portland commits to partnering in the Automotive T-TEN Technician Career Launch Program to make this program successful in the following specific ways:

- Compliance with required federal, state, and local regulations for the Automotive T-TEN Technician Career Launch Program;
- Recruitment of students into the program through community partnerships with K-12, Clark College, and community-based organizations;
- Provide exemplary student supervision and mentorship that allows program participants to gain confidence and skills needed to successfully transition into the workforce;
- Completers of the program will have the knowledge, skills, and abilities for the role as a highly trained automotive technician;
- Consider using the program as an option to skill up our own employees; and
- Provide program participants with the career advancement opportunities, as applicable.

Regional industry needs employees with fundamental automotive technician competencies. We stand as partner with Clark College to expand the best Automotive T-TEN Technician Career Launch Program that will fully support industry and future workforce needs. This program clearly supports our mission, too. By helping to provide students with the knowledge and exposure to industry needs and an early awareness of educational and career pathways, support of this Career Launch program offers Kuni Lexus of Portland an opportunity to identify high-quality potential graduates with work-ready automotive technician skills.

Sincerely,

A handwritten signature in black ink, appearing to read "Dan Morton", with a long horizontal flourish extending to the right.

Dan Morton
Shop Manager
Kuni Lexus of Portland

Ron Tonkin Toyota
750 SE 122nd Ave.
Portland, OR 97233

To the Career Launch Endorsement Review Team:

Ron Tonkin Toyota is pleased to collaborate with Clark College and its Automotive program to join as an employer partner in the Automotive T-TEN Technician Career Launch Program. This partnership between Clark College and Ron Tonkin will provide students with meaningful, high-quality on-the-job experience that is concurrent with aligned academic curriculum.

Serving the Portland-Vancouver metropolitan area, Ron Tonkin Toyota provides quality automotive repairs and maintenance. Ron Tonkin prides itself on providing a great career and job advancement for all of their employees. Our partnership with Clark College T-ten program allows us the opportunity to be a part of the education program by mentoring and developing new automotive repair technicians.

Like other dealerships in the region, we find it challenging to find employees with the education, skills, and abilities needed to grow our company. We believe that this Automotive T-TEN Technician Career Launch partnership will produce an additional workforce with needed skills and hands-on experiences.

Within the endorsed program, Ron Tonkin commits to partnering in the Automotive T-TEN Technician Career Launch Program to make this program successful in the following specific ways:

- Compliance with required federal, state, and local regulations for the Automotive T-TEN Technician Career Launch Program;
- Recruitment of students into the program through community partnerships with K-12, Clark College, and community-based organizations;
- Provide exemplary student supervision and mentorship that allows program participants to gain confidence and skills needed to successfully transition into the workforce;
- Completers of the program will have the knowledge, skills, and abilities for shop service and repair technician.
- Consider using the program as an option to skill up our own employees; and
- Provide program participants with the career advancement opportunities, as applicable.

Regional industry needs employees with fundamental automotive technician competencies. We stand as partner with Clark College to expand the best Automotive T-TEN Technician Career Launch Program that will fully support industry and future workforce needs. This program clearly supports our mission, too. By helping to provide students with the knowledge and exposure to industry needs and an early awareness of educational and career pathways, support of this Career Launch program offers Ron Tonkin an opportunity to identify high-quality potential graduates with work-ready automotive technician skills.

Sincerely,

Aric Savage

Fixed Operations Director
Ron Tonkin Toyota/ Mazda
503-408-4530 (direct)
asavage@tonkin.com



TOYOTA mazda

Tonkin

A GEE AUTOMOTIVE COMPANY

Toyota-Scion of Portland
on Broadway
 **TOYOTA** 

To the Career Launch Endorsement Review Team:

Toyota of Portland is pleased to collaborate with Clark College and its Automotive program to join as an employer partner in the Automotive T-TEN Technician Career Launch Program. This partnership between Clark College and Toyota of Portland will provide students with meaningful, high-quality on-the-job experience that is concurrent with aligned academic curriculum.

