



Automotive Service Educational Program Information Guide



2017-2019

**CUYAHOGA COMMUNITY COLLEGE
AUTOMOTIVE TECHNOLOGY**

**CUYAHOGA COMMUNITY COLLEGE
GENERAL MOTORS AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM
(GM ASEP)**

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GM ASEP

General Motors Automotive Service Educational Program

WHAT IS GM ASEP?

Responding to the need for qualified technicians, the GM Automotive Service Educational Program (ASEP) allows GM dealerships and ACDelco Professional Service Centers (PSC) to participate in the program that brings qualified students together with these facilities. GM ASEP incorporates advanced automotive technical training with a strong academic foundation in both analytical and technical skills. Students earn an Associate Degree of Applied Science while working and learning on the job resulting in a solid education combined with invaluable work experience.

WHAT IS THE PURPOSE OF GM ASEP?

The purpose of GM ASEP is to upgrade the technical competency and professional level of incoming students. GM ASEP trains students to diagnose, service and maintain General Motors vehicles using recommended procedures, special tools and service information.

HOW DOES IT WORK?

The five-semester program includes approximately half the time designated for technical academic training at Cuyahoga Community College. The remaining time is allocated for on-the-job experience at the sponsoring GM dealership or ACDelco PSC shop. Each block of technical training and general education coursework is followed by work experience that reinforces the technical training.

WHAT SUBJECTS ARE STUDIED?

The GM ASEP program consists of technical training on General Motors vehicles and components including the latest developments in Engine Repair, Heating & Air Conditioning, Manual Transmission and Drivetrain, Alignment, Steering and Suspension, Automatic Transmissions, Braking Systems, Electrical Systems and Engine Performance.

In addition to the technical curriculum, courses are required in Math, Communication, Composition/Technical Writing, Psychology, Sociology, Information Technology and Business to provide students with the background necessary for effective communication of ideas and the development of interpersonal skills.

WHAT IS THE PURPOSE OF THE INTERNSHIP EXPERIENCE AT THE DEALERSHIP?

The internship allows the student to apply (in a real world setting) what he/she has learned during the previous classroom session. In addition, the student becomes familiar with the dealership environment, its organizational structure, and the competencies that are expected of a professional service technician.

WHAT IS REQUIRED TO QUALIFY AS A PROSPECTIVE GM ASEP STUDENT?

The prospective student must be:

- 18 years of age by the time of the first internship.
- High School Graduate or equivalent.
- Able to meet Tri-C and GM ASEP admission and academic requirements.
- Sponsored by a General Motors Dealer or ACDelco PSC shop.
- Possess a valid driver's license and maintain an employable driving record.
- Willing to take a drug test if requested by Dealer Sponsor.

GM ASEP ADMISSION PROCEDURES AND REQUIREMENTS

- ❑ Complete the *Application for Admission* to the College itself.
Submit your official transcripts from high schools and colleges attended or your GED scores to Admissions and Records at the Western Campus.
- ❑ Complete the *Application for Admission to the General Motors Automotive Service Educational Program* (GM ASEP).
Include a letter of recommendation from your high school or college automotive instructor, (if applicable).
- ❑ Take the English and Mathematics Assessment/Placement tests at the Technology Learning Center.
Students need to assess at Math 0990 and English 1010 or higher to gain acceptance into the program.
- ❑ An interview with the GM ASEP College Coordinator will be scheduled and will include a tour of the ASEP classroom and a meet-n-greet.

Applicants will be informed of the results of the interview. There are four possible outcomes:

1. Tentative acceptance into the GM ASEP program dependent on obtaining a GM sponsor.
 2. Tentative acceptance into the GM ASEP program dependent on completion of Auto 1100 and obtaining a GM sponsor.
 3. Placement on a waiting list for a future GM ASEP class.
 4. Option to enter the Automotive Technology degree program or the one year Certificate program at Cuyahoga Community College.
- ❑ At this time an applicant shall secure a General Motors dealership worksite or ACDelco PSC shop worksite for the technical field experience portion of the program. Sponsorship is possible at all Chevrolet, Buick, Cadillac and GMC dealers; along with GM fleet operators and ACDelco PSC sites. Notify the GM ASEP College Coordinator as soon as your sponsoring dealer is determined.

