



AUTO SERVICE TECHNOLOGY (ASE) Student Handbook

NOTE: It is very important that you keep this Handbook for reference.

Accredited by



Education Foundation

<https://aseeducationfoundation.org/>

1503 Edwards Ferry Road NE, Suite 401; Leesburg, VA 20175; Telephone: 703.669.6650. NATEF (National Automotive Technicians Education Foundation) and AYES (Automotive Youth Educational Systems) merged in 2018 to form the ASE Education Foundation.

The ASE Education Foundation works with more than 2,300 automotive technology training programs and over 50,000 students nationally to provide the transportation industry a viable workforce through standards and credentials for institutions, organizations and individuals.

Student: _____

Advisor (Choose from list below): _____

Advisor's Office Hours: _____

Automotive Service Technology Program Advisors

- James Cordova, Automotive Program Department Chair and Pueblo Faculty
Medical Technology Building, Room 129 719-549-3354
- Elton Kidd, Mancos Campus Faculty
Main Building, Room 132 A 970-564-6229
- John Duston, Fremont Campus Faculty
Canon City High School719-276-5870 ext. 6544
- Roger Pfannenschmid, Pueblo Orman Campus Faculty 719-549-3357
- Robert Serena, Pueblo Campus Faculty 719-549-3357
- Alan Fass, Pueblo Campus Instructor 719-549-3216
- Ronald Griffin, Pueblo Campus Automotive Staff 719-549-3216

Automotive Service Technology Facilities

- Orman Campus Technology Shop/Tool Room
900 West Orman Avenue, Pueblo
Medical Technology Building, Room 157/184 719-549-3216
- Mancos Campus Technology Shop
33057 Highway 160, Mancos
Main Building, Room 138 A..... 970-564-6215
- Fremont Campus Technology Shop
Canon City High School719-276-5870 ext. 6544

PROGRAM INFORMATION

Program Overview

The Automotive Service Technology Program at Pueblo Community College meets the highest national standards for technical training in the automotive service industry. Students are prepared to become entry level technicians with skill sets in general maintenance, and diagnostic and repair skills for numerous automotive systems, including electrical, engine, transmission, suspension, brake, ignition, charging, and heating/air conditioning systems.

Credentialing Opportunities

Students and graduates have the opportunity to earn Educational Awards and nationally recognized Industry Credentials.

Educational Awards from Pueblo Community College and the Colorado Community College System include:

- Associate of Applied Science Degree in Automotive Service Technology
- Certificate in Engine and Electrical Technology
- Certificate in Automatic Transmission Technology
- Certificate in Fuels, Emissions, and Electronics Technology
- Certificate in HVAC (Heating, Ventilation, and Air Conditioning) Technology
- Certificate in Manual Transmission Technology
- Certificate in Steering, Suspension, and Brakes Technology

Industry Credentials are listed below. The Pueblo Community College Testing Center is an approved testing site for ASE exams.

- ASE A1 Certification - Engine Repair
- ASE A2 Certification - Automatic Transmission/Transaxle
- ASE A3 Certification - Manual Drive Train & Axles
- ASE A4 Certification - Suspension & Steering
- ASE A5 Certification - Brakes
- ASE A6 Certification - Electrical/Electronic Systems
- ASE A7 Certification - Heating & Air Conditioning
- ASE A8 Certification - Engine Performance
- Snap On Tools Certification - NC3 504 DVOM/Scan Tool
- ASE 609 EPA Certification

Automotive Service Technology Program Learning Objectives

Upon successful completion of the program students will be able to:

1. Collect preliminary information from the customer regarding the presenting problem.
2. Examine selected vehicle area to verify the problem.
3. Troubleshoot vehicle systems related to problem areas as appropriate for symptoms that are present.
4. Interpret vehicle information to determine a diagnosis and repairs needed to correct the problem.

