



March 2019

Quarterly Update



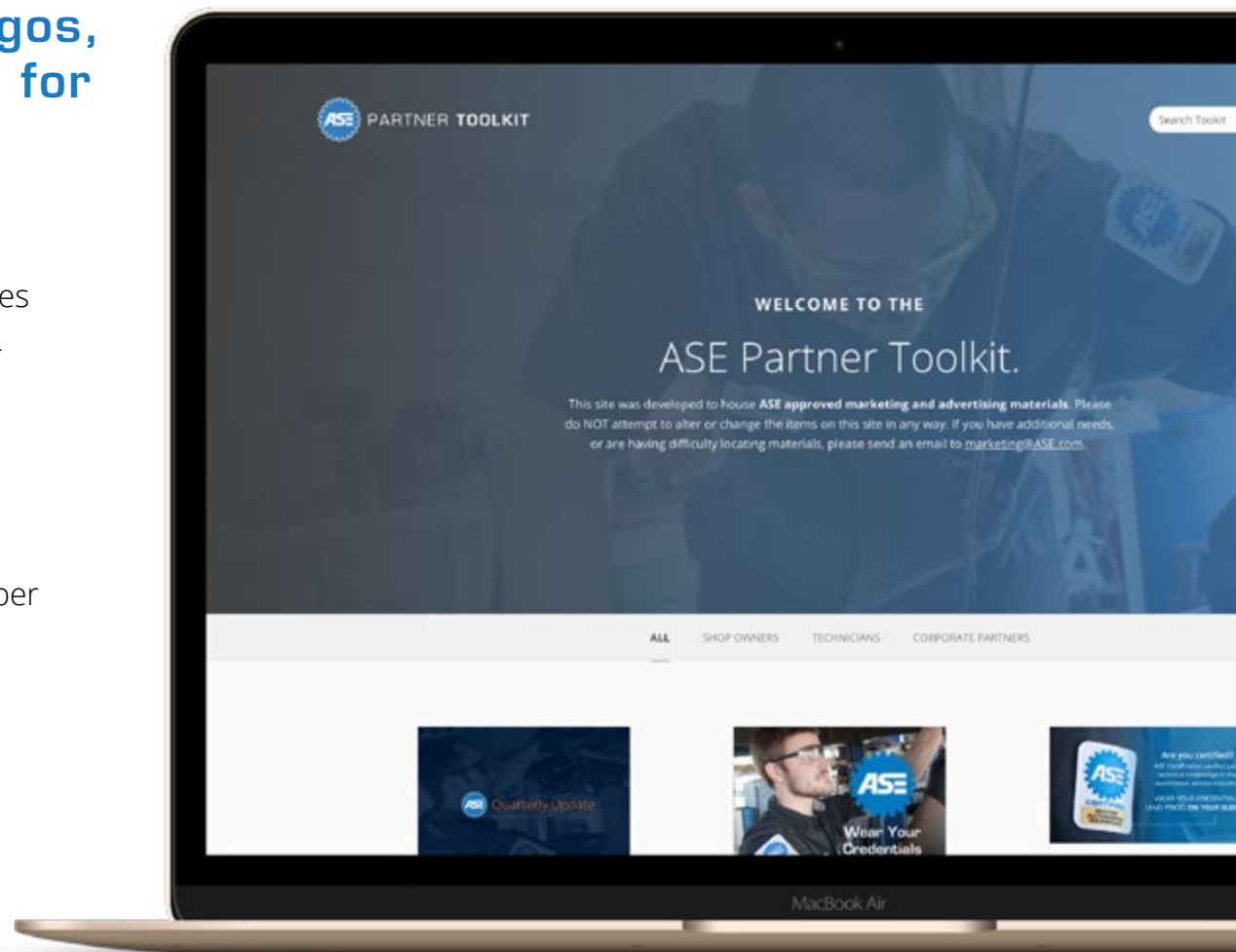
ASE Marketing Toolkit

ASE collateral, templates, logos, and assets are now available for use and just a click away.

We are proud to announce the official launch of the ASE Marketing Toolkit. This web-based toolkit provides a variety of ASE-branded assets and are available for download in multiple formats.

