



TECHNICIAN APPRENTICE PROGRAM

Trainee Agreement

Welcome to the Houska Automotive Technician Apprentice Program. This program is designed to provide you with continued training to increase your abilities, working hand and hand with an ASE certified master technician. During this program you will be expected to complete several hours of classroom and online training, follow your trainer's instructions, keeping a positive attitude, and produce quality work in a timely manner. Your trainer will also be compensated by the billable hours you produce. At the end of this program you will graduate to the flat rate pay plan offered by Houska Automotive. At the onset of this program you will be assigned a work area and a toolbox with a starter set of tools. You will be expected to purchase additional tools to round out your collection during your tenure as needs arise. After graduation to flat rate we expect you to remain employed as a technician at Houska Automotive for no less than 3 years. After that 3 year point and upon receiving your Master Tech certification the tools and box will be yours to keep. If for any reason your employment is terminated, Houska Automotive will retain ownership of the box and the starter set of tools. Any lost or broken tools will be your responsibility to replace, an inventory of your tools will need to be performed every 3 months. You will retain any tools that you purchase beyond the starter set regardless of employment status.

This program will consist of 6 levels. You will advance to the next level after completing approved training, on the job performance evaluations, level of billed hours, and passing 2 ASE tests. Classes will consist of 8 hours of online training per level, in addition to any classroom training that arises. Upon advancement to the next level the trainee will be given a \$0.25 per hour raise.

Your trainer will be ultimately responsible for your training path, jobs assigned, and quality control.

We have the utmost faith that you will succeed in your automotive career.

By signing both trainer and apprentice agree to follow these guidelines. Program may be amended at any time by the discretion of ownership and management.

Apprentice Name _____ Apprentice Signature _____

Trainer Name _____ Trainer Signature _____

Date _____ Witness _____



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Level 1

Expected average of 10 billed hours per week minimum

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7
- Class 8
- ASE test 1
- ASE test 2

Level 2

Expected average of 15 billed hours per week minimum

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7
- Class 8
- ASE test 1
- ASE test 2

Level 3

Expected average of 20 billed hours per week minimum

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7
- Class 8
- ASE test 1
- ASE test 2



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Level 4

Expected average of 25 billed hours per week minimum

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7
- Class 8
- ASE test 1
- ASE test 2

Level 5

Expected average of 30 billed hours per week minimum

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7
- Class 8
- ASE test 1
- ASE test 2

Level 6

Expected average of 35 billed hours per week minimum

- Class 1
- Class 2
- Class 3
- Class 4
- Class 5
- Class 6
- Class 7
- Class 8
- ASE test 1
- ASE test 2



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Trainer Agreement

Thank you for being willing to take on and train the next generation of automotive technicians. During this program you will be ultimately responsible for your trainees knowledge and work quality. To compensate you for your time, knowledge, and use of tools you will be paid the following in addition to your normal billable flat rate hours.

Level 1 - \$12.00 per billable flat rate hour that your trainee completes.

Level 2 - \$12.50 per billable flat rate hour that your trainee completes.

Level 3 - \$13.00 per billable flat rate hour that your trainee completes.

Level 4 - \$13.50 per billable flat rate hour that your trainee completes.

Level 5 - \$14.00 per billable flat rate hour that your trainee completes.

Level 6 - \$14.50 per billable flat rate hour that your trainee completes.

Apprentice Graduation - You will receive an end of program bonus of \$500

By signing the trainer agrees to follow the above guidelines and the guidelines outlined in the trainee agreement. Program may be amended at any time by the discretion of ownership and management.

Trainer Name _____ Trainer Signature _____

Date _____ Witness _____