

ASE Certification: Need to Know

ASE'S VOLUNTARY CERTIFICATION helps automotive professionals prove their knowledge to themselves, to their employers, and to their customers, while earning the most valuable credential available to automotive professionals nationwide. This document will help you understand the certification process and options available to you. It does not contain information on specific tests.

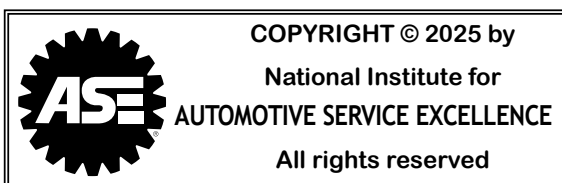
For content and sample questions related to specific tests, download the appropriate study guide at: www.ase.com/ase-study-guides



National Institute for
**AUTOMOTIVE
SERVICE
EXCELLENCE**

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How do I become certified?

1. **Register for a test.** If you haven't already, create an account at my.ase.com. Then you can purchase your test and make a test appointment. If you haven't taken an ASE test before, you will want to sign up for the test area where your skills are strongest. It's important to look at the applicable *Official ASE Study Guide* to understand the content of tests you are considering.
2. **Make a test appointment.** If you haven't previously been certified in the test you want to take (except the G1 Test), you must make an appointment to take the test at a test center. Recertifiers may have other options, including Prometric ProProctor remote testing (which also requires an appointment) or the ASE Renewal App (an annual subscription service with no appointment required).
3. **Review the content and sample questions.** Before your test appointment, be sure to download and review the ASE test preparation information for your test (www.ase.com/ase-study-guides).

The TEST SPECIFICATIONS outline the content of the tests and the number of questions in each content area. The TASK LISTS detail the job duties and the work that will be covered in the test. Each question on the test relates to a task in the list. Review the TASK LIST, thinking about whether you know how to perform each task listed.

All questions are multiple-choice. The sample questions in the guide demonstrate types of questions used. Each question tests a specific diagnostic or repair problem and has only one correct answer.

4. **At your test appointment.** Allow extra time on test day. Whether you are going to the test center or testing remotely online through ProProctor, those who are late may be turned away and if so, will forfeit test fees. Have your admission ticket and unexpired, government-issued photo ID with you.

Each appointment begins with a short tutorial on the operation of the testing platform. Prior to your appointment, you may also preview the platform online at www.ase.com/free-test-drive. The ASE Automobile Series (A1-A9) tests and the Automobile Maintenance and Light Repair (G1) Test allow the option of viewing each question in Spanish side-by-side with the English version. All tests have a pop-up English-to-Spanish glossary. See www.ase.com/spanish.

Each test has a time limit, which you can find in the study guide. After you start your test, the computer screen will continuously display the amount of time left. If you finish early, return to questions you aren't sure about. After submitting the test for scoring, you cannot go back.

5. **After the test.** After completing the short survey following your last test, notify the staff or remote proctor that you have finished. Your score report will be sent to your myASE account right away. If you need a paper copy immediately, ask test center staff to print your results. Remember, documented work experience is required to receive your credentials. Follow instructions in the Work Experience section in your myASE account. Once approved, you will join the ranks of proven professionals who are ASE Certified.

What Are My Certification Options?

ASE **CERTIFICATION** tests are for those who have never been certified in the specific test area. You must set up an appointment at one of ASE's national network of test centers (Exception: Maintenance and Light Repair (G1) Test may be taken through Prometric ProProctor).

ASE **RECERTIFICATION** tests are for those previously certified in a test area, even if the certification has expired. You have testing options and, for some test areas, a maintenance option:

1. Set an appointment at a test center near you.
2. Set an appointment for remote testing using Prometric ProProctor, an assessment solution that allows candidates to take tests online with live proctoring.
3. For selected test specialties, participate in the ASE Renewal App, a subscription service that makes questions available monthly to help you earn extensions to your certification.

Here's what you need to know about each option.

Test Centers. You'll be taking your ASE tests on a computer. The video at ase.com/free-test-drive shows how the test delivery platform works.

On test day, allow extra time to park and find the test center office. Latecomers may be turned away and forfeit test fees. Bring your admissions ticket and unexpired, government-issued photo ID. You will be assigned a locker for personal items. Test centers commonly use airport-level security procedures, so be prepared for "wandering" or other security checks.

If you are taking more than one test, with the permission of the test proctor, you may take a short break **between** tests. You must stay in the test center area (restrooms are available) and may need to go through security checks again.

For more details about testing at a test center, go to ase.com/what-to-expect.

Prometric ProProctor (remote testing). If you are recertifying any of your ASE credentials or are taking the Automobile Maintenance and Light Repair (G1) Test for the first time, and you can create a secure testing environment within your home or workplace, you may be able to take your ASE tests remotely using ProProctor. Check here to determine if remote testing is right for you: www.ase.com/proproctor.

