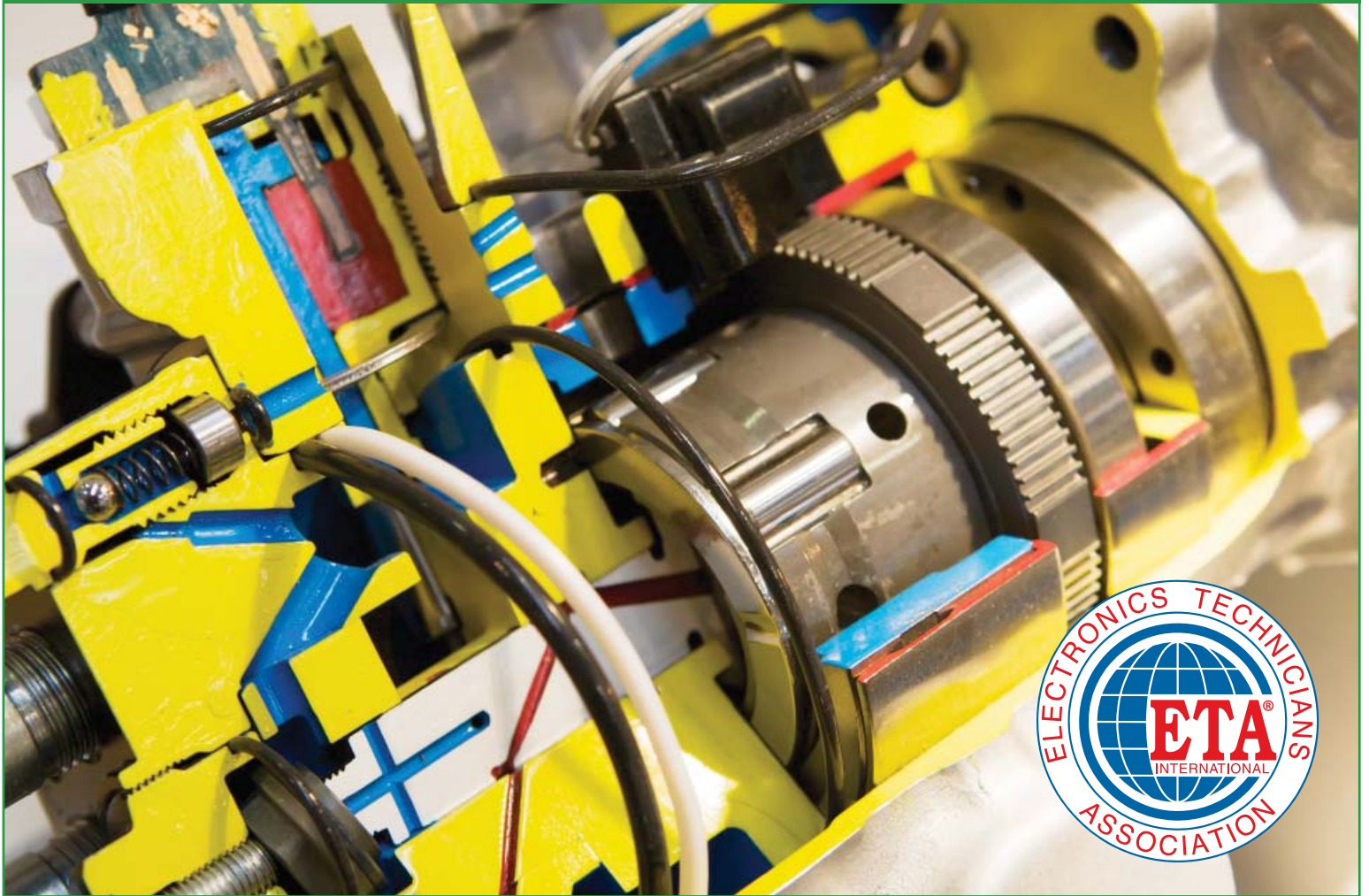


ETA[®] International Application for Electric Vehicle Course Approval



PURPOSE: This application is for the origination and furtherance of official certification course approval with ETA International. All information from the applying institution submitted in this application will be considered during the approval process, and is held to be confidential between ETA, any associates utilized by ETA and the institution and parties stated in Section 01. This information is being collected solely for the purpose of course approval. During the course approval process, further information may be requested by ETA from the applying institution.



