



PERSONAL RECORD BOOK

Automotive Service Technician



This is your Record Book!

DO NOT SUBMIT TO THE ITA

This is not required to achieve certification

- **It is a record of your progress towards achieving certification in the trade**
- **It provides a record of your experience**
- **It is your responsibility to keep it up-to-date**
- **Take it with you if you change employers**

Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.

APPRENTICE IDENTIFICATION

Trade: AUTOMOTIVE SERVICE TECHNICIAN

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's responsibilities:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

- Work in accordance with the safety regulations pertaining to job environment
- Work in such a way as not to endanger themselves or fellow workers.

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EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

***TWID # – Trade Worker Identification Number**

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to the ITA.

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to the ITA.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the reporting period and the hours reported.
3. Enter your employer name, address and phone number.
4. Keep your Record Book in a safe place.

Workplace Hours

Workplace hours must be submitted to the ITA by your employer on a regular basis. Your hours should be reported at least every six months; however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping Workplace hours up-to-date in your Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period to ensure your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

RECORD OF COMPETENCIES

Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter his/her Trades Worker Identification Number (TWID #)

What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: www.itabc.ca/program/automotive-service-technician

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit ITA's website to learn about the [apprenticeship basics](#).

LEVEL 1

IMPORTANT!

Download the Program Outline!

www.itabc.ca/program/automotive-service-technician

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE B: USE TOOLS, EQUIPMENT AND DOCUMENTATION

- ☐ DESCRIBE TUBING, HOSES, FLUIDS, FITTINGS, AND BELTS

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- ☐ DESCRIBE THE FUNDAMENTALS OF ELECTRICAL CIRCUITS AND COMPONENTS

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS AND WHEEL BEARINGS

- ☐ DESCRIBE OCCUPANT RESTRAINT SYSTEM SAFETY

LINE L: DIAGNOSE AND REPAIR RESTRAINT SYSTEMS, BODY COMPONENTS, ACCESSORIES AND TRIM

- ☐ IDENTIFY COMMON AREAS OF CONCERN FOR WIND NOISE, RATTLES AND WATER LEAKS
- ☐ DESCRIBE LATCHES, LOCKS AND MOVABLE GLASS

LINE M: DIAGNOSE AND REPAIR HYBRID AND ELECTRIC VEHICLES (EV)

☐ DESCRIBE HYBRID AND ELECTRIC VEHICLE SAFETY

PRACTICAL

LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- ☐ APPLY SAFE WORK PRACTICES
- ☐ SELECT AND USE PERSONAL PROTECTIVE EQUIPMENT (PPE)
- ☐ USE SHOP EMERGENCY EQUIPMENT AND PROCEDURES

LINE B: USE TOOLS , EQUIPMENT AND DOCUMENTATION

- ☐ USE TOOLS AND EQUIPMENT
- ☐ DEMONSTRATE SAFE USE OF WELDING EQUIPMENT
- ☐ USE FASTENERS
- ☐ USE HOISTING AND LIFTING EQUIPMENT
- ☐ USE TECHNICAL INFORMATION

LINE C: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ USE COMMUNICATION TECHNIQUES

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- ☐ SERVICE DRIVE SHAFTS AND AXLE SHAFTS

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- ☐ SERVICE AND REPAIR WIRING
- ☐ USE ELECTRICAL TEST EQUIPMENT
- ☐ SERVICE AND TEST 12-VOLT BATTERIES

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS AND WHEEL BEARINGS

- ☐ **SERVICE MECHANICAL AND HYDRAULIC STEERING SYSTEMS**
- ☐ **PERFORM WHEEL ALIGNMENT**
- ☐ **INSPECT AND SERVICE MECHANICAL SUSPENSION SYSTEMS**
- ☐ **SERVICE AND REPAIR MECHANICAL, HYDRAULIC BRAKE SYSTEMS**
- ☐ **SERVICE POWER ASSIST SYSTEMS**
- ☐ **SERVICE AND REPAIR TIRES AND WHEELS**
- ☐ **SERVICE AND REPAIR HUBS AND BEARINGS**