5. Clearly communicate findings (diagnosis of problem and recommended repairs) to customer in repair order.
6. Perform necessary vehicle repairs to correct diagnosed problems.
7. Manage time effectively while conducting repairs.
8. Demonstrate commitment to professional development in the automotive industry.
9. Document compliance with industry practices for automotive repair.
10. Adhere to industry expectations for dress code and professional interactions with coworkers and customers.
11. Express respect and appreciation for coworkers and customers in a diverse automotive industry.

Admission Requirements for the Automotive Technology Program

- Students must submit an Automotive Technology Program Application, in addition to the PCC Admissions Application.
- Students must submit an Acknowledgment Form of Safety Practices and Program Policies See Appendix A.
- Students must have a valid driver's license.
- Students must pass a Drug Screening and a Criminal Background Check prior to entry into the program. See Appendix B.
- High school students enrolled in PCC Automotive classes that are offered on a high school campus are exempt from the screening process since you are not interacting with college students outside of your high school. Pueblo West HS and Canon City High School concurrent enrollment is an example of this special population. High school students enrolled in college courses on a college campus (Orman or Mancos) are required to take the background check and drug screen but the driver's license requirement may be temporarily waived due to Colorado age requirements.
- Students must provide unofficial transcripts of all college coursework, including previous PCC courses.
- Students must submit the Acknowledgment of Required Program Tool List. See Appendix C.
- It is highly recommended that students enroll in MAT 1114 and AAA 1009 upon acceptance to Pueblo Community College. The skills are of great value to students in the Automotive Program.

Re-admission to PCC

If you are a former PCC student who has not attended for one year or more, you must submit a PCC Admissions Application. For entry, or re-entry, into the Automotive Technology Program, you must meet program requirements for the current academic year. Please meet with an automotive advisor to discuss an academic plan.

Non-Discrimination

Pueblo Community College prohibits and will not tolerate discrimination or harassment that violates federal, state law, or the Colorado Community College System Board Policies 3-120, Affirmative Action & Anti-Discrimination, and 4-120, Prohibition of Discrimination or Harassment. Please see the Notice of Non-Discrimination Statement, Appendix D.

SAFETY PRACTICES FOR AUTOMOTIVE STUDENTS

1. All students must know the location of fire extinguishers and how to use them.

HOW TO OPERATE FIRE EXTINGUISHERS:

- ✓ P: **P**ull the pin while holding the extinguisher upright.
- ✓ A: **A**im the discharge nozzle at the base of flame.
- ✓ S: **S**queeze the handle.
- ✓ S: **S**weep the spray across the base of the flame.
- ✓ Return the extinguisher to the tool room for recharge.

2. **APPROVED EYE PROTECTION DEVICES MUST BE WORN IN THE SHOPS.**

Eye protection is a requirement by law. Failure to comply with this statute will result in dismissal from class and an absence for that day. Repeated failure to adhere to the law could result in dismissal from the automotive program or academic failure.

3. Students may not operate any piece of equipment or tool until they have been properly instructed on its safe and correct usage. Stay clear of any machine or equipment you are not operating. Avoid distracting someone who is operating equipment.
4. Floors and equipment must be always kept clean. Soak up spilled oil, antifreeze, gasoline, etc. Dry floor immediately. Never leave bottles, cans, pipes, sockets, or other items where they can be stepped on.
5. No jewelry, rings, watches, etc., will be worn while working in the shop.
6. ***ALWAYS USE SUPPORTS OR JACK STANDS BEFORE GETTING UNDER AN ELEVATED VEHICLE.***
7. Keep screw drivers, scribes, picks, or other sharp pointed tools out of pockets.
8. Never attempt to lift beyond your strength.
9. Follow all instructions and never take chances. Review the manual or ask the instructor for help. Students are to report any dangerous situations to their instructors or notify PCC Public Safety as soon as possible.
10. Battery acid will damage eyes, burn the skin, and ruin clothing. If you accidentally get acid in your eyes, flush your eyes with clear water for several minutes and seek professional help. The eye washing station is located in the Westside of the Auto shop.
11. Students are to report all accidents immediately. First aid stations are located within the tool room of the Automotive lab, on each campus.
12. Do not leave any slivers in your hands as this often causes infection.
13. Do not rise up quickly from a stooping or squatting position.