Applicants who have met all of these requirements will receive written notification of acceptance into the General Motors Automotive Service Educational Program.

STUDENT FINANCIAL AID & SCHOLARSHIPS

- Submit a free Tri-C application online at www.tri-c.edu/apply.
- Declare your major as **Automotive Tech-GM/ASEP** as your course of study on the admissions application, through your My Tri-C Space, or at the Enrollment Center.
- Federal regulations require that you submit an official high school transcript or an official GED transcript to:
Office of the Registrar
P.O. Box 5966
Cleveland, OH 44101
- Complete the FAFSA online at www.fafsa.ed.gov as early as possible. The Tri-C federal school code is 003040.
- Review the Electronic Notification of FAFSA results that you will receive from the U.S. Department of Education after your FAFSA has been processed.
- Examine your Financial Aid Award which states the financial aid funding that you may receive for the academic year.
 - ❖ Log on to your My Tri-C space at <http://my.tri-c.edu>.
 - ❖ Check your financial Aid status first by clicking on the Paying for College (in red) tab, then click on the Financial Aid (in green) button.
 - ❖ Return within 5 business days to verify that all items are processed and marked with a green check so the Financial Aid Office can complete your award.

Important Dates:

- ❖ January 1: You can begin to complete the FAFSA online at www.fafsa.ed.gov
- ❖ June 1: Suggested completion date for the fall semester.

Note: You only need to submit the FAFSA once per academic year.

Information regarding financial aid may be obtained by calling the Student Financial Aid Office at 216-987-6000 and selecting option 2.

Note: Tools required for the GM ASEP program are considered an educational expense and should be included in education costs when applying for financial aid.

GENERAL MOTORS
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (GM ASEP)
Proposed Course Sequence
2017-2019

FIRST YEAR

August 2017

<u>First Semester - Fall 2017</u>		1st Eight Weeks, Session A – At School	<u>Credit Hours</u>
<i>MATH 0990</i>	<i>Beginning Algebra I (only if needed – NOT included in semester total)</i>		4
AUTO-1502	Automotive Electrical Fundamentals		3
AUTO-1300	Automotive Engines		3
AUTO-1050	Numerical Applications in Automotive Service		3
ENG-1010	College Composition I		3
GEN-1803	First Year Experience		1

October through December 2017 **2nd Eight Weeks, Session B – At the Dealership**

AUTO-1940	Automotive Field Experience I		1
Total Credits			<u>14</u>

January 2018

<u>Second Semester - Spring 2018</u>		1st Eight Weeks, Session A – At School	<u>Credit Hours</u>
AUTO-2310	Manual Transmission and Drivetrain		3
AUTO-1400	Automotive Alignment, Steering and Suspension		3
AUTO-1450	Automotive Braking Systems		3
MATH-XXXX	Mathematics 1000 level or higher - MATH 1100 recommended		3
SPCH-1000	Fundamental-Interpersonal Communication		3

March through May 2018 **2nd Eight Weeks, Session B – At the Dealership**

AUTO-1950	Automotive Field Experience II		1
Total Credits			<u>16</u>

May 2018

<u>Third Semester - Summer 2018</u>		1st Five Weeks, Session J – At School	<u>Credit Hours</u>
AUTO-2701	Automotive Service Operations		3
AUTO-2350	Automotive HVAC		2
AUTO-1510	Automotive Electrical Systems		3

