

# Getting Started: ASE Entry-Level Certification

## ASE Entry-level Getting Started Overview

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For more detailed program information, please visit [www.ase.com/entrylevel](http://www.ase.com/entrylevel). On the site, you can find a User Manual that shows graphically supported step-by-step instructions for using the online system, important test dates, answers to frequently asked questions, technical information about the tests, sample questions and more.

### Step 1 – Submit the ASE Entry-Level Order Form

The order form can be downloaded from the home page – [www.ase.com/entrylevel](http://www.ase.com/entrylevel). The order form identifies the person who will serve as the school's Site Administrator, specifies the order amount, provides payment information, and serves as a signed agreement by the school to uphold the testing policies and procedures. Instructions for submission are included on the form.

### Step 2 – Order Is processed by NATEF and school's site Administrator is created

Orders are normally processed by NATEF staff within one business day. Failure to sign the order form or to include all required information will delay order fulfillment.

If the Site Administrator identified on the order form is a new user to the system, the system will automatically send them a **New User** e-mail with initial login instructions (e.g. username, temporary password). Additionally, a separate email will be sent to the Site Administrator to confirm the order's dollar amount. The school's account balance is displayed on both the Site Administrator's and Instructor's respective home pages (dashboard) and adjusted accordingly as tests are assigned or new orders are posted.

### Step 3 – New User email (For school staff/non-students only)

As mentioned in the previous step, newly created users will receive a **New User** email with initial login instructions. Additionally, they will receive a separate email to confirm which user role they have been assigned (e.g. Site Administrator, Instructor, or Proctor).

### Step 4 – Site Administrator maintains Instructor list

The school's Site Administrator adds a **New User** to the system and assigns them the Instructor role.

### Step 5 – Instructor Builds Rosters and Assigns Tests

Instructors must login and build rosters for the current academic year. This is where tests are assigned, and student initial login information is generated and displayed. Please see the User Manual for further details.

### Step 6 – Add a Proctor

The school's Site Administrator adds a **New User** to the system and assigns them the Proctor role. The proctor may be a school administrative staff member or current or retired faculty member but may not be a faculty member currently teaching motor vehicle technology. Students may not be proctors.

### **Step 7 – Coordinate testing schedule with the Proctor**

Tests may be administered anytime during the published test windows. Details of the actual test dates and times are coordinated between the Instructor and Proctor.

### **Step 8 – Proctor administers the exams**

The proctor is responsible for verifying the student's identity, enabling the computer-based test for the student, and providing general oversight of the student during the testing session.

### **Step 9 – Student Login**

For initial login, the student will be required to enter their first and last name as it appears on the instructor's roster, plus a "Roster-Key" that was generated and displayed on that roster. During their initial login, the student establishes a password, edits their user name, and completes their student profile. Please see User Manual for more details.

### **Step 10 – View Reports and Print Certificates**

Most tests are scored instantly, and results can be viewed and printed by the student and their instructor. Certificates can be viewed and printed by the instructor only\*. Certificates will be mailed to the student address on file.