14. Drive slowly in the shop and around the immediate area.
15. Stand creepers up or roll them back under the vehicle when they are not in use. **Never stand on creepers.**
16. Shock tools such as chisels, punches, hammers, etc., should be kept dressed to avoid splintering of a burred or mushroomed striking surface.
17. Turn off all equipment as soon as you are finished with the job. If you have to leave your work area for any amount of time, ***turn off equipment.***
18. Disconnect the battery ground cable if a repair is left unfinished.
19. When using an air hose, direct it so the air stream or flying particles will not strike you or anyone else. **Do not blow yourself off with compressed air.**
20. Hold material in a vise when drilling.
21. Use care with all equipment—use the right tool for the job.
22. When priming an engine, use a priming can. **Do not** prime while cranking the engine.
23. Never look directly into a carburetor when the engine is being cranked or while it is running.
24. Never run an engine in the shop without connecting the exhaust ventilating system.
25. Always check the brakes and under the hood for fuel leaks or loose items before starting or moving an automobile.
26. Use proper eye and body protection when welding—do not look directly at the arc or allow someone else’s arc flash to reach your eyes. **NO EXCEPTIONS!**
27. When welding, avoid fire and explosion danger.
 - a. Disconnect the battery cables and isolate them to prevent electrical shocks.
 - b. Never weld with greasy clothing or near flammable material.
 - c. Keep welding equipment clean of oil and grease to avoid an explosion.
 - d. When the torch is not in operation, be sure all valves are turned off and the regulators are “Backed out.”
28. Avoid additional fire and explosion dangers.
 - a. Avoid sparks or flame around a battery. A gassing battery generates hydrogen and *any* spark or open flame will cause it to explode.
 - b. Gasoline must never be left in open containers or stored in glass bottles or jugs. Immediately return gasoline containers to the tool room after use.
 - c. Gasoline is never to be used for cleaning purposes.
 - d. Never use water on a gasoline fire.
 - e. Plug fuel lines immediately after they are disconnected.
 - f.

AUTOMOTIVE PROGRAM POLICIES

1. All students are **required** to provide their own tools. PCC will **NOT** supply tools on the required program tool list. These tools are your basic set of tools for employment. Please see Appendix C, Required Program Tool List.
2. Tools, other than those on the Required List, may be checked out of the Tool Room by the attendant, utilizing the Program checkout system. Students are required to provide their PCC student IDs.
3. **NO STUDENT WILL ENTER THE TOOL ROOM OR AN INSTRUCTOR'S OFFICE WITHOUT PERMISSION!!** College telephones are for official College business **ONLY** and are not for personal calls.
4. All broken or damaged tools and equipment must be reported to the instructor as soon as breakage or damage is discovered.
5. Students must wear the PCC program work uniform when in class or lab, including protective eye gear. There are no exceptions to this requirement. Those not wearing the required uniform will be sent home and considered absent for that class period.
6. Students must be at their workstations, properly dressed and equipped, ready to work at the time class is scheduled to begin.
7. Safety practices **are** part of everyday life to protect all students, instructors, and program equipment. Students are to **avoid horseplay!**
8. PCC Automotive Programs do **NOT** do any repair work on student or customer vehicles.
9. PCC Vehicles are state property. They are Program Equipment provided for training and lab purposes only. At no time shall these vehicles be driven on a public roadway for testing purposes. Sitting or riding on vehicles may result in disciplinary action. Driving a vehicle in a reckless or unsafe manner could result in **College Disciplinary Expulsion!**
10. All shop equipment, as well as parts and accessories are to be used for instructional purposes **ONLY**. These items cannot be removed from vehicles, engines, or the shop. The vehicles and engines are state property. Shop instructors do not have the authority to give permission for removal from the premises. Nor do they have the authority to loan equipment to anyone.
11. Only students enrolled in Automotive courses may work on cars in the lab. Students are not permitted to work in the shops except during the regularly scheduled hours for the class or club in which they are enrolled, or through previous arrangement with their instructors. An instructor **MUST** be present whenever a student is working in the lab.
12. Enrollment in an automotive lab course does not guarantee a student a work stall.
13. Repair work on all cars **MUST** coincide with the phase of training being taught at that time and its value for instructional purposes must be approved by the instructor of the class.