SECTION 01. INSTITUTIONAL INFORMATION

Name Of Institution _____

Address Of Physical Location _____

City _____ State _____ Zip Code _____

Web Address _____ Institution's Year Of Origination _____

Approx. Number Of Students Enrolled At Institution (All Students, All Courses) _____

Institution's Accreditations:

Primary Contact _____ Title _____

Phone Number () _____ Fax Number () _____

E-Mail Address _____

Dean of Instruction _____

Phone Number () _____ Fax Number () _____

E-Mail Address _____

SECTION 02. EV CERTIFICATION CHOICE

**Specify which ETA certification this application applies to for Course Approval. Each certification will need a separate application for Course Approval and Materials For Review, Section 03.*

Electric Vehicle Technician:

- Electric Vehicle Drivetrain Specialist - Level 1
- Electric Vehicle Drivetrain Specialist - Level 2
- Electric Vehicle Drivetrain Specialist - Level 3
- Other / Proprietary Certification (Please List)

***ONSITE REVIEW REQUIRED**

Each Course Approval will include an onsite visit from an ETA Course Reviewer. During the visit, educational / company instructors must sit for the ETA exam.

ETA reserves the right to random onsite inspection throughout the term of the Course Approval.



SECTION 03. MATERIALS FOR REVIEW

() Course Outline

Title Of Course _____

Length Of Course (In Weeks And Hours) _____

**Submit and enclose an outline or syllabus for course seeking approval, on letterhead from applying institution.*

() Instructor Resumes

**Enclose resumes for all who will be responsible for (or are authorized to) providing hands-on testing.*

NAME _____ NAME _____

NAME _____ NAME _____

NAME _____ NAME _____

NAME _____ NAME _____

NAME _____ NAME _____

() Textbooks / Lab Manuals

**Specify what types of educational tools are to be used for the course specified in Section 02. Course materials will need to be reviewed during the Course Approval process. ETA may request physical copies of texts and other educational tools during the Course Approval process. ETA may also verify any information collected for Course Approval.*

Title Of Text _____ Author _____

Publisher _____ Year Of Publication _____ ISBN # _____

Title Of Text _____ Author _____

Publisher _____ Year Of Publication _____ ISBN # _____

Title Of Text _____ Author _____

Publisher _____ Year Of Publication _____ ISBN # _____

Title Of Text _____ Author _____

Publisher _____ Year Of Publication _____ ISBN # _____



SECTION 03. MATERIALS FOR REVIEW Cont.

() Software

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

() Media

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

Title Of Program _____ Author _____

Year Published _____ Platforms Compatible With _____

() Test/Training Equipment

**Include listing of any and all equipment that would pertain specifically and directly to the course for which approval is being requested, but is not included in the minimal equipment requested by ETA.*

1) _____ Age _____

Description _____

2) _____ Age _____

Description _____

3) _____ Age _____

Description _____



SECTION 04. ONSITE VISIT CHECKLIST

Each Course Approval will include a one day onsite visit from an ETA Course Reviewer. During the visit, the ETA Course Reviewer will:

1. Meet with the Dean of Instruction and Program Director.
2. Meet and proctor the written assessment to all instructors teaching the certification course.
3. Review the curriculum to ascertain that the course of instruction meets the certification competencies.
4. Physically view the lecture study texts, handouts, lab books, training equipment and verify availability to students.
5. Verify that personal protective equipment and safety requirements are adequate to supply the course class size.
6. Verify that tools and test equipment requirements are adequate to supply the course class size.
7. Ascertain that lecture and lab rooms are adequate for class size.
8. Verify contact hours of lecture and hands-on training.
9. Verify the ways that the the advertised hours of training are actually given in cases where a student has been absent during critical lectures or lab experiences.
10. Walk through all hands-on skill testing and assure that the testing meets the requirements of ETA.

SECTION 05. APPLICATION FEES

The Fee for new course approvals is \$1,500. Additional fees may be incurred by ETA during the approval process. Additional fees will be specifically detailed in advance by ETA.

The \$1,500 initial fee is to be submitted simultaneously with this Application, and is non-refundable. Applicants may pay an initial \$500 and have the balance taken out of the first 36 exams given. Course approvals are valid for four (4) years.

I would like to pay the \$1,500 now and my payment information is below.

I would like to pay \$500 and have the balance taken from exams given. My payment information is below.

I signify that the applying institution agrees to the terms in this application _____
Additional fees apply to application outside of the continental U.S.

Check enclosed Money order enclosed Charge credit card/debit card PO# _____

Card # _____ Exp. _____ CIV # _____

Card Holder (please print) _____

***Submit this Application, any documents, and payment to:**

ETA International • 5 Depot Street, Greencastle, Indiana 46135 • (800) 288-3824 • eta@eta-i.org



SECTION 06. TOOLS AND LABORATORY EQUIPMENT

Mandatory minimum lab equipment and tools required for ETA hands-on competencies.