July through August 2018 **2nd Five Weeks, Session K – At the Dealership**

AUTO-1960	Automotive Field Experience III		1
Total Credits			<u>9</u>

SECOND YEAR

August 2018

<u>Fourth Semester - Fall 2018</u>	1 st Eight Weeks, Session A – At the Dealership	<u>Credit Hours</u>
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AUTO-2940	Automotive Field Experience IV	1
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October through December 2018	2 nd Eight Weeks, Session B – At School	
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AUTO-2300	Automatic Transmissions	3
AUTO-2400	Engine Performance	3
BADM-1020	Introduction to Business	3
PSY-1010	General Psychology	<u>3</u>
Total Credits		13

January 2019

<u>Fifth Semester - Spring 2019</u>	1 st Eight Weeks, Session A – At Dealership	<u>Credit Hours</u>
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AUTO-2950	Automotive Field Experience V	1
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March through May 2019	2 nd Eight Weeks, Session B – At School	
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AUTO-2500	Automotive Electrical Diagnosis (updated course)	3
AUTO-2450	Automotive Electronic Engine Controls	3
SPCH-1010	Fundamentals of Speech Communication	3
SOC-1010	Introductory Sociology	<u>3</u>
Total Credits		13

Program total is 65 CREDIT HOURS with all proposed changes!

**This is the recommended semester sequence for the GM ASEP Program.
Please see the College catalog for further information or details.**

CUYAHOGA COMMUNITY COLLEGE GM ASEP TOOL LIST

Mill File, 10"	Hammer, 24 oz., Brass
¼" Drive Deep Socket Set, 3/16-9/16	Hack Saw
¼" Drive, Deep and Shallow Socket Set, Metric, 5.5, 7, 8, 10, 12 and 13mm	Blow Gun
¼" Drive Gen. Service Set	Ignition Tester
3/8" Drive Gen. Service Set	Combination Wrench Set, 3/8"-1"
3/8" Drive Deep and Shallow Socket Sets, Metric, 8-19mm	Combination Wrench Set, Metric 10-19mm
½" Drive Gen. Service Set	Combination Wrench, ¼"
Hex Key Set	Combination Wrench, 5/16"
Hex Key Set, Metric	Combination Wrenches, 6mm-9mm
Brake Hold Down Spring Tool	Gasket Scraper
Rubber Mallet	Pliers Set (Needle Nose, Side Cutter, Lock Joint)
Hammer, 24 oz.	Punch & Chisel Set
Brake Return Spring Tool	Magnetic Pick-Up Tool
Pliers, Adjustable Joint (water pump)	Wire Crimper/Stripper
Fender Cover	Flare Nut Wrench Set, Metric, (9-11 to 19-21mm)
12V Test Light	Flare Nut Wrench Set (1/4"-13/16")
Feeler Gauge Set	Screwdriver Set (Flat & PHILLIPS®)
TORX Drivers, T45, T50, T55	POZIDRIVE® Bits, #1 and #2
3/8 Drive, Extension, 11"	TORX® Bits, T10, T20, T25
Valve Tool	Pry Bar, 18"
Utility Knife	Screwdriver, Ratcheting, with bits
Inspection Mirror	¼" Drive Driver
Tire Air Chuck	Vise Grip, 10"
Oil Filter Wrench (small)	Tire Pressure Gauge
Oil Filter Wrench	Roll Cabinet
Rule, 6" Steel (150mm)	
½" Drive to 3/8" Drive Adaptor	
Safety Glasses	
File Handle	

Students are required to have a basic hand tool set for use at the dealership.



**Application for Admission
General Motors Automotive Service Educational Program (GM ASEP)
A NATEF Certified Program**

To be considered for the GM ASEP program: 1) The application must be complete and signed 2) The applicant must be interviewed by the Program Coordinator, Kitty McCarthy. 3) There must be a recommendation from the high school instructor (where applicable).

(Please Print)

Personal Data

Last Name	First Name	Middle Initial
Street Address	City	State
Date of Birth (including year)	Email Address	
Telephone Numbers: Cell _____		Home _____

Driving Record Data

Do you hold a valid driver's license? Yes [] No [] License # _____ Expiration Date _____

How many points do you have on your driver's license? _____

Would you be willing to submit a copy of your driving record? Yes [] No []

NOTE: If you have more than 4 points on your driver's license you **may** be denied acceptance into the GM ASEP program due to **dealership insurance carrier restrictions**.