14. Instructor permission and clearance are required to bring a PCC vehicle into the shop. It must be assigned to a work bay area. Additional vehicle access will not be permitted until the previous work is completed. If you take it apart, you will be required to repair it back to original status.
15. All school vehicles or components must be left completely assembled in a craftsman-like manner and in operating order by the end of each phase of training for which it was used or the end of the semester, whichever comes first.
16. Students will not tamper with any project that they are not directly connected with or assigned.
17. Students are expected to make satisfactory repairs in a professional and timely manner.
18. Students are responsible for the storage of their parts and supplies when working on lab vehicles. All parts and supplies must be marked with their names. Unidentified parts and supplies become the property of the program and may be discarded at the program's discretion.
19. Students must clean up after the repair is complete and pass the instructor's inspection. Equipment must be returned to its proper storage area upon completion of its use or at the end of the class period.
20. Students are not to waste materials/supplies and will be charged if they do so.
21. All repair work that is not completed during lab is the responsibility of the student. At no time shall PCC be responsible for any lab objective that has not been completed.

22. ATTENDANCE POLICY: PLEASE BE ADVISED OF the following.

- 23. a) Absences have a negative impact on your academic grade. 3 tardies count as one absence. Students are required to maintain an 80% attendance record. Once you have missed 20% or more of the scheduled class time you will be notified and an alert will be issued. 70% attendance will be required to meet the minimum grading requirements for the automotive program. If a student falls below 70% in any section, they will be graded out for work completed or withdrawn from the course. Maximum allowable time for tardiness is 15 minutes late.**
- a) Students will not be allowed to make up missed labs for any courses unless approved by the instructor and Department Chair.
 - b) Any Written tests will be made up after class by appointment only.
 - c) Students are not permitted to leave the shop area without permission. It is the student's responsibility to remain in class for the required amount of class time (lecture and lab). If a student leaves the shop area without permission, he/she will be dismissed for the rest of the day and the hours lost will be counted against their attendance record.
 - d) Students who use foul language or have disruptive behavior will be dismissed from class and will receive an absence for the day. The staff will complete a maxient report and a meeting will be scheduled with the students, Instructor and Dept. Chair to discuss a plan of action.
 - e) Students not wearing their uniforms or protective eyewear will be dismissed from class and will receive an absence for the day.

24. Class breaks will be determined by the individual instructor. Instructors will set the break for 10 minutes and students must return in a timely manner.

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25. For automotive majors, the minimum grade standard for all classes towards graduation is "C." Students with less than a grade "C" in any of the 100 level automotive classes may not enroll in any 200-level auto class until they have earned a "C" or higher. NO EXCEPTIONS!

25. Grading is as follows: 30% tests (tests will administered on D2L and will be done outside of class time with one allowable attempt. 30% written work (which is the chapter review questions) and 40% for lab assignments. Students must be present and participating in lab to get credit for the job sheets and must be submitted the day they are assigned to get the credit.
26. **Professionalism** is incorporated into all grades. This includes, but is not limited to:
- ✓ Good personal hygiene and clothing cleanliness
 - ✓ Always Behaving in a Safe and Responsible manner
 - ✓ Cleanliness and neatness of work area
 - ✓ Proper use of tools and equipment, including returning tools and equipment in a timely manner
 - ✓ Attendance and efficient use of class time
 - ✓ Quality of work
 - ✓ Professional and proper language. (Foul language will not be tolerated.)
 - ✓ Student Conduct
27. In case of a building evacuation due to threat or other emergency, students are to pick up all personal belongings, exit the building, move to the far side of the parking lot, and wait for further instructions. Keep the driveways clear for emergency vehicles.
28. If you bring a personal car, package, or box into the Automotive Shop area, its contents can be examined at **ANY** time.
29. Items left in the shop or courtyard for more than 30 days have become the property of the College and will be disposed of at the College's discretion.
30. PCC is tobacco free. No smoking, vaping, or smokeless tobacco use is permitted on campus.
31. Students may park their personal cars in the student parking lot. Your vehicle will be ticketed if you park anywhere else, including in the shop or courtyard area, or on the roadway behind the auto shop. Cars in violation may be towed at the owner's expense.
32. Students are allowed to purchase parts from various parts dealers with a student discount. If a student is interested in placing an order, it must be paid in full prior to the transaction.

