



Application for AED Foundation 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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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 to shared folder.

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: _____

Can AED share the final accreditation report with members? ☐ Yes ☐ No

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 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.

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.

Thank you for your interest in AED Foundation Accreditation of your school's 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.

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

**The AED Foundation
1900 E. Golf Road, Suite 750
Schaumburg, IL 60173
630-975-1774**



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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 Equipment Technology.” They are Safety/Administrative, Electronic/Electrical, Hydraulics/Hydrostatics, Power Trains, Engine and Fuel Systems and AC/Heating. **Concentrate on the line items under each subject area in the left margin when calculating the hands-on and theory hours for each. Course hours should equal syllabus hours. You should be referencing your syllabus for your contact hours (clock hour programs or credit hour programs with conversion of contact hours to credit hours). All hours entered should be in either full hours or tenths of an hour(.2, .5, etc.).**

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: Totals at the bottom of each course column should equal syllabus hours. Preferably the instructor of record teaching the course should be the one completing the course column, as they know best the time they spend delivering the instruction.

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.

Total course hours on cover page need to equal the sum of all courses taught and loaded on the spreadsheet. Internship/apprenticeship courses do not count toward total program hours for accreditation. Welding courses typically do not count as there is nothing in the standards except welding safety addressing this area.

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

- Letter of recommendation from advisory board member
- Submit a list of high schools along with the contact information for those high schools that your school works with
- If an AED Re-Accreditation, a list of changes since your last accreditation
- List of how many students are enrolled in your program
 - How many students enrolled in Year 1?
 - How many students enrolled in Year 2?

Curriculum

- 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**

Faculty

- **Name of key contact instructor with cell number and email address**
- List: VP academic affairs, deans, department heads with contact information

Facility

- Dimensions of shops/labs; list of equipment, school owned and on loan

Advisory Board

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

APPENDIX 3 – Responsibilities post accreditation requirements

- Have at least one instructor attend the Instructors Conference at our annual Summit
- Complete the Post-Secondary Survey
- Have students complete the AED Certification Exam prior to graduation
- Be responsive to workforce development coordinators