Education

Please list your educational background beginning with the most current first:

<u>School/College</u>	<u>Location</u>	<u>Dates Attended</u>	<u>Did you graduate?</u>
<u>Degrees/Diploma</u>			

Formal Automotive Training

1. Did you attend a **high school** automotive program? Yes [] No [] If Yes, please indicate:

High School attended: _____ Graduation Year: _____

Career Center attended: _____ Graduation Year: _____

Qualities

List your strengths that make you a good candidate for a GM dealership.

List your weaknesses that you want to improve on to make you a better candidate for a GM dealership.

Work Experience

Work Experience (beginning with the most recent):

1. Employer Location Supervisor Telephone Dates: From - To

Duties: _____

2. Employer Location Supervisor Telephone Dates: From - To

Duties: _____

Statement

I hereby state that the information given above is true and correct. I understand that if I knowingly provided incorrect or false information that I may forfeit the opportunity to be selected as a participant in the GM ASEP Program.

In addition, I hereby authorize Cuyahoga Community College to release any placement test scores, final grades, college transcripts, and/or academic information, if requested, to the sponsoring GM dealership. I also hereby authorize the release of placement test scores, college transcripts and/or academic information to Cuyahoga Community College employees and/or any agency or private business for educational, scholarship, or employment purposes only.

Applicant's Signature: _____ Date: _____

Please return completed application to:
Cuyahoga Community College
Automotive Technology
Western Campus
11000 Pleasant Valley Road
Parma, OH 44130-5199

GENERAL MOTORS DEALER INFORMATION

SPONSOR BENEFITS

- Graduating students receive an equivalency of 80% STS credit, lowering your cost to train entry level technicians.
- Work with your local GM ASEP Community College to:
 - Recruit and reach qualified candidates.
 - Lower cost of recruitment and screening.
- Investing in your staff fosters a positive environment that helps retain loyal employees.
- Mold your own technician to the needs and expectations of your dealership.
- Strengthen the image of the dealership in the community by marketing the involvement with GM ASEP in partnership with Community Colleges.

HOW IT WORKS

- GM provides current vehicles, components, tools, and training materials to schools – giving students the opportunity to learn on today's technology.
- All instructors are GM trained with knowledge in the latest GM technology trends using GM specific curriculum.
- Program consists of a combination of academics and real work experience throughout the two-year program.
- At the conclusion of the program, students earn an Associate degree.

WHAT DO I PAY A GM ASEP STUDENT?

The Tri-C GM ASEP Advisory Committee has recommended a student-starting wage of \$10.00 to \$12.00 per clock hour with incremental raises upon successful completion of each internship period. The rate of pay is however, negotiable, and is between you and the student. GM ASEP students base their value to the dealership on two important factors; the quality of training that is provided while on work experience at the dealership and prevailing wages. Successful people are motivated by a variety of things, but most expect to be rewarded in the form of an increase in salary. This is especially true when they are performing jobs well and continue to improve their skills and abilities. GM ASEP students are no different. A pay plan that rewards them for maintaining acceptable grades, doing quality work, and improving productivity and efficiency is essential.

GM ASEP students understand they are trainees, and do not expect to be paid a journeyman wage during the training program. However, many of the best students have bills to pay, and families to support. The Service Manager will do well to consider the student's situation to arrive at an acceptable starting wage and when developing the pay plan or any incentive schedule.

In today's increasingly competitive market, customer satisfaction and customer loyalty is the key to success and survival. For your dealership, the key to customer satisfaction is your service department. Where do you find the right employees? The answer is to attract and develop new technicians through the GM ASEP program.

At the completion of the GM ASEP program, you have a potential employee that is familiar with you, your dealership, and the vehicles that you sell and service. You select the students you want to hire and teach them your way of doing business. The objective of GM ASEP is simple; to select the best people to work on the best vehicles, and provide the best service possible.