LINE L: DIAGNOSE AND REPAIR RESTRAINT SYSTEMS, BODY COMPONENTS, ACCESSORIES AND TRIM

- ☐ **REPAIR INTERIOR AND EXTERIOR COMPONENTS AND TRIM**

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

www.itabc.ca/program/automotive-service-technician

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- ☐ DESCRIBE MANUAL TRANSMISSIONS AND TRANSAXLES
- ☐ DESCRIBE CLUTCH SYSTEMS
- ☐ DESCRIBE FINAL DRIVE (DIFFERENTIALS) ASSEMBLIES

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS AND WHEEL BEARINGS

- ☐ DESCRIBE SERVICING OF ELECTRONIC SUSPENSION SYSTEMS
- ☐ DESCRIBE ANTI-LOCK BRAKING SYSTEMS AND RELATED SYSTEMS

PRACTICAL

LINE D: DIAGNOSE AND REPAIR ENGINE SYSTEMS

- ☐ SERVICE COOLING SYSTEMS
- ☐ DIAGNOSE COOLING SYSTEM FAULTS
- ☐ SERVICE LUBRICATING SYSTEMS
- ☐ DIAGNOSE LUBRICATING SYSTEMS
- ☐ DISASSEMBLE, INSPECT, AND REASSEMBLE ENGINE
- ☐ ASSESS ENGINE MECHANICAL CONDITION
- ☐ SERVICE ACCESSORY DRIVE SYSTEMS

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- ☐ SERVICE MANUAL TRANSMISSIONS AND TRANSAXLES
- ☐ SERVICE CLUTCH SYSTEMS
- ☐ SERVICE FINAL DRIVE (DIFFERENTIALS) ASSEMBLIES

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- ☐ SERVICE STARTING SYSTEMS
- ☐ SERVICE CHARGING SYSTEMS
- ☐ SERVICE LIGHTING SYSTEMS
- ☐ SERVICE WIPER SYSTEMS

LINE K: DIAGNOSE AND REPAIR STEERING AND SUSPENSION, BRAKING, CONTROL SYSTEMS, TIRES, WHEELS, HUBS AND WHEEL BEARINGS

- ☐ SERVICE ELECTRONIC POWER STEERING
- ☐ SERVICE ANTI-LOCK BRAKING SYSTEMS

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

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Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE E: DIAGNOSE AND REPAIR GASOLINE ENGINE SUPPORT SYSTEMS

- ☐ DESCRIBE AIR INDUCTION, FORCED INDUCTION AND EXHAUST SYSTEMS
- ☐ DESCRIBE SERVICING AIR INDUCTION AND EXHAUST SYSTEMS

LINE G: DIAGNOSE AND REPAIR VEHICLE NETWORKING SYSTEMS

- ☐ DESCRIBE NETWORK COMPUTER CONTROL SYSTEMS
- ☐ DESCRIBE MULTIPLEXING

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- ☐ DESCRIBE MECHANICAL TRANSFER CASES AND POWER FLOW

PRACTICAL

LINE E: DIAGNOSE AND REPAIR GASOLINE ENGINE SUPPORT SYSTEMS

- ☐ APPLY ADVANCED ELECTRICAL AND ELECTRONIC PRINCIPLES
- ☐ USE ADVANCED WIRING DIAGRAMS
- ☐ USE ADVANCED ELECTRICAL TEST EQUIPMENT
- ☐ SERVICE FUEL DELIVERY AND INJECTION SYSTEMS
- ☐ SERVICE GASOLINE DIRECT INJECTION (GDI) SYSTEMS
- ☐ SERVICE ELECTRONIC IGNITION SYSTEMS
- ☐ SERVICE ENGINE MANAGEMENT SYSTEMS
- ☐ ACCESS AND INTERPRET SYSTEM DATA
- ☐ SERVICE GASOLINE EMISSION CONTROL SYSTEMS
- ☐ SERVICE GASOLINE EVAPORATIVE EMISSION CONTROL SYSTEMS