ETA Level One Certification Requirements

Personnel Protection Equipment requirements: *(Number of pieces will be determined by class average size)*

- Classroom set, Safety glasses meeting Z87+ or Z94+ ANSI standards
- Safety shield meeting Z87+ standards
- Orange safety cones (4 cones labeled high-voltage)
- Classroom set, Class O gloves: Dated and inspection paperwork
- Address showing laboratory where safe gloves, mat, rescue hook are to be validated
- High Voltage mat: Class O rated for 1000 VAC, 3 feet by 4 feet
- Rescue Hook: 6 foot Class O 1000 V rated
- Classroom set, Meters: CAT III 1000V AC, minimum 10,000 Ω impedance
- CAT III meter leads with protection (600V)
- Scope: minimum 2 channel-40 Mhz bandwidth
- High Voltage Differential Probe: CAT III 600V rms
- Classroom set, Scan tool OBDII compliant
- Classroom set, Basic insulated hand tools

Tools must meet ASTM F1505-01, EN DIN, and IEC 60 900 test standards:

- Three insulated pliers (9-1/4 in. Linesman w/crimper, 8 in. Offset diagonal, 8-1/2 in. Long Nose)
- Three insulated screwdrivers (3/16 x 5 in. slotted, 1/4 x 6 in., #2 x 4 in. Phillips, #3 x 6 in. Phillips)
- 9-1/2 in. Insulated High-Leverage Cable Cutter
- 7-1/2 in. Non-Conductive Fuse Puller
- Six insulated nutdrivers (3/16 x 5 in., 1/4 x 5 in., 5/16 x 5 in., 3/8 x 5 in., 7/16 x 5 in., 1/2 x 5 in.)
- Six insulated nutdrivers (5.5 mm x 125 mm. 7 mm x125 mm. 8 mm x 125 mm. 10 mm x 125 mm. 12 mm x 125 mm. and 13 mm x 125 mm)

Classroom material lab demonstration equipment: *(Number of pieces will be determined by class average size)*

- A DC golf cart or similar chassis, (body off with powertrain exposed on stand, off floor)
- DC type motor (6 to 9 inch)
- AC type motor (PM type, with matching controller)
- DC charging equipment (depending on vehicles in service) (Must be above 80 volts)
- DC charging connectors(depending on vehicles in service)
- J1772 connector (connector and cable)
- Inverter/DC to DC Converter for theory measurements
- Selection of battery and storage cells (lead-acid, metal-nickel, lithium- ion)
- Potentiometer or foot controller (0k to 5k range)
- Controller and or inverter (DC or DC/DC, DC single phase to AC three phase)
- High voltage terminals and/or connectors (Leer, St Clair, Delphi, Yazaki, Deutsch, and other manufactures)

ETA Level Two / Three Certification Requirements

- Level Two / Three certifications mandate a highway-driveable electric vehicle for training purposes



SECTION 07. CODE OF CONDUCT

1. I will improve my own technical proficiency for the sake of my own firm and my country.
2. I will conduct myself in a professional manner - admitting and accepting errors when proven wrong - and refraining from changing the facts in an attempt to justify my position.
3. I will never encourage, directly or indirectly, any gratuity, commission, tip or other extra financial benefit in connection with any work I perform, over and above the compensation agreed upon by my employer, or over and above the service charges established by my firm.
4. I will avoid any conflict of interest or appearance of conflict of interest.
5. I will assist fellow technicians in understanding the technical, as well as the financial needs of the firm I am a part of, as I know that teamwork is the key to success.
6. I will respect the fact that my customers, clients, and non-technician fellow workers may not easily understand the highly technical and complex nature of my work. Therefore I will have patience and will do my best to allow them maximum understanding of the difficulty and the need for each of my procedures, and within reason, when requested, explain use and/or operation of the products I service.
7. I will display my licenses, certification and other diplomas as marks of professionalism for public recognition.
8. I will undertake only those assignments for which I have been properly trained and qualified, and will request help without hesitation, for those which I am not qualified.
9. I will not misrepresent my firm or my own credentials or qualifications, nor will I downgrade those of my fellow technicians or competitors.
10. I will perform the duties of my job with complete fidelity and honesty.
11. I will safeguard trade secrets, never revealing facts, data, or information obtained in connection with services rendered, without prior consent of the client or my employer, except as authorized by law.
12. I will not improperly offer to, or obtain work, by way of commissions, or otherwise make an offer to pay a client or prospective client in order to obtain work.
13. I will have due regard for the physical environment, for public safety, health and well being. If my decisions are overruled, I will notify my employer, client and/or such other authority as may be appropriate.
14. I realize I must give back some of what others have given to me. Where feasible I will accept cheerfully, to the best of my ability, positions on advisory committees of my school, membership in my professional association, or in other activities, doing my share to raise the level of income, knowledge, proficiency, skills, and public understanding and respect for my profession.
15. When I can no longer abide by these principles, I shall consider seeking a different profession.

I have read and I agree to abide by the above Electronics Technician Code Of Conduct.

Signed this date: _____

Printed Name: _____ Signature: _____

City: _____ State _____



Thank you for submitting your Electric Vehicle application for ETA course approval!