



# Application for AED Accreditation Information and Instructions

**Technical Colleges Preparing Students  
for Careers as Equipment Technicians**

***PLEASE NOTE: THE FOLLOWING APPLICATION INFORMATION NEEDS TO ACCOMPANY THE EXCEL APPLICATION DOCUMENT TO COMPLETE THE PROCESS. THE ELECTRONIC EXCEL DOCUMENT IS AN INTEGRAL PART OF THE ACCREDITATION PROCESS.***

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June 2017

## **Introduction**

Accreditation by The AED Foundation (AEDF) is for college level construction equipment technology programs that value the importance of the broader skills, both technical and academic, that today's technicians require to properly prepare students for careers repairing and maintaining construction equipment and other machines used in construction, industrial and agricultural applications.

AEDF Accreditation requires that a school prepare students in **all** the following technical areas, as specified in the latest edition of AEDF's "Standards for Construction Equipment Technology."

- ✓ Safety/Administrative
- ✓ Electronics/Electrical
- ✓ Hydraulics/Hydrostatics
- ✓ Power Trains
- ✓ Diesel Engines & Fuel Systems
- ✓ A/C & Heating

The AED Foundation is an affiliate of Associated Equipment Distributors (AED), based in Schaumburg, IL. AED is an international trade association of the construction equipment industry, representing over 700 companies that sell, rent, service, manufacture and support equipment used in construction and construction-related industries. AED has served the industry since 1919.

Founded in 1991, The Foundation supports AED's overall mission by providing professional education and workforce development services for the construction equipment industry.

Before the first AEDF technical standards were published in 1997, there was no sure way for employers in the construction equipment industry to know whether a post-secondary school with a diesel-equipment technology program was sufficiently preparing students for careers in this field.

Surveys by AEDF showed that employers ranked some schools as excellent; others as fair or poor. However, too frequently these evaluations were based only on employers' individual experiences, anecdotal evidence, and personal perceptions of a school's overall reputation.

AEDF's Technical Training Committee decided that more than circumstantial evidence was needed to evaluate schools' effectiveness. Furthermore, evaluation based on a standard set of criteria was needed due to the continuously increasing sophistication of construction machinery.

The Committee, with representation from industry dealers, educators and manufacturers, established both industry technical standards and the AEDF Accreditation program. The program is designed to validate whether an applicant technical school provides effective and comprehensive instruction in the six areas previously mentioned.

The technical standards are directly related to and the foundation of AEDF Accreditation. As you proceed through the application process, the connection will be apparent.

We appreciate your interest in AEDF Accreditation. The program facilitates relationships between AED, AED member dealers and accredited schools; making participants more effective in addressing industry recruitment challenges.

**Read the following instructions carefully and submit with this application:**

- Each program must submit a separate completed application with all supporting documentation.
- An application fee of \$1,000.00 is required for each program, payable to The AED Foundation.
- For each program application, submit the required supporting information – refer to requirements below.

**Return to:**

***The AED Foundation, 650 E. Algonquin Rd., Suite 305, Schaumburg, IL 60173, Phone: 800-388-0650***

**Basic Information:**

School: \_\_\_\_\_

Program Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Dean: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Dept. Chair/Head: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Person applying: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

AED member dealer sponsor: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Signature:**

**Dept. Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Using the Technical Standards Publication**

The application for accreditation asks questions about the scope and content of your programs in each of the technical disciplines identified by The AED Foundation's (AEDF) Technical Training Committee.

Should any questions in the application require clarification, please refer to the enclosed publication, "*Standards for Construction Equipment Technology*." This document identifies the particular functions, activities and descriptions that pertain to each subject. To simplify the process, you will find that the numbered sections in the application and "standards" coincide.

### ***I. General Application Information:***

1. Schools applying for accreditation must complete this application, the ***Excel spreadsheet application form***, and the required supporting documentation.
2. A separate application and application fee needs to be sent for each technical program for which you are seeking accreditation.
3. If the application is approved, you will be contacted to schedule an onsite visit at your school with two experienced AED Foundation Evaluation Team Leaders (ETLs). The ETLs will review your program and facilities, and verify the information provided on the application form. AED accreditation is awarded or denied based solely on the ETLs' recommendation.
4. As you go through the application, refer frequently to the "***Standards for Construction Equipment Technology***."
5. As stated before, the application areas coincide closely with the numbered and lettered segments in the standards book. This will help to eliminate any confusion about course specifics. **Copies can be downloaded from our website at [www.aedfoundation.org](http://www.aedfoundation.org).**

6. If the current AEDF standards have been updated and in effect for 1+ year(s) at date of application, they apply to all accreditations and re-accreditations. If in effect for less than 1 year, previous standards apply.
7. A letter of sponsorship must be obtained from an AED member dealer/manufacturer, or local group of dealers/manufacturers.
8. AEDF Accreditation is effective for **five years** from the month/year stated on your certificate of accreditation. Prior to expiration, you will receive notice that it is time to re-apply for accreditation.