2015 GM ASEP Course Master

NATEF Category		STC Course #	Course Title
A1	Engine Repair		
	Prerequisite Student	***	All WBT's assigned to this training path - see latest STS
	Prerequisite Student	16341.03V	2.4L Ecotech Overhaul
	Prerequisite Student	16341.06V	LUJ/LUU Engine Camshaft Timing Chain Service
	Embedded	16043.52D-R2	Engine Mechanical Diagnosis & Measurement
	Embedded	16043.52H-R2	Engine Mechanical Diagnosis & Measurement
	Embedded	16440.19D	Engines: New and Updates
	Optional	16043.10H	Ecotech Generation 2 Overhaul
A2	Automatic Transmissions/Transaxles		
	Prerequisite Student	***	All WBT's assigned to this training path - see latest STS
	Prerequisite Student	17041.55V	6T70/75 Automatic Transaxle Unit Repair
	Embedded	17041.56D1	Automatic Transmission Operation, Diagnosis and Service 1
	Embedded	17041.56D2	Automatic Transmission Operation, Diagnosis and Service 2
	Embedded	17041.56H	Automatic Transmission Operation, Diagnosis and Service
	Embedded	17440.15D	Transmissions; New and Updates for 8L90
	Optional	17041.65HR2	Six Speed Automatic Transmission/Transaxle Mechanical
	Optional	17340.10V	Allison LCT 1000 Automatic Transmission Part 1
	Optional	17340.11V	Allison LCT 1000 Automatic Transmission Part 2
	Optional	17340.12D	Allison LCT 1000 Automatic Trans Diagnostic Issues
A3	Manual Drivetrain & Axles		
	Prerequisite Student	***	All WBT's assigned to this training path - see latest STS
	Embedded	13042.14D1	Noise, Vibration & Harshness 1
	Embedded	13042.14D2	Noise, Vibration & Harshness 2
	Embedded	13042.14H	Noise, Vibration & Harshness
	Embedded	13042.13V	Pico Scope NVH Diagnostic Overview
	Embedded	14041.18H	Propshaft and Rear Axles Operation, Diagnosis and Service
	Embedded	14043.17D	Passenger Car AWD/FWD Operation, Diagnosis and Service
	Embedded	14043.25D	Truck AWD/4WD Operation, Diagnosis and Service
	Embedded	14043.25H	Truck AWD/4WD Operation and Diagnosis.
	Optional	17043.38H	FWD/RWD Operation, Diagnosis and Service
A4	Steering & Suspension		
	Prerequisite Student	***	All WBT's assigned to this training path - see latest STS
	Embedded	13042.13V	Pico Scope NVH Diagnostic Overview
	Optional	13044.20H	GM Chassis Control Systems

A5	Brakes		
	Prerequisite Student	***	All WBT's assigned to this training path - see latest STS
	Embedded	15045.18D	GM Braking Systems
	Embedded	15045.18H	GM Braking Systems
A6	Electrical Systems		
	Prerequisite Student	***	All WBT's assigned to this training path - see latest STS
	Embedded	16048.30HR2	Global Diagnostic Systems (GDS) 2
	Embedded	18044.20D1-R2	GM Global Electrical Systems Session 1
	Embedded	18044.20D2-R2	GM Global Electrical Systems Session 2
	Embedded	18044.22V	Diagnostic Strategy for Data Communication
	Optional	18043.07H-R2	Elec/Elec Terminal and Connectors
	Optional	18044.20H	GM Global Electrical Systems
	Optional	18044.25H	Body Electrical Accessory Systems
	Optional	19047.20H	Entertainment Systems
	Optional	22048.42H	GM Safety Systems
	Optional	19047.22D-R2	Infotainment Operation and Diagnosis
	Optional	19047.23D	MOST Network Diagnostics and Infotainment System Programming
	Optional	19047.23H	Infotainment Operation and Diagnosis
	Optional	18044.30H	Data Communication Diagnosis
A7	Heating & Air Conditioning		
	Prerequisite Student	***	All WBT's assigned to this training path - see latest STS
	Embedded	11044.05D	HVAC Systems and Operation
	Embedded	11044.05H	HVAC Systems and Operation
	Embedded	11045.07V	R1234yf A/C System Service Equipment
A8	Engine Performance		
	Prerequisite Student	***	All WBT's assigned to this training path - see latest STS
	Embedded	16044.21D1	Engine Performance
	Embedded	16044.21D2	Engine Performance
	Embedded	16044.21D3	Engine Performance
	Embedded	16044.21H	Engine Performance
	Embedded	16044.20D	Spark Ignited Direct Injection (SIDI) Fuel Injection System
	Embedded	16050.12D1	Camshaft Actuator System & AFM Session 1
	Embedded	16050.12D2	Camshaft Actuator System & AFM Session 2
ALL	Emerging Issues		
	Prerequisite Student	***	All EI's for latest STS
	Optional	10210.13H	Strategies for Efficient Diagnosis