ADHERENCE TO THE STUDENT CODE OF CONDUCT

In addition to the Automotive Service Technology Program Policies, Pueblo Community College students are required to be compliant with the PCC Student Code of Conduct. It can be found in the [PCC Student Handbook](#).

Automotive students will be held accountable for Program and College behavior requirements. All alleged behavior violations will be documented after the faculty member, instructor, or program chair discusses the allegations with the student. A written report will be submitted to the Chief Student Services Office in charge of PCC Student Judicial Affairs. This could result in further investigation and possible College or Program penalties. Academic or behavioral misconduct could result in disciplinary probation, suspension, or expulsion.

Students are required to be familiar with the PCC Student Code of Conduct. Some violations include, but are not limited to:

Academic Misconduct:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to **both** academic consequences as determined by the instructor and to disciplinary action as outlined in the PCC Code of Conduct.

Disruptive Behavior:

Engaging in any disruptive behavior that negatively affects or impedes teaching or learning or disrupts the general operation of the college.

Deceitful Acts:

Engaging in deceitful acts, including, but not limited to forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

Conduct that is Detrimental to the College or to Safety:

Conduct that is deemed detrimental, harmful and/or damaging to the college and/or that jeopardizes the safety of others ... Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing college property.

Physical/Non-physical Abuse:

Physical abuse or conduct that threatens or endangers another person's health or safety. Non-physical abuse, threats, intimidation, coercion, influence, or any unwelcome conduct in any form that is sufficiently severe, pervasive or persistent that it alters the conditions of the learning environment or employment.

Knowingly falsifying, publishing or distributing, in any form, material that tends to impeach the honesty, integrity, virtue or reputation of another person.

Theft:

Students will be criminally prosecuted for stealing and will face academic disciplinary consequences.

Harassment and/or Discrimination:

Discrimination or harassment based on sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation.

Sexual Misconduct:

Sexual Misconduct offenses include, but are not limited to Sexual Harassment, Non-Consensual Sexual Contact (or attempts to commit same), Non-Consensual Sexual Intercourse (or attempts to commit same), and/or Sexual Exploitation.

Weapons:

Possession or distribution of any unauthorized firearms, ammunition, explosives, fireworks and/or other dangerous weapons (or chemicals) or use/threat of any instrument as a weapon to intimidate, harass, or cause harm to others.

Narcotics/Alcohol:

Use, being under the influence, manufacturing, possession, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substances) while on college owned or college-controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles. This includes marijuana which remains illegal under federal law, even if a student is in possession of a Colorado medical marijuana card.

Dress Code:

Dress or personal hygiene that fails to meet the established safety or health standards of specific classes or activities offered by the college.

Leaving Children Unattended:

Leaving children unattended or unsupervised in campus buildings or on campus grounds unless enrolled or participating in authorized campus activities.

Violation of Laws, Directives, and Signage:

- Violating any municipal, county, state or federal law that adversely impacts the conditions of the educational or employment environment.
- Violations of college traffic and parking rules, regulations, or signage.
- Creating an intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular. This includes but is not limited to leading or inciting to disrupt college activities. Failure to comply with the lawful directives of College employees acting within the scope of their duties, including those directives issued by a college administrator to ensure the safety and well-being of others.
- Violations of college policies, protocols, or procedures.

Illegal Gambling:

Participation in illegal gambling activities on college owned or college-controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles.