### ***II. Application Process Steps:***

#### ***Step 1 – Complete this application form; please read all instructions carefully.***

The form must be signed by the Department Chair or an approved alternate from faculty.

#### ***Step 2 – Complete the Excel Application form See tutorial for this form below – Appendix 1.***

#### ***Step 3 – Please refer to the list of supporting information to be submitted with the application– Appendix 2.*** This supporting information is critical to the process.

#### ***Step 4 – Be sure to make a copy of the completed Application as a backup and for your records.***

#### ***Step 5 – Send in the full application with all required documents along with the application fee payable to The AED Foundation (\$1,000.00 per program).***

Note that your school is not charged any additional fees, including for the ETLs' on-site visit. Further, upon accreditation, there is no charge to the school for the subscriptions to AED's monthly magazine, Construction Equipment Distribution.

### **III. The On-Site ETL Evaluation Visit:**

The full application, along with the other supporting documents, are evaluated by The AED Foundation staff and ETLs to determine if the program qualifies for the final step in the accreditation process; that is, the on-site visit by two Evaluation Team Leaders (ETLs). Accreditation is based solely on the written recommendation of the ETLs. ETLs are construction equipment industry veterans, well versed in the skills and knowledge needed to be effective, objective, consistent, impartial. **See ETL visit checklist Appendix 3.**

Accreditation by The AED Foundation is not an adversarial process. To the contrary, we want to work with post-secondary schools to ensure that they can meet the required standards. It is to everyone's benefit that students receive quality technical education; and the construction equipment industry is supplied with motivated, highly skilled technicians.

If a school applies for and is denied accreditation, the ETLs and Foundation staff are happy to advise on what is needed to meet the requirements for accreditation. We share your goal of attaining AEDF accreditation and forming an enduring relationship. You will receive a letter citing specific reasons, and suggesting ways to qualify.

***Please call The AED Foundation if you have any questions related to AEDF Accreditation.***

***The AED Foundation***

***650 E. Algonquin Road, Suite 305***

***Schaumburg, IL 60173***

***800.388.0650***

**Thank you for your interest in AED Foundation Accreditation of your school's construction equipment technology program. We look forward to working with you as partners to provide high-quality technical education for the industry's technicians of the future.**



## **APPENDIX 1 – TUTORIAL: How to complete the Excel application for AED Foundation Accreditation**

The electronic spreadsheet application was created as a tool for Evaluation Team Leaders (ETLs) and instructors to best evaluate course content as it relates to AED Foundation (AEDF) Technical Standards, including the number of student contact hours spent in each Standards area, both classroom theory and hands-on in labs.

The columns and rows are easily scrolled with the top header and side column locked. This document is password protected to keep the formulas and formatting from changing. The following instructions are to help guide you through the process.

### **1. COMPLETE THE INFORMATION AT THE TOP OF THE PAGE**

#### **STANDARDS AREAS – LEFT MARGIN LINE ITEMS**

There are six key subject areas listed on the application that are as shown in the Technical Standards publication titled “Standards for Construction Equipment Technology.” They are Safety/Administrative, Electronic/Electrical Systems, Hydraulic/Hydrostatics, Power Trains, Diesel Engines and Air Conditioning and Heating.

**Concentrate on the line items under each subject area in the left margin when calculating the hands-on and theory hours for each.**

### **2. COLLEGE COURSES – YELLOW CELLS AT THE TOP OF EACH COLUMN**

Each of the technical courses taught in your program need to be assigned a column.

**In the yellow coded cell at the top fill in the course number and name.**

**Note: One lead instructor or the department chair can be assigned to complete the entire spreadsheet or the program instructor for each course can complete their own information.**

### **3. ENTRY OF AND CALCULATING THE HANDS ON AND THEORY HOURS**

“Student contact hours” for each course area are to be inserted in the corresponding cell in the matrix. Estimate as closely as possible the number of classroom/theory hours and separately, hours spent on hands-on or lab work. **The very last column is available to insert notes when needed.**

**The subject in a specific “Standards Area” may be covered in multiple courses listed. That is not unusual and not a problem. Just insert the hours for that subject as appropriate in each course. Different programs have different program/course structures, and this document is designed to accommodate varying structures.**

These numbers are very important to the evaluation process. There is no formal standard for student contact hours spent, as this program recognizes differences among individual schools in meeting overall educational requirements. This sheet does however give the ETLs valuable information as to the breadth and depth of the curriculum, and how comprehensively the AEDF standards are covered.