Serving the Portland-Vancouver metropolitan area Toyota of Portland provides excellent benefits, continuous factory training throughout their career, and a safe environment to work in.


Like other dealerships in the region, we find it challenging to find employees with the education, skills, and abilities needed to grow our company. We believe that this Automotive T-TEN Technician Career Launch partnership will produce an additional workforce with needed skills and hands-on experiences.

Within the endorsed program, Toyota of Portland commits to partnering in the Automotive T-TEN Technician Career Launch Program to make this program successful in the following specific ways:

- Compliance with required federal, state, and local regulations for the Automotive T-TEN Technician Career Launch Program;
- Recruitment of students into the program through community partnerships with K-12, Clark College, and community-based organizations;
- Provide exemplary student supervision and mentorship that allows program participants to gain confidence and skills needed to successfully transition into the workforce;
- Completers of the program will have the knowledge, skills, and abilities for the Technician position;
- Consider using the program as an option to skill up our own employees; and
- Provide program participants with the career advancement opportunities, as applicable.

Regional industry needs employees with fundamental automotive technician competencies. We stand as partner with Clark College to expand the best Automotive T-TEN Technician Career Launch Program that will fully support industry and future workforce needs. This program clearly supports our mission, too. By helping to provide students with the knowledge and exposure to industry needs and an early awareness of educational and career pathways, support of this Career Launch program offers Toyota of Portland an opportunity to identify high-quality potential graduates with work-ready automotive technician skills.

Sincerely,



Steven Schumacher
Director of Fixed Operations
Toyota of Portland
Main: 503-284-1105
Cell: 503-536-3485

Academic-Related Checklist

A-R1. List of academic institution(s) providing career-aligned instruction for Career Launch program.

Clark College

A-R2. Curriculum scope and sequence aligned to skills and competencies provided in employment checklist.

Program outcomes are overarching skills that are emphasized and reinforced throughout several courses in a specific program; they are measurable statements that define what students should know or be able to do by the end of a certificate or degree at Clark College. After successful completion of this program, students will be able to:

- Articulate well-considered ideas and written claims to an academic audience, using effective rhetorical techniques, properly credited evidence, and a command of Standard English. (GE)
- Demonstrate and clearly explain an effective strategy to solve a quantitative problem. (GE)
- Demonstrate interpersonal/human relations skills. (GE)
- Use Toyota's 6-step process to verify customer vehicle concern, determine related symptoms, analyze symptoms, isolate cause of concern, correct the concern, and verify proper vehicle operation.
- Represent Toyota/Lexus and their dealers by being competent, highly trained, and ethical Toyota technicians.
- Achieve, maintain, and advance in the Toyota/Lexus technician certification process.
- Work as an effective team member in a Toyota dealership environment.

Automotive Technology T-TEN Course Sequence, Endorsed by Advisory Committee

General Education Requirements		
<i>Communication Skills</i>		
ENGL&101	ENGLISH COMPOSITION I ¹	5
<i>Computational Skills</i>		
Course Options		5
<i>Human Relations</i>		
SOC& 101	INTRO TO SOCIOLOGY ¹	5
Major Area Requirements		
AUTO 150	INTRODUCTION TO TOYOTA	7
AUTO 151	TOYOTA ELECTRICAL I	7
AUTO 152	TOYOTA ELECTRICAL II	7
AUTO 153	TOYOTA BRAKES	7
AUTO 154	TOYOTA INTERNSHIP I	8
AUTO 155	TOYOTA STEERING AND SUSPENSION	7
AUTO 156	TOYOTA ENGINE PERFORMANCE I	7
AUTO 157	TOYOTA ENGINE PERFORMANCE II	7
AUTO 250	TOYOTA CLIMATE CONTROL	7
AUTO 251	TOYOTA INTERNSHIP II	4
AUTO 252	TOYOTA ENGINE MECHANICAL	7
AUTO 253	TOYOTA MANUAL TRANSMISSION	7
AUTO 254	AUTOMATIC TRANSMISSIONS	7
Total Credits/Units		104

A-R3. Demonstration of student supports (e.g. mentoring, advising, financial aid, tutoring) available for Career Launch students enrolled in the course.