Looking for something you can't find in the toolkit? Send an email to marketing@ASE.com and a member of our team will be happy to assist you.

Visit ASEtoolkit.com



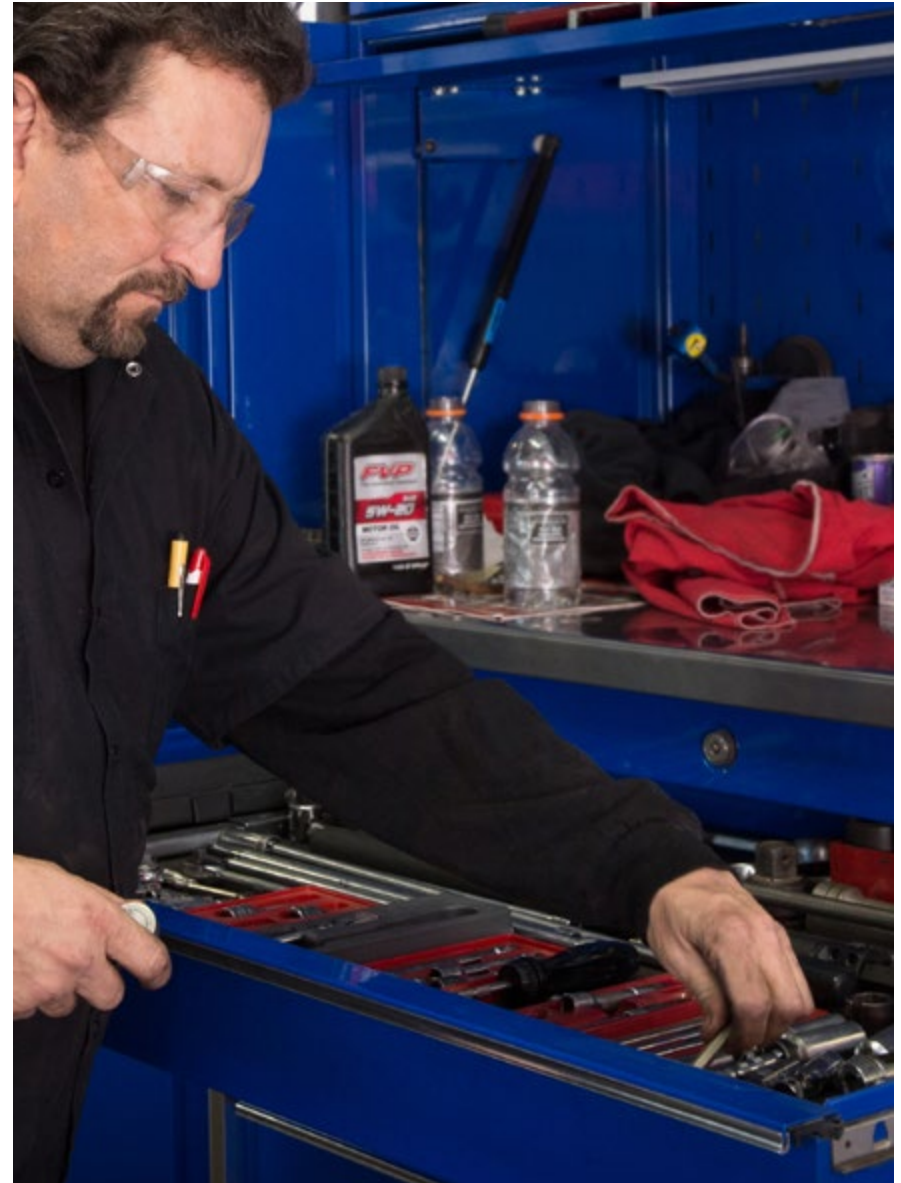
Spring is Ideal Time for Auto Maintenance

Car Care Tips from the Pros

As a supporter of the automotive industry's "April is National Car Care Month," ASE encourages vehicle owners to stay on top of regular maintenance and service, and offers its unique insight and expertise.

Spring is an ideal time for a vehicle check-up at a good shop with certified repair technicians. Having the work performed in springtime allows drivers the chance to get ahead of the curve on maintenance while preparing for the busy summer months ahead.