### **4. CALCULATION OF TOTALS**

You will notice the columns at the end of each row are setup to calculate the final totals and the totals at the end of each section. A combined spreadsheet total for hands-on and theory hours is calculated at the bottom of the spreadsheet.

### **5. FOOT NOTES**

This section is for you to note which instructors, if separately assigned, filled in the information for a course. This helps us when there are questions during ETL reviewing. Also, if you have any other information to share, enter it here.

## **APPENDIX 2 – Supporting Information to submit with the application**

### **General**

- **Sponsor letter from AED member on your advisory board OR AED Local Group**
- **If an AED Re-Accreditation, a list of changes since your last accreditation**

### **Curriculum**

- College calendar; one copy of your College catalog
- Course sequencing in each semester/term as listed in the catalog. For each program applying for accreditation:
  - ✓ Course descriptions, course outlines and syllabi, daily/weekly lesson plans
  - ✓ Lecture and lab hours for each
- Copies of department annual review documents
- Detailed description and course curriculum for hydraulics/hydrostatics
  - \*\*Please note: a functioning, diesel engine driven, electronically controlled (EDC pumps) unit is required to meet the hydraulic/hydrostatic trainer requirement**

### **Facility**

- Photographs: facility (outside, inside), typical lab, typical lecture room, equipment, trainers, tool room, others relevant to program
- Dimensions of shops/labs; list of equipment, school owned and on loan

### **Faculty**

- **Name of key contact instructor with cell number and email address**
- List of instructors and contact information, i.e. phone ext. and email address
- Instructor degrees earned and institutions granting each degree
- Courses each instructor teaches; years teaching diesel technology at this institution; industry background each instructor
- List: VP academic affairs, deans, department heads with contact information

### **Advisory Board**

- Advisory Board chairperson and list of advisory board members with contact information
- Advisory Board minutes for the last five years

### **Students**

- Student names and dates last hired by companies on advisory board
- The number of students that will be graduated from the program this year
- Number of students currently in the HE program by year and indicate which are enrolled in truck, ag, construction, etc.
- Student placement rates for this program over last five years

### **School**

- Your institution's major accrediting body, campus map with the Heavy Equipment facility circled.
- Marketing materials for your program.

## APPENDIX 3 – The AED Foundation Accreditation On-Site Evaluation Checklist

### Notes:

- The Evaluation Team Leaders (ETLs) will be assisted by a school instructor and several program Advisory Board members during the visit.
- Have copies of classes/lesson/lab plans available for each ETL for their review.

### Agenda (Flexible Order):

- Tour of classrooms, labs and shops.
- Review application, curriculum, course outlines, and lesson plans.
- View lab equipment and teaching aids, including those in storage facilities, labs and other locations.
- Visit students' library i.e. parts manuals, service manuals, etc. (hard copy or electronic).
- Visit instructors' library if separate from students.
- Provide samples/examples of students' written work – i.e. job-sheets/work orders, hydraulic diagrams, electrical schematics, lab sheets, math, general science, etc.
- Observe classroom instruction and labs/shops in session.
- View student projects (if program allows students to bring in such equipment).
- Interview students; ETLs generally request 10-15 minutes in front of a class or will casually talk to students during their class/lab times.
- Meet with members of the program Advisory Board.
- Meet with members of the program administration.
- Have exit meeting with college administration and faculty. This includes the Vice President of Academic Affairs (or equivalent), Dean, Program Chair and others as appropriate.

**Policy:** Advisory Board presence at the exit interview is important.

In addition to the photos you have submitted with the application, the ETL may take photos of the facilities, equipment and teaching aids to be included in the report to The AED Foundation.

At the exit meeting, you will be advised by the ETLs what their accreditation recommendation will be based on their overall program evaluation. You will receive a formal report via email within several weeks, with the ETL decision for accreditation noted, as well as any program recommendations they may have. Please know that should the visit not result in a recommendation for AED Foundation Accreditation, AEDF and your ETLs stand ready to assist you to meet any remaining requirements to qualify.