Unauthorized Entry and/or Unauthorized Possession:

Entry into, or use of any building, room, or other college-owned or college-controlled property, grounds, or activities without authorized approval. This also includes, but is not limited to the

unauthorized possession, duplication or use of college keys, lock combinations, access codes, and access cards and/or credentials.

Unacceptable Use of College Equipment, Network, or System:

Unacceptable uses of any college-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading of software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity.

Unauthorized Pets/Animals:

Possession of any unauthorized pet or animal, excluding trained service animals while on college-owned or college-controlled property.

Group or Organization Conduct:

Students who are members of a college recognized student organization or group commit a violation of the Student Code of Conduct (SCOC) may be accountable both as an individual **and** as a member of the student organization.

Abuse of the Student Disciplinary and/or Grievance Procedure:

Abuse of the Student Disciplinary and/or Grievance Procedure includes, but is not limited to the following:

- Disruption or interference with the orderly conduct of the student disciplinary/grievance procedure.
- Falsification, distortion, or misrepresentation, or knowingly pursuing malicious, frivolous, or fraudulent charges.
- Attempting to discourage an individual's proper participation in, or use of, the student disciplinary/grievance procedure.
- Attempting to influence the impartiality of a participant and/or the student disciplinary/grievance procedure.
- Harassment (verbal or physical) and/or intimidation of a participant in the student disciplinary/grievance procedure.
- Failure to comply with directives and/or sanctions imposed under the student disciplinary/grievance procedure.
- Influencing or attempting to influence another person to commit an abuse of the student disciplinary/grievance procedure.
- Engaging in retaliatory acts in any form against any person or person(s) involved in the student disciplinary/grievance procedure

Unauthorized Entry into College Events:

Entering or attempting to enter any college-sponsored activity without proper credentials for admission.



APPENDIX A

ACKNOWLEDGEMENT OF SAFETY PRACTICES AND PROGRAM POLICIES

Please initial each statement and sign at the bottom.

_____ I am in receipt of The PCC Automotive Service Technology Student Handbook. I have reviewed all sections including the background check, drug screen, driver's license, tool requirements, grading and attendance guidelines.

_____ I accept the responsibility of complying with all rules stated in the Safety Practices section.

_____ I accept the responsibility of complying with all guidelines stated in the Automotive Policies section.

_____ I accept the responsibility of complying with the Student Code of Conduct published in the [PCC Student Handbook](#).

_____ Noncompliance with the above statements could result in suspension/expulsion from the program, or criminal prosecution, depending on the severity of the violation. The first violation will be a dismissal from class for the day, and a scheduled meeting will be set to address any concerns at the departmental level with a plan of action.

_____ It is my responsibility, as the student, to know my S number, portal login information, and my progress towards degree completion.

_____ It is my responsibility to ask for assistance to gain additional knowledge as needed.

_____ I understand and agree that Pueblo Community College and the Automotive Program are not responsible for personal items or tools that are lost, stolen, or damaged.

Name (Print): _____

Signature: _____

Date: _____

S #: _____ Phone: _____

APPENDIX B: BACKGROUND CHECK AND DRUG SCREEN

To be accepted into the Automotive Service Technology Program, a student must successfully pass a Drug Screening Procedure and a Criminal Background Check. This package is ordered together online for a one-time fee at the student's expense. (Some High School concurrent enrollment students are temporarily exempt from this requirement. Please see page 4.)

The order can be placed at [Castle Branch](#). After placing your order, you will be notified of the location for the testing site. The Drug Screening tests for the substances listed. Although marijuana is not included in the screening, students under the influence or in possession of this substance, are in violation of the Student Code of Conduct.

- Alcohol
- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine (Benzoyllecgonine)
- Opiates
- Phencyclidine (PCP)
- Methadone
- Creatinine
- Propoxyphene

Any Felony conviction, plea of guilty or no contest, or deferred adjudication for the criminal offenses listed below will disqualify an applicant for admission to The Automotive Service Technology programs. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified. There is a statute of limitation of 7 years.