"For most people, their car or light truck represents a substantial financial outlay, second only to housing costs," says Tim Zilke, president of ASE, the non-profit group that tests and certifies the competence of automotive technicians. "It makes good financial sense, then, to protect your investment through routine car care," Zilke adds.



Spring is Ideal Time for Auto Maintenance Continued

The National Institute for Automotive Service Excellence (ASE) offers the following tips on getting your vehicle ready for summer:

- Read the owner's manual and follow the recommended service schedules.
- Service the cooling system according to the service manual's recommendations. The level, condition, and concentration of the coolant should be checked periodically. If replacing coolant, make sure to choose the right type.
- Have drivability problems--hard starts, rough idling, stalling--corrected.
- The condition of belts and hoses should be checked by a certified auto technician.
- Have the air conditioner system serviced by a certified technician.
- Change the oil and oil filter as specified in owner's manual. (Properly dispose of used oil.)
- Replace other filters (air, fuel, cabin, etc.) as recommended.
- Check the condition of tires, including the spare. Routinely check tire pressure when the tires are cold. Vehicles equipped with tire pressure monitoring systems (TPMS) aid in this important, but often neglected maintenance check. Keep a tire gauge in the glove box as well.
- Inspect all lights and bulbs; replace burned out bulbs.
- Replace worn wiper blades and keep the washer reservoir full of washer solvent to fight summer's dust and insects.

Again, ASE President Tim Zilke: "Regular service will extend the life of your vehicle, improve fuel economy, and decrease your chances of a breakdown. Neglecting routine maintenance can cost car owners more money in the long run."

The National Institute for Automotive Service Excellence (ASE) was founded in 1972 as a non-profit, independent organization dedicated to improving the quality of automotive service and repair through the voluntary testing and certification of automotive technicians.

ASE Certified technicians wear blue and white ASE shoulder insignia and carry credentials listing their exact area(s) of certification. They can be found at dealerships, independent garages, franchised outlets and more. Their employers often display the blue and white ASE sign. Visit ASE.com for more information.

The 1, 2, 3's of ASE

ASE testing is as convenient as:

- 1) Check seat availability at one of our nearly 500 test centers BEFORE you register and pay by going to www.ASE.com/FindASeat.
- 2) Log in to www.myASE.com and register for ASE Certification tests.
- 3) Get help preparing at www.ASE.com/testprep and take your test within 90 days of registering.

Why ASE? Let us help you tell the story.

WHY WE EMPLOY ASE CERTIFIED TECHNICIANS

- Demonstrates that our technicians have knowledge of the skills and best practices to be successful at their jobs.
- Confirms that our technicians are constantly keeping up with current technology.
- Shows our technicians have earned a credential that's accepted as an industry standard.
- Proves our technicians can reason through complex problems.
- Exhibits that our shop and its technicians are dedicated to the automotive service profession.
- Demonstrates that our shop takes the extra steps necessary to help ensure quality service.

Did You Know?

92% of consumers rate technician qualifications as important when selecting a repair facility. Show your customers that you value ASE Certified professionals by linking to www.ASE.com/Drivers.



The Art of Mentoring

By Mark Sanchez

Giving guidance to someone junior where you work is helpful. Doing so as a mentor benefits everyone: the mentee, your employer and you. Are you uncertain about getting involved? Yes, it will take up some of your time. And on occasion will test your patience. Look beyond the obstacles (or lesser excuses). Here are five great reasons for being a mentor to less experienced staff members.

1. You Become More Relevant

Let's start with an appeal to self-interest. The effort you put in to advise juniors makes you more valuable. Not everyone can communicate their insights clearly and inspire others to greater height. Employers need experienced workers who can transfer their knowledge effectively. Baby boomers and Gen Xers can distinguish themselves by helping get Millennials (and Gen Z) up to speed.

2. Your Employer Becomes More Competitive

Employers need well-informed and connected workers. It takes more than raw skill or intelligence alone to perform at peak. Transferring your insights to those who need

them most fills in some crucial gaps. Mentees learn how to navigate workplace politics and handle difficult situations. They emerge better equipped to do their current job. Also, you aid them in being promotable sooner.

Opening doors for junior staff is another important function of mentoring. You can introduce mentees to others in the organization who might otherwise be inaccessible. This cross-pollination makes it more likely the mentee will find growth within the employer.

