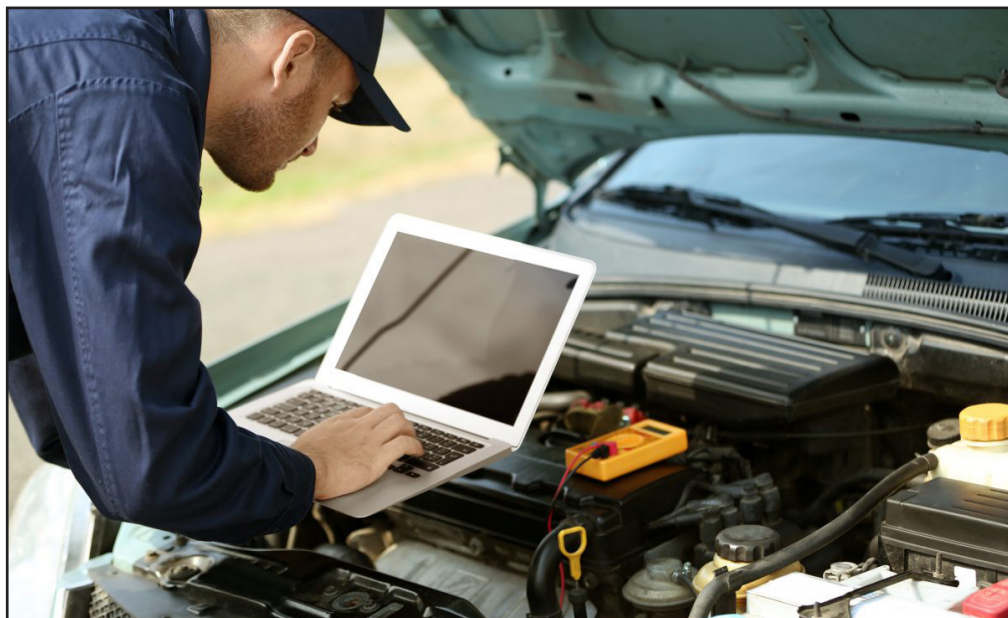




Apprentice Workbook



10665 So 700 East
Sandy, UT 84070

 (801) 679-4601

Mon - Fri: 8:00 AM - 6:00 PM
Sat: 8:00 AM - 5:00 PM



Apprentice Outline, Required Training and Competency Standards Workbook

The Technician Apprentice program for McNeil's NAPA Auto Care will consist of Nine stages ending in the apprentice become an ASE certified Journeyman technician. Each stage is described below with the list of required training, achievements and competency standards that must be completed before the next stage will be started.

Name: _____

Start Date: _____

ID# _____

Estimated completion date: _____

Apprentice Signature: _____

Supervisor Signature: _____

First Review Date: _____



Stage One (1 Month)

The apprentice will start employment in our Quick Lube Center.

- Current pay \$10 per hour.
- **Classroom** training for this section will include:

	Hours	
○ Orientation	1.5	[]
○ Shop Safety	1.5	[]
○ Vehicle information	1.0	[]
○ Oil Change procedure	3.0	[]
○ Tire repair and service	2.0	[]
○ Digital vehicle Inspections	3.0	[]
○ Fluid Inspections	2.0	[]
○ Steering and Suspension Overview	2.5	[]
○ Tire repair and rotation	2.5	[]
○ Lighting testing and replacement	1.0	[]
○ Basic Check Engine light overview	0.5	[]
■ Total	20.5	

- **Online** Training for this section will include:

	Hours	
○ Lifting and Lowering Best Practices (NAPA)	0.75	[]
○ Fire Extinguishers: Ready to Respond (NAPA)	0.75	[]
○ Best Practices for Proper Hoist Usage (NAPA)	1.0	[]
○ Oil Change Service (NAPA)	0.75	[]
○ Automotive Systems (Valvoline)	1.0	[]
○ Oil System Service (Valvoline)	1.0	[]
○ Fluid Inspections and Top Off (NAPA)	0.75	[]
○ Vehicle Inspections (NAPA)	1.0	[]
○ Air and Cabin Air Filters (NAPA)	1.0	[]
○ Power Steering System Service (Valvoline)	1.0	[]
○ Cooling System Service (Valvoline)	1.0	[]
○ Steering and Suspension Inspections (NAPA)	1.0	[]
○ Braking System Service (Valvoline)	1.0	[]
○ Tire Service (NAPA)	1.0	[]
○ Transmission System Service (Valvoline)	1.0	[]
○ Lamp Bulb and Fuse Replacement (NAPA)	1.0	[]
○ Fuel System Service (Valvoline)	1.0	[]
■ Total	16.0	