LINE G: DIAGNOSE AND REPAIR VEHICLE NETWORKING SYSTEMS

- ☐ SERVICE NETWORKING SYSTEMS
- ☐ SERVICE MULTIPLEXING SYSTEMS
- ☐ SERVICE MODULE SOFTWARE

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- ☐ SERVICE ELECTRICAL OPTIONS AND ACCESSORIES

Supervisor Signature

NOTES FROM LEVEL 3

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LEVEL 4

IMPORTANT!

Download the Program Outline!

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Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE F: DIAGNOSE AND REPAIR DIESEL ENGINE SUPPORT SYSTEMS

- ☐ DESCRIBE DIESEL FUEL AND FUEL TESTING
- ☐ DESCRIBE DIESEL HIGH PRESSURE ELECTRONIC FUEL INJECTION SYSTEMS
- ☐ DESCRIBE DIESEL INTAKE AND EXHAUST SYSTEMS
- ☐ DESCRIBE SERVICING DIESEL INTAKE AND EXHAUST

LINE I: DIAGNOSE AND REPAIR ELECTRICAL SYSTEMS AND COMPONENTS

- ☐ DESCRIBE INSTRUMENTATION, ENTERTAINMENT SYSTEMS AND DISPLAYS
- ☐ DESCRIBE SERVICING INSTRUMENTATION, ENTERTAINMENT SYSTEMS AND DISPLAYS

LINE L: DIAGNOSE AND REPAIR RESTRAINT SYSTEMS, BODY COMPONENTS, ACCESSORIES AND TRIM

- ☐ DESCRIBE RESTRAINT SYSTEMS
- ☐ DESCRIBE SERVICING RESTRAINT SYSTEMS

PRACTICAL

LINE C: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ USE MENTORING TECHNIQUES

LINE F: DIAGNOSE AND REPAIR DIESEL ENGINE SUPPORT SYSTEMS

- ☐ SERVICE DIESEL FUEL SYSTEMS
- ☐ SERVICE DIESEL EMISSION SYSTEMS

LINE H: DIAGNOSE AND REPAIR DRIVELINE SYSTEMS

- ☐ SERVICE AUTOMATIC TRANSMISSIONS AND TRANSAXLES
- ☐ ASSESS AUTOMATIC TRANSMISSIONS AND TRANSAXLES CONDITION
- ☐ SERVICE ALL-WHEEL (AWD) DRIVE SYSTEMS
- ☐ SERVICE FOUR-WHEEL DRIVE (4WD) SYSTEMS

LINE J: DIAGNOSE AND REPAIR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) AND COMFORT CONTROL SYSTEMS

- ☐ SERVICE AIR FLOW SYSTEMS
- ☐ SERVICE HEATING SYSTEMS
- ☐ SERVICE REFRIGERANT SYSTEMS

LINE M: DIAGNOSE AND REPAIR HYBRID AND ELECTRIC VEHICLES (EV)

- ☐ SERVICE HYBRID AND ELECTRIC VEHICLES (EV)

Supervisor Signature

NOTES FROM LEVEL 4

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MISSING COMPETENCIES?

To develop the best journey person possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below.

Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:	Date:
Reason:	
Alternate plan:	

Competency:	Date:
Reason:	
Alternate plan:	

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

Level 4

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

AUTOMOTIVE SERVICE TECHNICIAN

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
- ☐ Level 3 - Technical Training
- ☐ Level 4 - Technical Training

- ☐ 6,360 Work-Based Training Hours

- ☐ ITA Interprovincial Red Seal examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA sends a Recommendation for Certification form to the sponsor requesting signoff.

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

If you have any questions, please contact ITA Customer Service at customerservice@itabc.ca 778-328-8700 or toll free (within BC) at 1-800-660-6011