GM ASEP STUDENT/DEALER PREPARATION CHECKLIST

GM ASEP STUDENT NAME: _____

GM ASEP Student Initials	Dealer Initial	The Sponsoring GM ASEP dealership should:
		1. Provide ASEP student with Global Connect user ID for electronic service information and a GMIN prior to start of classes.
		2. Attend GM ASEP advisory meetings at Cuyahoga Community College.
		3. Assign a knowledgeable technician to oversee ASEP student intern during each internship period.
		4. Distribute task list to appropriate dealership personnel at the beginning of each internship.
		5. Provide work to insure task competencies for each internship.
		6. Meet with the ASEP student intern weekly and discuss student progress.
		7. At the end of each internship, meet with the ASEP student intern and complete his/her evaluation form.
		8. Pay the ASEP student a fair wage with incentive increases based on their performance: ____ Internship I ____ Internship II ____ Internship III ____ Internship IV ____ Internship V
		9. Supply uniforms in accordance with dealer policy (student interns are required to wear complete uniforms during all school activities).
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> Dealership Name Date	
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> </div> Service Manager (Please print) Service Manager Email (Please Print)	
	We have discussed the above items and understand them. <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%;">Service Director/Manager</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%;">ASEP Student Intern</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="width: 45%;">GM ASEP Coordinator</div> </div>	

GENERAL MOTORS DEALER TRAINING AGREEMENT

_____ agrees to participate in the General Motors
(Name of Dealer)
Automotive Service Educational Program (ASEP) by providing the Technical Field Experience

Work Site for _____ who is/will be an
(Name of Student)

ASEP student. We _____
(Name of Dealer)

agree to provide the Technical Field Experience for the ASEP student under the following conditions:

1. Agree to select and hire an ASEP student who meets the qualifications of the ASEP program. The participating dealership is to make the final selection of a student.
2. Assign, during the times the student is enrolled in the technical field experience, one person to be the in-dealership contact who will meet at least twice a quarter with an ASEP instructor to discuss the student's progress.
3. Provide related work experience supplementing the student trainee's most recent college instruction in accordance with the program schedule whenever it is feasible.
4. Encourage the student's development, both on the job and at the college.
5. Agree to treat and evaluate the student as an ASEP trainee and not as fully productive (flat rate) employee.
6. Provide the student with uniforms to wear at the dealership and the college.
7. Pay the student during periods of dealership Technical Field Experience and provide fringe benefits consistent with other employees. Pay should meet federal pay standards, but it is understood that pay is negotiated between the dealership and the student. The college or General Motors are not involved in the pay agreements between the dealership and student.

This agreement is in effect for a period of two years. If for economic or other reasons the dealership feels it cannot continue the agreement, the dealership will notify the ASEP Instructor/Coordinator immediately. If this occurs, a meeting will be held to discuss any or all concerns in order to maintain the integrity of the ASEP program.

(Date)

(Service Manager)

(Dealership)