Competency in the following areas:

- Vehicle information lookup []
- Oil Change procedure []
- Tire repair and service []
- Digital vehicle Inspections []
- Fluid Inspections []
- Steering and Suspension inspection []
- Tire rotation []
- Lighting testing and replacement []
- Proper Hoist Usage []
- Oil Change Service []

Next review date: _____

Next review date: _____

Next review date: _____

Stage one completed and signed

Apprentice: _____ **Date:** _____

Supervisor: _____ **Date:** _____



Stage Two (2-3 Months)

The apprentice will continue earning experience in our Quick Lube Center.

- Current pay \$11 per hour.
- **Classroom** Training for this section will include:

	Hours	
○ One NAPA AutoTech training class	4.5	[]
○ Two fluid exchange equipment trainings	3.0	[]
○ McNeil's Emissions pre test class	1.0	[]
○ County emissions pre test	2.5	[]
○ Product or tool Demonstration	1.5	[]
■ Total	12.0	

- **Online** training for this section will include:

	Hours	
○ AutoTech Assessment-New Technician Essentials (NAPA)	0.75	[]
○ SynPower Motor Oil (Valvoline)	0.75	[]
○ NextGen Motor Oil (Valvoline)	0.75	[]
○ Developing Motor Oil (Valvoline)	1.0	[]
○ MaxLife Synthetic Blend Motor Oil (Valvoline)	1.0	[]
○ Lubrication Basics (Valvoline)	1.0	[]
○ Valvoline Full Synthetic With MaxLife Tech (Valvoline)	1.0	[]
○ Bloodborne Pathogens : Always Protect (NAPA)	0.75	[]
○ Hand Safety Best Practices (NAPA)	1.0	[]
○ Parking Lot, Bay Area Navigation and Vehicle (NAPA)	1.0	[]
○ MaxLife Antifreeze / Coolant (Valvoline)	1.0	[]
○ MaxLife ATF (Valvoline)	0.75	[]
○ V PRO (Valvoline)	0.75	[]
○ VPS Differential Service (Valvoline)	1.0	[]
○ Zerex Antifreeze Coolant (Valvoline)	1.0	[]
○ Combustion Engine (Valvoline)	0.75	[]
○ Valvoline Product Technology (Valvoline)	1.25	[]
○ Greeter / Service Writer (Valvoline)	1.25	[]
○ Guest Sales (Valvoline)	1.0	[]
○ Technician 1 (Valvoline)	1.25	[]
○ Technician 2 (Valvoline)	1.25	[]
○ Valvoline Engine Guarantee (Valvoline)	0.5	[]
■ Total	19.25	



- **Competency** in the following areas:
 - Two fluid exchange equipment usage []
 - Emissions compliance component identification []
 - All vehicle fluid types and usage []
 - Complete oil change service []
 - Apprentice must schedule an emissions program pretest. []

Next review date: _____

Next review date: _____

Next review date: _____

Stage two completed and signed

Apprentice: _____ **Date:** _____

Supervisor: _____ **Date:** _____



Stage Three (4-6 months)

The Technician will become certified to perform vehicle emissions inspections. During this stage they will earn experience performing safety inspections while still working in our lube center.

- Current Pay \$12
- **Classroom** training for this section will include:

	Hours	
○ Emissions Inspector course	18	[]
○ Two fluid exchange equipment trainings	4.5	[]
○ One Napa AutoTech training class	4.5	[]
○ McNeil's Fleet Maintenance Training	2.5	[]
○ Product or tool Demonstration	1.5	[]
■ Total	31.0	
- **Online** training for this section will include:

