

## **ASE ENTRY-LEVEL CERTIFICATION PROGRAM GETTING STARTED – SOUTH CAROLINA SCHOOLS 2024-25**

### **AN OVERVIEW FOR SCHOOLS NEW TO THE ASE ENTRY-LEVEL CERTIFICATION PROGRAM**

For more detailed program information, please visit [www.ASE.com/Entry-Level](http://www.ASE.com/Entry-Level). 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 Certification School / Site Enrollment Form**

The School/Site Enrollment Form, containing the Site Application and Testing Agreement, can be downloaded from the home page -- [www.ASE.com/Entry-Level](http://www.ASE.com/Entry-Level). Instructions for submission are included on the form.

#### **Step 2 – Enrollment Form Is Processed by ASE, Site (School) Account is Created**

Enrollment Forms are normally processed within one business day. Failure to sign the Enrollment 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).

#### **Step 3 – Purchase Licenses (Test Credits)**

The **New User** email provides the Site Administrator initial login instructions. Upon receipt the Site Administrator may purchase Seat (individual) or Site (bundles) licenses/credits online via credit card, Purchase Order, or check. Licenses are valid for the current academic year; unused licenses at the close of the academic year expire with no residual value and are non-refundable. Licenses are available for use immediately upon purchase, at any time throughout the academic year.

**NOTE:** Test credits (licenses) are available for purchase online only. SCDE has established two standing Purchase Orders for purchasing test credits (licenses), as follows:

- SC-2024-25 for testing completers in **accredited school sites ONLY**
- SC-1A-50-24-25 for testing completers in **non-accredited school sites**.

#### **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 Test 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 Tests**

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 username, 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\*. Tests that are offered for the first time will not be scored until late in the academic year. Additional details will be provided on the website when available.

**\*Note:** Certificate printing may be restricted and/or fulfilled by a third party in some states or localities.