Register at least 4 days prior to your desired remote testing appointment to give yourself time to check your computer system and set up your space. Appointments are available 24/7, so pay close attention when selecting your appointment time. Carefully read the *Remote Testing User Guide* which comes with the appointment confirmation. You'll need to download the test delivery application and perform a system readiness test on your computer, and prepare a secure testing room.

On test day, be online a few minutes early. Be ready to show the proctor your government-issued photo ID. If you need a short break **between** tests, ask the proctor for permission before you leave camera view.

Learn more about Prometric ProProctor remote testing at www.ase.com/proproctor.

ASE Renewal App. The ASE Renewal App is not a test but is an innovative learning tool that focuses on leading-edge technology or more advanced concepts. The program is designed for continuous engagement that will help sharpen your skills along the way.

If you've previously earned any of the ASE Automobile (A1-A9) Series Certifications (even if expired), you are eligible to participate in this annual subscription-based service. The ASE Renewal App will make new questions available every 30 days for each of your eligible certifications.

You can answer your questions on your own schedule using a computer or a mobile device. A correct answer earns 1 credit. Once you accumulate 8 credits for a particular certification, ASE will extend the expiration date of your current credential by 1 year. If the certification is expired, ASE will reactivate the credential for a minimum of 18 months. If you answer a question incorrectly, no problem. There will be a second or third chance question 10 days later. For more information, please visit www.aserenewalapp.com.

How Are the Tests Created?

ASE tests start in an ASE workshop where a variety of subject matter experts (including working service professionals, service representatives from both domestic and import automobile manufacturers, aftermarket parts and equipment manufacturers, and technical educators) meet to share ideas, create test specifications and task lists, and write test questions. The questions are written to mirror practical problems relevant to the daily work performed by service professionals. Each question must survive a rigorous review by all members of the group.

After the technical committee confirms the questions meet the ASE standards of style, quality, and accuracy, all questions are pretested to collect statistical data before use as scored questions on the tests. Questions are rewritten or discarded if they do not meet ASE standards.

The ASE test managers, who all have several years of experience as working service professionals, use the approved questions to produce a test form that follows specifications for content and difficulty. Each question on a test form relates to at least one task on the test's official task list, which you should review as part of your preparation. Not every task will appear on the test that you see, but any task on the list could be on the test.

Certain tests (A1-A9, G1) have a split-screen, Spanish/English rendering of questions and answers that is available using the "Leer en español" button. These translations were created by special committees of service professionals who are native Spanish speakers. All ASE tests have a pop-up English-to-Spanish glossary. See www.ase.com/spanish for more information.

What Tests Are Available?

To learn more about each of these test areas, visit ase.com/ase-study-guides to download the latest documents. All recertification tests and the G1 initial certification test can be taken using the Prometric ProProctor (remote testing) option (see ase.com/proproctor).

- **Automobile (Tests A1-A9).** The English versions of these tests include Spanish translation of the questions which can be viewed on a split-screen. Recertification extension can also be achieved using the ASE Renewal App.
- **Collision (Tests B2-B6).**
- **Service Consultant (Test C1).**
- **Truck Equipment (Tests E1-E3).**
- **Alternate Fuels (Test F1).**
- **Automobile Maintenance & Light Repair (Test G1).** The English version of this test includes Spanish translation of the questions which can be viewed on a split-screen. Starting in January 2025, the initial certification test is eligible for remote testing.
- **Transit Bus (Tests H1-H8).**
- **Advanced Level (Tests L1-L4).** A Composite Vehicle document is must be consulted to answer some of the questions in the L1, L2, and L4 tests. The L3 test has a Certification Test Reference. Each of these documents will appear as an electronic pop-up during the related test, but should be carefully reviewed prior to testing (download at ase.com/ase-study-guides). The L3 Certification Test Reference is included in the Official L3 Study Guide; the others are separate, downloadable documents.
- **Parts Specialist (Tests P1, P2, P4).**
- **Medium-Heavy Truck (Tests T1-T8).**
- **School Bus (Tests S1-S7).**
- **Undercar Specialist Exhaust Systems (Test X1)** (included in the Automobile study guide)
- **Military Tactical Wheeled Vehicle (Tests MIL1-MIL8).**

Note: All ASE certifications require documented, relevant work experience. Follow instructions in the Work Experience section in your myASE account to meet this requirement.

Up to half of the experience requirement may be met by completing appropriate vocational training. Years of experience required are as follows:

- Automobile Maintenance and Light Repair (G1) - 1 year
- Advanced Level (all “L” tests) - 3 years
- All other tests - 2 years