	Hours	
○ Hazardous Communication: YourKey to Chem (NAPA)	0.75	[]
○ Hybrid and Electric Vehicle Safety (NAPA)	1.0	[]
○ Preventing Slips, Trips and Falls (NAPA)	0.75	[]
○ Protecting Your Back (NAPA)	0.5	[]
○ Protecting Your Shoulders (NAPA)	0.5	[]
○ Trucks, Vans, and other Delivery Vehicles (NAPA)	0.75	[]
○ Utility Knife Safety (NAPA)	0.5	[]
○ Battery Service and Replacement (NAPA)	0.75	[]
○ Belts and Hoses (NAPA)	0.75	[]
○ Customer Satisfaction (NAPA)	0.75	[]
○ Professionalism (NAPA)	0.75	[]
○ Tire Pressure Monitoring Systems (NAPA)	1.0	[]
○ Automatic Transmission Service (NAPA)	0.75	[]
○ Brake System Inspections (NAPA)	1.0	[]
○ Cooling System Maintenance (NAPA)	1.0	[]
○ Fuel System Maintenance (NAPA)	1.0	[]
○ Ignition System Maintenance (NAPA)	1.0	[]
○ Timing Belts and Chains (NAPA)	1.0	[]
○ AutoTech Assessment-New Technician Essentials (NAPA)	0.75	[]
■ Total	15.25	



- **Competency** in the following areas:
 - Emissions Inspector License []
 - Three additional (5 total) fluid exchange equipment usage []
 - Fleet Maintenance []
 - Hybrid and Electric Vehicle Safety []
 - Automatic Transmission Service []
 - Brake System Inspections []
 - Cooling System Maintenance []
 - Tire balancing and mounting equipment []

Next review date: _____

Next review date: _____

Next review date: _____

Stage three completed and signed

Apprentice: _____ **Date:** _____

Supervisor: _____ **Date:** _____



Stage Four (7-9 months)

The apprentice will transition to our repair facility to train and perform more in depth repairs. The apprentice will also start earning their ASE certifications

- Current pay \$13 per hour.
- **Classroom** training for this section will include:

	Hours	
○ One NAPA AutoTech training class	4.5	[]
○ Two fluid exchange equipment trainings	3.0	[]
○ McNeil's brake service class	4.0	[]
○ Take ASE test G1 Auto Maintenance & Light Repair	5.0	[]
○ Product or tool Demonstration	1.5	[]
■ Total	18.0	
- **Online** training for this section will include:

	Hours	
○ AutoTech Assessment - Brakes / ABS (NAPA)	0.75	[]
○ Basic ABS Troubleshooting and Service (NAPA)	1.0	[]
○ Brake System Service (NAPA)	1.0	[]
○ Brake System Theory (NAPA)	1.0	[]
○ Diagnosing Anti-Lock Brake Systems (NAPA)	1.0	[]
○ ASE Online G1 (NAPA)	2.75	[]
○ AutoTech Assessment - Brakes / ABS (NAPA)	0.75	[]
○ Snap-On Modis Training Modules 1-11 (Snap-On Website)	1.75	[]
■ Total	10.0	
- **Competency** in the following areas:

○ All fluid exchange equipment usage	[]
○ Perform brake service	[]
○ ASE test G1 Auto Maintenance & Light Repair	[]



Next review date: _____

Next review date: _____

Next review date: _____

Stage four completed and signed

Apprentice: _____ **Date:** _____

Supervisor: _____ **Date:** _____



Stage Five (10-12 Months)

The apprentice will continue learning in depth hands on auto repair while earning ASE certifications

- Current pay \$15 per hour
- **Classroom** training for this section will include:

	Hours	
○ One NAPA AutoTech training class	4.5	[]
○ One fluid exchange equipment training	1.5	[]
○ Hunter Alignment Equipment training	4.5	[]
○ Take ASE test A5 Brakes	5.0	[]
○ McNeil's Service Information Class	4.5	[]
○ Product or tool Demonstration	1.5	[]
■ Total	21.5	
- **Online** Training for this section will include:

	Hours	
○ AutoTech Assessment-Alignment/Steering & Suspension	0.75	[]
○ ASE A5 Test Prep Part 1 AutoTech (NAPA)	1.75	[]
○ ASE A5 Test Prep Part 2 AutoTech (NAPA)	1.75	[]
○ ASE A5 Test Prep Part 3 AutoTech (NAPA)	1.75	[]
○ ASE A5 Test Prep Part 4 AutoTech (NAPA)	1.75	[]
○ ASE Online A5 Brakes (NAPA)	1.25	[]
○ Modern 4 Wheel Alignment (NAPA)	1.25	[]
○ Steering and Suspension Systems Theory (NAPA)	1.5	[]
■ Total	11.75	
- **Competency** in the following areas:

