

University of the Aftermarket Program Accreditation Criteria Standards for Continuing Credit Units Toward Automotive Aftermarket Professional (AAP) & Master Automotive Aftermarket Professional (MAAP)

Administered by:

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These Program Accreditation Criteria Standards for Continuing Credit Units are based on Northwood University internal and ASE NATEF Program Certification Standards (2005 version)

POLICIES

Aftermarket Professional Certification Program

The University of the Aftermarket, an operating unit of Northwood University, is the academic institution responsible for Automotive Aftermarket Professional (AAP) & Master Automotive Aftermarket Professional (MAAP) certificate programs. The University of the Aftermarket shall grant Continuing Educational Unit (CEU) accreditation to programs that comply with the evaluation procedure, meet established standards and adhere to the policies in this document.

The Accreditation Program is under the direct supervision of The University of the Aftermarket Director, the University of the Aftermarket Board of Advisors and such personnel designated or employed by The University of the Aftermarket, AAIA, MEMA, AWDA or Northwood University.

The purpose of the Aftermarket Professional Certification Program is to improve the quality of education offered to professionals working within the motor vehicle aftermarket. The Program is a certification program only and is not associated with the accreditation role of other agencies.

The cost to each program for certification will be as reasonable as possible to encourage program participation. This cost will include self-evaluation materials, application (processing) fee and on-site staff evaluation materials, if such evaluation is necessary.

CERTIFICATION PROCESS

The certification process begins with a review of this document and self-evaluation of the program considered for accreditation.

The accreditation form shall be completed by a person who is familiar with both this document and the educational program to be considered for accreditation. Once the form is completed, it should be sent either electronically or via mail to the Director as noted in this document and on the accreditation form. Any accreditation fees should be included at that time.

Within 10 working days, the University of the Aftermarket will respond with a report that includes whether a program is accredited, how many CEUs the program is accredited for and an official University of the Aftermarket Seal indicating that the course is accredited for a University-determined number of CEUs.

If a course is judged not to meet the standards set forth in this document, the report will include the justification for the denial, along with suggestions on how the program might be altered to adhere to the standards. Accreditation fees will not be returned, however, a program which has previously been denied accreditation may be reevaluated up to two additional times without any further accreditation fees.

The University of the Aftermarket reserves the right to ask for clarification or additional information about a course in order to make a judgment regarding the program's accreditation status.

Once accredited, a program retains its accreditation for one year, unless a major change to the program occurs. A major program change would include:

1. A change in instructor
2. A change in instructional objective
3. A change from the originally intended audience

Further, the University of the Aftermarket reserves the right to attend an accredited course at no charge in order to assess the course on a first-hand basis. The University also reserves the right to audit any program evaluations or interview program participants.

Renewal

Accreditation is valid for one year. If a course remains unchanged, a renewal fee equal to one-half the initial accreditation fee shall be paid to the University of the Aftermarket. Renewals must be granted 15 days prior to the start of the course.

STANDARDS

1. Course Length (in total instructional hours): Courses must be at least 30 minutes in length, not inclusive of Q & A time. There is no upper limit, although anything longer than two instructional hours should likely (but not necessarily) be broken up topically into two parts. Courses are accredited for instructional time only; time for meals or breaks will not be considered part of the total instructional time.

2. **Course Topic:** Topics must be “of educational value to the intended audience.” The topics must not be self-serving to any particular company or organization. This means sales presentations of any sort will not be accredited, nor any sessions that are political in nature.
3. **Sponsoring Organization:** Courses may be sponsored by an organization or group of organizations. Educational content, however, may not violate paragraph 2.
4. **Course Instructor(s):** The course instructor must be an expert in his field of instruction. A list of credentials and experience should be included as part of the application process.
5. Courses may be held anywhere and in any format, including (but not limited to) classroom, conference center, remote/internet-based, audio or DVD.
6. **Course Cost:** Organizations may charge for instruction, as long as the cost is “customary and reasonable.”
7. **Event Affiliation:** Educational programs may be affiliated with a larger industry event, which itself may not necessarily be an educational program.
8. Educational programs must have written ELOs (Educational Learning Objectives).
9. If an audio-visual teaching tool will be utilized, such as Power Point presentation, video, etc, this aide should be included with the application (if possible).
10. Ideally, participants will receive course materials before, during or after the program.
11. A test to ensure that course material has been retained or understood is encouraged. Those courses that include some sort of participant test will receive a 50% bonus in awarded CEUs. In order for a participant to receive CEU credit, the participant must attend the entire educational program. Further, the host organization must provide verification that a participant attended the entire program. A signed affidavit by an officer or official of the sponsoring organization will suffice for this requirement. No partial credit is given.
12. Instructor evaluations are an important way to assess instructors for future courses. If requested in writing by the University of the Aftermarket, all instructor evaluations must be turned into the University of the Aftermarket no more than 60 days after receipt of the request. Program organizers may send copies of the originals or a single document that includes the combined evaluation statistics.
13. Classes may be any size.
14. **Self-evaluation:** Educational program organizers should implement a program of continuous improvement in order to ensure the on-going quality of their educational endeavors.