



**School Accreditation Manual
Order Form**

**Outdoor Power
Equipment Technology**

Standards for Multi-Category Program Accreditation

Two & Four Stroke Gasoline Engines
Driveline/Hydraulics/Hydrostatics
Electrical
Compact Diesel
Generators

A project of the Education Committee of the
Equipment & Engine Training Council, Inc.
September, 2008

Introduction

This is an order form for the EETC School Accreditation Manual. The manual can be used in several ways to help you achieve your goal of accrediting your power equipment training program. First, it is an assessment manual to see if your present curriculum meets the competencies needed for accreditation. Second, it will be used to submit your application for accreditation. The manual outlines the procedure to follow for both assessment and accreditation. Below you will find more background information on the EETC and the accreditation program.

WHAT IS THE EETC?

Founded in 1997, The Equipment & Engine Training Council is a non-profit professional association whose mission is to address the critical shortage of qualified service technicians in the outdoor power equipment industry. It is made up of over 450 industry professionals from manufacturers, distributors, dealers, associations, and educators. EETC's Board of Directors reflects its membership and consists of dedicated, involved professionals from all areas of our industry.

EETC SCHOOL ACCREDITATION

The EETC School Accreditation program is designed for schools that have an outdoor power equipment training program. This program was created by the EETC Education Committee to improve the quality and consistency of training curricula offered at the high school, vocational school, and college levels. Through the use of industry developed competencies, the graduating student will be truly prepared to enter the outdoor power equipment field with the basic skills and values desired by employers. Graduating students are encouraged to take one or more of the EETC Technician Certification tests to improve their chances for employment.

The cost of the program is \$500.00 which accredits a school for five years. The manual cost is \$80.00. The \$80.00 is applied toward the \$500.00. The balance of \$420.00 is due upon accreditation.

There are five separate categories of EETC School Accreditation to fit into a school's curriculum. They are:

- Category 1: Two & Four Stroke Gas Engines
- Category 2: Drivelines/Hydraulics/Hydrostatics
- Category 3: Electrical
- Category 4: Compact Diesel
- Category 5: Generators

This accreditation program offers your educational institution the ability to become accredited based on your present curriculum. The EETC does not endorse a specific curriculum. It does, however, set industry agreed competency standards for the classroom facilities, instructor qualifications, and subject matter.

WHY BECOME ACCREDITED

Nationally recognized EETC accredited schools receive the benefits of manufacturer, distributor, association, and dealer recognition and support. Your students will be exposed to your local distributors and dealers which will enhance the scope of your program and give it community-wide impact. Because of local distributor and dealer contact, graduating students will have the best opportunity for employment.

On a larger scale, EETC School Accreditation plus technician certification offers your program national recognition and enhances student recruitment.

PROGRAM ACCREDITATION MANUAL

The EETC School Accreditation program manual represents the industry-established competencies that you can compare to your curriculum. The manual is to be used by you and your advisory committee to review your training program. If your curriculum conforms with the competencies in the manual, you are well on your way to accreditation. This same manual is used to apply for accreditation. After you choose the categories for accreditation you will check the boxes next to the competencies that fit into your program. You will need to teach 85% of the competencies listed to qualify for accreditation. You can obtain a manual by filling out the application in this section or by visiting the EETC web site at www.eetc.org. If approved for accreditation the cost of the manual will be applied toward your accreditation fee.

If a school wishes to become EETC accredited, the administrators and instructors of that institution should complete the assessment manual in the categories desired. For assistance, you will receive the name and phone number of an Accreditation Advisor. Your Advisor will be available to answer any questions about the manual, the competencies, and review process. After completion, **TWO COPIES** of the evaluation should be sent to the Executive Director of the EETC. Keep the original for your records.

If the assessment is found to meet the EETC requirements you will receive initial approval from the Executive Director and your program will be accredited. You will then be invoiced for the balance of the accreditation fees. An on-site visit will be scheduled with you to review the facility and program. Upon final approval your program will be accredited for five years. Your school accreditation will also include a membership in the EETC for one year. The annual dues for membership thereafter will be \$50 for secondary schools and \$195 for post-secondary schools. Continued membership in the EETC is highly encouraged to take advantage of the organization's services and support.

Each accredited training facility, program instructor, and Power Equipment Technology program should conduct a self-review every three years. A complete evaluation, on-site visit, and reaccreditation is required every five years.

EETC TECHNICIAN CERTIFICATION

EETC Technician Certification is intended for the individual technician, student, and instructor. By completing the training from an accredited school, the graduating student should be encouraged to take the appropriate test(s) in the school's category of accreditation. He or she will then become EETC Certified. The EETC Certification Center process all certification tests and can be contacted for any needed information. Instructors are encouraged to become proctors for the certification test to make it easier for students to accomplish certification. The EETC Technician Certification Program is one component of EETC's efforts to address the critical shortage of technicians in the outdoor power equipment industry.

TECHNICIAN/INSTRUCTOR CERTIFICATION

All levels of accreditation require that the instructor be EETC certified in the level of instruction. EETC Technician Certification test registration forms can be obtained on-line at www.eetc.org or by contacting:

**EETC Certification Center
11425 W. Lake Park Drive, Suite 900
Milwaukee, WI 53224
Phone: 414-973-4534**

Information regarding test locations and dates can be obtained by visiting the EETC web site - www.eetc.org. Study guides are available from the EETC Certification Center to help with the preparation of the tests. They can also be ordered from the EETC web site. The Equipment & Engine Training Council is actively involved in the preparation of certification testing and highly recommends participation by instructors and students.

It is encouraged that accredited schools maintain their membership with the Equipment & Engine Training Council.

School Accreditation Manual Order Form

Please send _____ copy(s) of the "EETC School Accreditation Manual".

I have enclosed my check or purchase order for \$ _____.

_____/_____/_____
Name of School/College/University Date

Type of School: _____ High School _____ Technical College _____ College

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Administrator: _____ Title _____

Classroom Instructor: _____

Title: _____

Phone: _____ Fax: _____

E-Mail: _____

School web page: _____

Please check one or more of the accreditation categories that you plan for your current program. The one-time accreditation fee allows for accreditation in all levels.

- | | | |
|-------------|--------------------------------------|-------|
| Category 1: | Two & Four Stroke Gasoline Engines | _____ |
| Category 2: | Driveline / Hydraulics / Hydrostatic | _____ |
| Category 3: | Electrical | _____ |
| Category 4: | Compact Diesel | _____ |
| Category 5: | Generators | _____ |

Make checks payable to Equipment & Engine Training Council.

Please complete this application and send it with an \$80.00 (US) check or purchase order to:

**Jim Roche
Executive Director
Equipment & Engine Training Council
PO Box 1078
Oconomowoc, WI 53066**