○ Alignment Equipment training	[]
○ ASE test A5 Brakes	[]
○ Service Information Usage	[]
○ Steering and Suspension Systems	[]
○ Maintain an average of 30 flat rate hours per pay period for three consecutive pay periods	[]



Next review date: _____

Next review date: _____

Next review date: _____

Stage five completed and signed

Apprentice: _____ **Date:** _____

Supervisor: _____ **Date:** _____



Stage Six (13-15) Months

The apprentice will continue learning in depth hands on auto repair while earning ASE certifications

- Current pay \$17 per hour
- **Classroom** training for this section will include:

	Hours	
○ One NAPA AutoTech training class	4.5	[]
○ One fluid exchange equipment training	1.5	[]
○ McNeil's Alignment and front end repair class	4.5	[]
○ Take ASE test A4 Suspension and steering	5.0	[]
○ Take Hunter Equipment Training	4.5	[]
○ Product or tool Demonstration	1.5	[]
■ Total	21.5	
- **Online** training for this section will include:

	Hours	
○ ASE A4 Test Prep Part 1 (NAPA)	1.75	[]
○ ASE A4 Test Prep Part 2 (NAPA)	1.75	[]
○ ASE A4 Test Prep Part 3 (NAPA)	1.75	[]
○ ASE A4 Test Prep Part 4 (NAPA)	1.75	[]
○ ASE Online A4 Suspension and Steering (NAPA)	1.75	[]
○ AutoTech Assessment-Alignment/Steering & Suspension	0.75	[]
■ Total	9.5	
- **Competency** in the following areas:

○ Alignment and front end repair	[]
○ ASE test A4 Suspension and steering	[]
○ Maintain an average of 35 flat rate hours per pay period for three consecutive pay periods	[]



Next review date: _____

Next review date: _____

Next review date: _____

Stage six completed and signed

Apprentice: _____ **Date:** _____

Supervisor: _____ **Date:** _____



Stage Seven (16-18 Months)

The apprentice will continue learning in depth hands on auto repair.

- Current pay \$18 per hour
- **Classroom** training for this section will include:

	Hours	
○ One NAPA AutoTech training class	4.5	[]
○ One fluid exchange equipment training	1.5	[]
○ McNeil's Electrical Diagnostic Class	4.5	[]
○ Product or tool Demonstration	1.5	[]
■ Total	12.0	
- **Online** training for this section will include:

	Hours	
○ AutoTech Assessment-Batteries, Starting & Charging	0.75	[]
○ Autotech Assessment-Electrical (NAPA)	0.75	[]
○ Introduction to Automotive Electrical/Electronics (NAPA)	1.0	[]
○ Starting and Charging System Service (NAPA)	1.25	[]
○ Starting and Charging System Theory (NAPA)	1.25	[]
○ Tips and Tricks for Charging System Diagnostics (NAPA)	1.0	[]
○ Using Your Digital Multimeter (NAPA)	1.0	[]
○ Electrical-Practical Scope Testing (NAPA)	1.0	[]
○ Electrical-Voltage Drop (NAPA)	1.0	[]
○ Electrical World Class Diagnostics (NAPA)	1.0	[]
○ Sensor Testing and Waveform Analysis-part 1 (NAPA)	1.0	[]
○ Sensor Testing and Waveform Analysis-part 2 (NAPA)	1.0	[]
○ AutoTech Assessment-Batteries, Starting & Charging(NAPA)	0.75	[]
○ Autotech Technical Assessment-Electrical (NAPA)	0.75	[]
■ Total	13.5	[]
- **Competency** in the following areas:

○ Electrical Diagnostics	[]
○ Batteries, Starting & Charging system operation	[]
○ Maintain an average of 45 flat rate hours per pay period for three consecutive pay periods	[]



Next review date: _____

Next review date: _____

Next review date: _____

Stage seven completed and signed

Apprentice: _____ **Date:** _____

Supervisor: _____ **Date:** _____



Stage Eight 19-21 Months

The apprentice will continue learning in depth hands on auto repair while earning ASE certifications

- Current pay \$19 per hour
- **Classroom** training for this section will include:

	Hours	
○ One NAPA AutoTech training class	4.5	[]
○ One fluid exchange equipment training	1.5	[]
○ Take ASE A/C Refrigerant Certificate Test	3.5	[]
○ Product or tool Demonstration	1.5	[]
■ Total	11.0	