All of which adds up to a more competitive workforce. This makes it more likely your employer (and job) won't fall prey to predatory upstarts.

3. You Gain A Personal Loyalist

Back to self-interest again. At first it may seem you're doing most of the giving as a mentor. All those tips you're sharing, and patiently walking through possible solutions to problems the mentee is facing.

The Art of Mentoring Continued

But if you do a good job (and are fortunate), your contributions may pay you dividends. Your mentee might want to work for you – and show gratitude by way of devotion – at some point. Or they introduce you to other younger employees who might serve as a future talent pool. Another possibility: should the mentee achieve great success over time, they could publicly cite you as an early influence.

4. You Learn New Things

The more experienced you get, the more of a bubble you tend to occupy. Most of your colleagues are at your level or more senior. If you have people reporting directly to you there may be little chance to engage with them as you could a mentee. Younger employees have different skill sets and areas of knowledge. Their vocabulary may contain more contemporary terms and phrases. They hang out in places you're too archaic to visit without being self-conscious. Mature workers should find themselves a younger mentor at some point. At a minimum they can teach you about using technology and social media in ways you may not have thought of.

5. You Build Your Leadership Abilities

Another plus of serving as a mentor? Practicing your management aptitudes. If you haven't overseen other staff yet this is a real bonus. If you're already an experienced leader, you'll have your perspectives challenged. Being a mentor sets you up as a role model. Mentees will watch you carefully for cues of all kinds. How you articulate your thoughts. What you choose to share or withhold. Evidence of your decision-making processes.

That should encourage you to behave as a leader even if you aren't yet one officially. Then you can refer to this when applying for internal promotions or external postings that require some managerial experience.

Experiment (But Never Exploit)

Mentoring traditionally pairs two people for improving the junior person's work abilities. Whatever the situation, providing guidance and support will be appreciated. You'll also feel good for giving back on a uniquely personal level.

609 Quarterly Update

Continued Growth by Industry Groups to Adopt EPA-Approved ASE Section 609 Program

The ASE Section 609 Refrigerant Recovery and Recycling Review and Quiz continues to meet EPA requirements for technicians servicing Motor Vehicle Air Conditioning (MVAC) systems. Under federal law, technicians must have a Section 609 credential to not only service MVAC systems, but also to purchase refrigerant for use in those systems. The purchase requirement applies to containers 2 lbs. and larger.

Although the ASE Section 609 Program is popular with individuals, a growing number of groups have adopted the program for their in-house credentialing needs. These groups include schools, fleets, municipalities, collision repair, military and more.

The ASE Section 609 program is available in both booklet and online format, but the growing acceptance from groups relates to the appeal of the online format. With this version, a user can earn instant results and credentials without having to wait on the turnaround time associated with mailing the quiz. Employers can also purchase electronic voucher codes that can add additional convenience when paying for groups of candidates at one time. ASE is also willing to work with organizations on custom solutions that may meet specific needs.

ASE's program meets EPA requirements under Section 609 of the Clean Air Act and is listed as an approved provider on the Agency's website at:

<https://www.epa.gov/mvac/section-609-technician-training-and-certification-programs>.



Setting Up a myASE Company Account

Benefits of Setting Up a myASE Company Account & Account Manager

Creating a primary myASE company account and assigning an employer-designated account manager gives you the capability of organizing and managing the participation of your employees in the ASE professional testing and certification program.

The account manager will be able to:

- Register and purchase tests for one or more employees in one transaction;
- Process one credit card charge per transaction instead of numerous single charges in individual accounts;
- Schedule, cancel, and view appointments;
- See certification statuses and test results;
- Maintain the company's Employee Roster with Search, Add (single and multiple), and Remove options;
- And access employer payment information, payment receipts, and credits for canceled tests to use by the expiration date shown in myASE to pay for other tests and fees.

To register employees in your myASE company account, click the Register Now button and all the employees currently included on the Employee Roster will be displayed with eligible tests listed for each individual. The Tabs across the top of the table allow you to view and choose tests by Test Series. Once the tests have been selected and purchased, the registration step is complete and testing appointments can be scheduled in the company account by the account manager or by the employees in their individual myASE accounts.