- I Crimes of violence (assault, sexual offenses, arson, kidnapping, murder, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S.
- II Any offense involving unlawful sexual behavior.
- III Any crime, the underlying basis of which has been found by the court on record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S.
- IV Any crime of child abuse, as defined in section 18-6-401 C.R.S.
- V Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances.
- VI Crimes of theft
- VII Any offense of sexual assault.
- VIII Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.)
- IX Registered sex offenders
- X Any offense in another state which are substantially similar to the elements of any of the above offenses.

APPENDIX C

ACKNOWLEDGEMENT OF REQUIRED PROGRAM TOOL LIST

I acknowledge that these hand tools are required prior to the first day of automotive classes.
These tools can be purchased at the PCC Bookstore if needed.

1. 1/4, 3/8, 1/2 INCH RATCHETS.
2. WRENCHES AND SOCKETS STANDARD AND METRIC SHALLOW/DEEP
3. EXTENSIONS/SWIVELS/ ADAPTERS
4. PLIERS/WIRE CUTTER/WIRE STRIPPERS
5. SCREWDRIVERS
6. MULTIMETER
7. TEST LIGHT
8. TIRE GUAGE
9. SPARK PLUG GAPPER
10. BATTERY POST CLEANER
11. FLASHLIGHT
12. MAGNETIC PICK-UP TOOL
13. SAFETY GLASSES
14. HAMMER BALL PEEN
15. DEAD BLOW HAMMER
16. MAGNETIC TRAY
17. TORX SOCKETS/ALLEN HEAD SOCKETS OR WRENCHES
18. TOOLBOX

Name (Print): _____

Signature: _____

S #: _____ Date: _____



APPENDIX D: NOTICE OF NONDISCRIMINATION STATEMENT

Pueblo Community College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Pueblo Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated the Director of Human Resources as its AA/EEO and Title IX Coordinator, and the Senior HR Specialist as Deputy Title IX Coordinator, with the responsibility to coordinate the college's civil rights compliance activities and grievance procedures. If you have any questions, please contact the Director of Human Resources or Deputy Title IX Coordinator, 900 W. Orman Avenue, Central Administration Building, Room 111, telephone 719.549.3220, email HR.PCC@Pueblocc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; phone: 303.844.3417.

AVISO DE NO DISCRIMINACIÓN

Pueblo Community College (PCC) prohíbe todas formas de discriminación y acoso, inclusive violación de leyes federales y estatales o las políticas educativas 3-120 y 120 4 del Consejo Estatal de Colegios Comunitarios y Laborales. El Colegio no discrimina en base al sexo/género, raza, color, edad, credo, origen nacional o étnico, incapacidad física o mental, estado de veterano, estado de embarazo, religión, información genética, identidad de género o orientación sexual en sus prácticas de empleo, programas educativos, o actividades que ofrece el Colegio. PCC tomará medidas apropiadas para asegurar que la falta de conocimientos del idioma inglés no será un impedimento para la inscripción y participación en programas de educación vocacional.

El Colegio ha designado el Director de Recursos Humanos (RH) el oficial de Acción Afirmativa (AA), Igualdad de Oportunidades de Empleo (EEO), y Coordinador de la ley-Título IX. El Especialista Mayor de Recursos Humanos en PCC es designado como Diputado Coordinador de la ley Título IX con la responsabilidad de coordinar las actividades de cumplimiento de derechos civiles y procedimientos de quejas. Si usted tiene alguna pregunta, póngase en contacto con el Director de Recursos Humanos o el Diputado Coordinador de Título IX, 900 W. Orman Avenue, ubicados en el edificio de Administración Central, sala 111, teléfono (719) 549-3220, o correo electrónico HR.PCC@Pueblocc.edu. También puede comunicarse con la oficina de derechos civiles con el Departamento de Educación, Región VIII, Edificio de Oficinas Federales, 1244 North Speer Blvd., Suite 310, Denver, CO 80204; teléfono: 303.844.3417.