

January 17, 2012

Mr. Ken Balsiger
Erie Co. Technical School
8500 Oliver Rd.
Erie, PA 16509

Dear Mr. Balsiger,

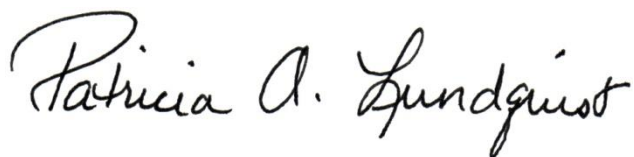
We have received your midpoint compliance review.

The National Automotive Technicians Education Foundation (NATEF) is pleased to inform you that based on the information you have provided, your Collision Repair & Refinish training program continues to meet the NATEF standards of quality education. Your concern and hard work directed at automotive educational needs are evident by the quality of your program.

Remember that accreditation renewal of your Collision Repair & Refinish training program should be scheduled before the expiration date indicated on the plaque you received. Please be advised that the Collision Repair & Refinish program standards were revised in 2009 and are on a three-year revision cycle. The 2009 standards are available on the web site at www.natef.org.

There are two important requirements for you to keep in mind before accreditation renewal: Advisory Committee minutes must indicate that key issues have been discussed and documentation of 20 hours of technical update training has been achieved by all instructors. I have enclosed a suggested format for Advisory Committee minutes. Please do not hesitate to contact the NATEF office should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Patricia A. Lundquist". The signature is written in a cursive, flowing style.

Patricia A. Lundquist, Ph.D.
Educational Consultant

c: Jan Kennerknecht

Advisory Committee Meeting Minutes

NOTE: All programs receive this information with the compliance review letter.

In order to have a record of meetings it is important to take minutes of the meeting. Many automotive instructors are unsure what should be included in the minutes and how much detail is required for future reference. Keep in mind that the minutes are a formal record of the meeting and should provide enough information so that anyone could review them and have a good understanding of the issues, the discussion, and the actions taken. It is helpful to have an agenda for your meeting to move the meeting along smoothly.

At a minimum, the following information should be included in Advisory Committee meeting minutes:

1. Date, location, and time
2. List of members who attend and members who are absent
3. Old Business – review and approval of minutes from the last meeting
4. Discuss agenda items – summarize the discussion of each of the topics. If there was a motion for action, record who made and who seconded the motion as well as the results of the vote.
5. New Business (if any)
6. Set date for the next meeting
7. Note time of adjournment

Please remember that NATEF Standards require that Advisory Committees review and provide input on programs. A summary of the specific standards that Advisory Committees should review are listed in the accreditation documents in the Policies section and in Appendix A and on the website at www.natef.org. Make sure that your minutes reflect a review of these topics. All these items may not be reviewed during the same meeting, but they must be reviewed.

Meeting minutes may be recorded by anyone at the meeting, but the person responsible for conducting the meeting should not be responsible for recording the minutes. Designate someone to record the minutes (Advisory Committee Secretary, department secretary, instructor, etc.). After the meeting, the minutes should be typed and a hard copy should be placed into a file. Since programs have computers with word processing capabilities, the minutes should also be stored in a computer file that can be accessed by the instructor or other individuals involved with the program.

If you have not been keeping meeting minutes with this much detail, begin to do so at your next meeting. When a program has an on-site evaluation for accreditation or accreditation renewal, the evaluation team will review the minutes from prior Advisory Committee meetings. Lastly, be aware that NATEF requires a copy of the minutes from the last two meetings to be submitted with the mid-point compliance review.