“How To” demos are available
on our website at
www.ase.com/myASEdemos

Registration: Facts & Figures

ASE testing is available year-round. Whether you register on the first day of a registration window or the last, you will always have 90 days from the original date of purchase to schedule an appointment and take your test at any of our nearly 500 [test centers](#) across the country. Register using the [myASE LOGIN](#) or [create a myASE account and login](#).

Did You Know?

A \$36 registration fee is paid **only once** during a registration window—no matter how many tests you take. Tests are \$43 each, except L1, L2, and L3 which are \$86. Taking the recertification tests? You may take as many recertification tests as you want in a registration window, but **we cap the cost of your tests** at \$129. So, the most anyone would pay to recertify in a single registration window is \$165—no matter how many recertification tests are taken. Recertification tests are half the length and can be taken any time after you've taken and passed the initial test.

Winter Registration
January 10 - March 31

Spring Registration
April 10 - June 30

Summer Registration
July 10 - September 30

Fall Registration
October 10 - December 31



New Test Centers Since 2018

New River Community College

Dublin, Virginia

Houston Space Center

Houston, Texas

Allentown PA

Allentown, Pennsylvania

Fargo - 13th Ave

West Fargo, North Dakota

Poughkeepsie - South Ave.

Poughkeepsie, New York

Sault Ste Marie MI

Sault Ste Marie, Michigan

New Haven

North Haven, Connecticut

K-12 Learning Center

Townsend, Massachusetts

Ogden-Weber Technical College

Ogden, Utah

PORT OF SPAIN, TRINIDAD AND TOBAGO

Trincity, Trinidad & Tobago

Rowan-Cabarrus Community College -

Salisbury

Salisbury, North Carolina

Rowan-Cabarrus Community College -

Salisbury

Concord, North Carolina

UMUC Asia Education Center

Pyeongtaek, South Korea

Prometric Satellite Center

Wenatchee, Washington

Salisbury - Belmont Ave

Salisbury, Maryland

Education Center on Camp Foster

Okinawa, Japan

Tri County Community College

Murphy, North Carolina

Waco - West Waco Drive (2)

Waco, Texas

Big Bend Community College

Perry, Florida

First Coast Technical College

St. Augustine, Florida

Houston's Training & Education Center

(HTEC) Houston, Texas

Winnipeg - Henderson Highway

Winnipeg, Manitoba, Canada

Clover Park Technical College

Lakewood, Washington

City of Columbus Fleet Management

Columbus, Ohio

Woodward, OK

Woodward, Oklahoma

Lawton, OK

Lawton, Oklahoma

McAlester, OK

McAlester, Oklahoma

College of Southern Maryland

La Plata, Maryland

Pinellas Technical College

St. Petersburg, Florida

Prometric Satellite Center

Ft. Walton Beach, Florida

Important Online Resources

All External Links

ASE Test Registration Info

[ASE.com/Register](https://www.ase.com/register)

Training Resources

[ASE.com/AccreditedTraining](https://www.ase.com/accreditedtraining)

ASE Webinars

[YouTube.com/ASEcampus](https://www.youtube.com/ASEcampus)

Test Prep, Study Guides, Practice Tests, Testing Tips, and Demos

[ASE.com/TestPrep](https://www.ase.com/testprep)

myASE "How-To" Demos

[ASE.com/myASEdemos](https://www.ase.com/myASEdemos)

ASE Consumer Webpage

[ASE.com/Drivers](https://www.ase.com/drivers)

ASE Store

[ASEstore.com](https://www.asestore.com)

The EPA – Authorized Section 609 Program

[ASE.com/609](https://www.ase.com/609)

Find a Seat BEFORE You Register and Pay

[ASE.com/FindASeat](https://www.ase.com/findaseat)

Find the test center closest to you

[ASE.com/TestCenters](https://www.ase.com/testcenters)



Follow Us on Social Media

[Facebook.com/ASEtests](https://www.facebook.com/ASEtests)

[Instagram.com/ASEtests](https://www.instagram.com/ASEtests)

[Youtube.com/ASEtests](https://www.youtube.com/ASEtests)

[Twitter.com/ASEtests](https://www.twitter.com/ASEtests)