- **Online** training for this section will include:

	Hours	
○ 21st Century Diesels (NAPA)	1.5	[]
○ Diesel No Start, No Code Diagnostics-Cummins (NAPA)	1.0	[]
○ Diesel No Start, No Code Diagnostics-6.0 Ford (NAPA)	1.0	[]
○ Diesel No Start, No Code Diagnostics-6.4 Ford (NAPA)	1.0	[]
○ Diesel No Start, No Code Diagnostics-6.7 Ford (NAPA)	1.0	[]
○ Diesel No Start, No Code Diagnostics-Duramax (NAPA)	1.0	[]
○ Duramax Diesel (NAPA)	1.5	[]
○ PowerStroke 7.3L (NAPA)	1.0	[]
○ PowerStroke 6.0L (NAPA)	1.0	[]
○ AutoTech Technical Assessment - A/C (NAPA)	0.75	[]
○ Air Conditioning System Service (NAPA)	1.5	[]
○ Air Conditioning System Theory (NAPA)	1.5	[]
○ Automatic Temperature Control (NAPA)	1.25	[]
○ Catastrophic A/C Failures: What to do (NAPA)	1.0	[]
○ Critical Air Conditioning Service Techniques (NAPA)	1.0	[]
○ AutoTech Technical Assessment - A/C (NAPA)	0.75	[]
■ Total	17.75	

- **Competency** in the following areas:

○ HVAC system diagnostics and repair	[]
○ ASE A/C Refrigerant Certificate	[]
○ Diesel engine diagnostics and repair	[]
○ Maintain an average of 55 flat rate hours per pay period for three consecutive pay periods	[]



Next review date: _____

Next review date: _____

Next review date: _____

Stage eight completed and signed

Apprentice: _____

Date: _____

Supervisor: _____

Date: _____



Stage Nine (22-24 Months)

The apprentice will continue learning in depth hands on auto repair. They will complete the apprenticeship program and become a Journeyman automotive technician.

- Current pay \$20 per hour
- **Classroom** training for this section will include:

	Hours
○ One NAPA AutoTech training class	4.5 []
○ One fluid exchange equipment training	1.5 []
○ McNeil's Drivability Diagnostics Class	4.5 []
○ Product or tool Demonstration	1.5 []
■ Total	12.0
- **Online** training for this section will include:

	Hours
○ Diagnostic Trouble Codes for OBD-2 (NAPA)	1.25 []
○ EVAP Guru - The Basics (NAPA)	1.25 []
○ Distributorless Ignition Systems: Spark Control (NAPA)	1.0 []
○ Fuel System Analysis (NAPA)	1.0 []
○ OBD-2 Diagnostics (NAPA)	1.0 []
○ OBD-2 Major Monitors (NAPA)	1.0 []
○ Powertrain Diagnostics: Trans-4wd/AWD Diagnostics(NAPA)	0.75 []
○ PCM Diagnosis and Repairs (NAPA)	1.0 []
○ Understanding Sensors & Diagnostic Procedures (NAPA)	1.0 []
○ Using Low Amp Probe for Advanced Diagnostics (NAPA)	1.0 []
○ Automotive Computer Operations (NAPA)	1.25 []
○ Basics of Fuel Injection Systems (NAPA)	1.0 []
○ Flex Fuel Service (NAPA)	1.25 []
○ Fuel Delivery Systems (NAPA)	1.0 []
○ Troubleshooting Distributorless Ignition Systems (NAPA)	1.0 []
■ Total	15.75
- **Competency** in the following areas:

○ Drivability Diagnostics	[]
○ Product or tool Demonstration	[]
○ EVAP system diagnostics	[]
○ Fuel system diagnostics	[]
○ Ignition system diagnostics	[]
○ Maintain an average of 65 flat rate hours per pay period for three consecutive pay periods	[]



Next review date: _____

Next review date: _____

Next review date: _____

Stage nine completed and signed

Apprentice: _____ **Date:** _____

Supervisor: _____ **Date:** _____



- Total Classroom Training: 159.5 Hours
- Total Online Training: 128.75 Hours
- All Training Total: 288.25 Hours

The McNeil's NAPA Auto Care Apprenticeship program should take the average apprentice 24 months to complete. All training and competency standards can be completed early allowing the apprentice to complete the program at a faster than normal pace.