There are a number of supports available to Career Launch students to assist them in achieving academic success at Clark College:

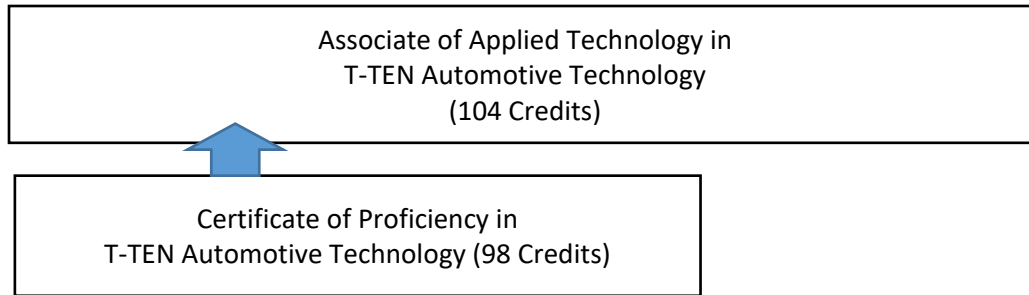
- Clark College has implemented the Appreciative Advising Model that supports students in a holistic manner. This is an intentional collaborative practice of asking positive, open-ended questions that help students optimize their education experiences and achieve their dreams, goals, and potentials. All new students are assigned an Academic Advisor who assists with academic and non-academic supports throughout their journey at Clark College.
- Peer Mentors Clark College Peer Mentor Programs provide an opportunity for students to help others connect to Clark College and community resources, navigate the college, and work toward academic goals.
- Student Success Programs offers a variety of supports to students to include: strategies for balancing classes, work and personal responsibilities, access to college and community resources, assistance with developing and achieving academic goals, and one-on-one support from the Clark College Student Success Coach.
- Tutoring Services is designed to provide individualized attention that facilitates student learning and academic success. Tutors will help students develop skills and confidence to become a stronger, more independent learner. Students who come in for tutoring may also access computers, software, handouts, reference materials, and other resources.
- Financial Aid is available to provide students with a variety of funding supports to help cover the cost of education expenses to include tuition, fees, books and supplies. The Financial Aid Office is available to assist students in understanding financial aid options, to include student loans, grants, work study and scholarships.

A-R4. Number of postsecondary credits provided and / or credential earned upon completion of program.

Upon completion of the Associate of Applied Technology (AAT) T-TEN Automotive Technology degree, students will have earned two stackable academic postsecondary credentials:

- Certificate of Proficiency, 98 credits
- Associate of Applied Technology, 104 credits

A-R5. Demonstrated curricular alignment with relevant professional and / or academic standards associated with coursework and credential, when applicable.



Upon completion of the Associate of Applied Technology (AAT) T-TEN Automotive Technology degree, students will have completed 15 credits of General Education Requirements, as required by accreditation through the Northwest Commission on Colleges and Universities (NWCCU):

- 5 credits of Technical Writing,
- 5 credits of Technical Math, and
- 5 credits of Human Relations.

In addition, students complete 89 credits of Automotive theory and lab skill development. As part of the degree pathway students master the skills for the 8 industry certification exams to become an ASE-Certified Master Automobile Technician:

- A1 – Engine Repair
- A2 – Automatic Transmission/Transaxle
- A3 – Manual Drive Train & Axles
- A4 – Suspension & Steering
- A5 – Brakes
- A6 – Electrical/Electronic Systems
- A7 – Heating & Air Conditioning
- A8 – Engine Performance

A-R6. Details of potential for current or future partnerships and/or scalability of the program within and across sectors and/or geographic locations (e.g. articulation, degree pathways), when applicable.

Once endorsed, this program plans to expand capacity with additional employer partnerships – particularly if expanded capacity (e.g., space and resources) were available.

Given that the T-TEN curriculum is standardized, Clark College is willing to support curriculum implementation and partnership structure to other community colleges in the state interested in offering this program.