



Skill Standards Checklist

Student Name	YA Student ID Number
YA Coordinator	YA Consortium
School District	High School Graduation Date
Certification Areas Completed: Required Skills - For EACH Pathway Check <input checked="" type="checkbox"/> completed areas (p. 4) <input type="checkbox"/> Core Skills <input type="checkbox"/> Safety Animals Pathway (p. 5) <input type="checkbox"/> General Animal Unit <input type="checkbox"/> Large Animal/Herd Unit <input type="checkbox"/> Small Animal/Vet Assistant Unit Plants Pathway (p. 8) <input type="checkbox"/> General Plant Unit <input type="checkbox"/> Crops Unit <input type="checkbox"/> Greenhouse/Floral Unit <input type="checkbox"/> Landscaping Unit Environmental Systems Pathway (p. 12) <input type="checkbox"/> Water Resources Unit <input type="checkbox"/> Advanced Water Resources Unit Power, Structural and Technical Systems Pathway (p. 14) <input type="checkbox"/> Agriculture Mechanic Technician Unit <input type="checkbox"/> Parts, Sales and Service Unit	Level One Requirements: <i>Students must complete ALL listed below</i> Check <input checked="" type="checkbox"/> completed areas <input type="checkbox"/> Required Skills <input type="checkbox"/> Minimum of ONE Pathway Unit or Pathway requirements <input type="checkbox"/> Minimum of 2 semesters related instruction <input type="checkbox"/> Minimum of 450 work hours Level Two Requirements: <i>Students must complete all listed below</i> Check <input checked="" type="checkbox"/> completed areas <input type="checkbox"/> Required Skills <input type="checkbox"/> Minimum of TWO Pathway Units or Pathway requirements <input type="checkbox"/> Minimum of 4 semesters related instruction <input type="checkbox"/> Minimum of 900 work hours

Total Hours Employed	Company Name	Telephone Number
		()
		()

Instructions for the Worksite Mentor(s) and Instructor(s)

The Skill Standards Checklist is a list of the competencies (tasks) to be achieved through mentoring and training at the worksite.

- The worksite mentor should rate each competency as the student acquires and demonstrates the skill **according to the performance standard criteria.**
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and student should go over this checklist together on a regular basis to record progress and plan future steps to complete the required competencies.

I certify that this student has successfully completed the competencies required in my department. Circle your YA role, sign and print your name, and complete with the date and the department name.

SIGN this page IF you have been a mentor, trainer, or instructor of this student

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

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Operational Program Notes for Skill Standards Checklist

1. Agriculture, Food and Natural Resources Youth Apprenticeship Curriculum

- Definitions:
 - Competency- The worksite skill to be performed.
 - Performance Standards- HOW to assess skill performance as applicable to worksite.
 - Learning Objectives- Content knowledge recommended to learn these skills; may be taught by the employer, school district and/or technical college.
 - Skill Standards Checklist- The documented list of competencies completed by the YA student.
 - **W/S**- Listed after a skill indicates that skill performance may be learned and assessed at the worksite OR in the classroom in a simulated setting. However, a simulated setting should **ONLY** be used IF there is no possibility of skill performance at the worksite.
- Performance Standards & Learning Objectives are located in the applicable Appendices of the **Program Guide for this Youth Apprenticeship**

2. ALL Youth Apprentices **MUST** complete the Required Skills (Core Skills and Safety) competencies for **EACH Pathway** they are enrolled in

- The Required Skills competencies may be completed concurrently with the Technical Skills competencies.
- The Required Skills are common skills specific to all Agriculture, Food and Natural Resources industry sub-sectors. These skills are *aligned with* the National Association of State Directors of Career Technical Education Consortium (NASDCTEC) standards for Agriculture, Food and Natural Resources (AFNR).

3. Youth Apprenticeship choices (depending on job placement)

- Worksites can be chosen from any number of related settings, such as farms, landscapers, florists, greenhouses, veterinarian clinics, industry, and water treatment or wastewater management facilities, which can train the required skills.
- Competencies have been reviewed by the Department of Workforce Development for Child Labor Laws. Contact the Department of Workforce Development's Equal Rights Division/Labor Standards Bureau at 608-266-6860 for questions regarding child labor laws. SEE Appendix A for special Child Labor Law considerations in this YA Program.
- Students will complete a **Minimum Rating** in the Required Skills and one Basics Pathway unit for a Level ONE Agriculture, Food and Natural Resources (AFNR) YA and a **Minimum Rating** in the Required Skills and two pathway units for a Level TWO AFNR YA.
- **NOTE: Units within each Pathway build upon each other.** Therefore, switching between pathways, after the successful completion of the first year, is allowable provided that the student begins the second year in the REQUIRED Basics unit listed under the NEW pathway choice.
- A tractor safety course is **highly recommended** if students will be using tractors during the course of their worksite placement.
- The Department of Workforce Development Occupational Certificate will indicate "Agriculture, Food and Natural Resources" attained when the program is completed.

4. Competency Ratings

- Rate the student on the competencies regularly and revisit the competencies with the student periodically to offer the opportunity for an improved rating.
- Arrangements must be made to ensure that the student learns, practices, AND performs each competency **even if** that competency is not part of their regular job function.
- "Entry Level" criteria should be interpreted to mean "able to do the task satisfactorily."
- "Assist" in front of a skill indicates that the student should perform the skill *as indicated in the curriculum* "while assisting a worksite professional." Training should go beyond "observation only" for these skills. It will be up to the employer to determine the criticality of each specific task, training completed, and the actual level of supervision required. See curriculum details for requirements.

Required Skills

Required of ALL Agriculture, Food and Natural Resources YA Students

Copy this page FOR EACH pathway to be completed

CORE SKILLS	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply academic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply career knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply Agriculture, Food, and Natural Resources industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit regulatory and ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use basic technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Follow personal safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain a safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate professional role to be used in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating Scale:

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

Additional Comments –

Animals Pathway

General Animal Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Clean and maintain animal quarters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Safely handle animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mix feed, additives and/or medicines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Manage animal waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Observe and measure animal physical characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist to examine animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collect samples for testing and/or food production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain animal care and business records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Manage inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluate the facility business and marketing plan (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Animals Pathway

Large Animal/Herd Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Clean and groom animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Feed and water animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mark or tag animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Herd and/or patrol/monitor animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Monitor animal food and water supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist to optimize animal performance and production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collect and process animal products and by-products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with reproductive selection (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assist with reproductive breeding and/or birthing (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assist to prevent the spread of animal diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Operate equipment & machinery safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Clean and service equipment & machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintain facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Animals Pathway

Small Animal/Vet Assistant Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Manage clinic or research appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Set up area for animal exams & procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Clean & sterilize equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain & QC diagnostic equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to collect diagnostic samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Run basic diagnostic tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to administer routine treatments, vaccines, and medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to prepare animals for surgery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Monitor animal responses to non-surgical procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Service customers and/or collect fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist with animal euthanasia (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Plants Pathway

General Plant Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Prepare planting spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Prepare soils/media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plant seeds, seedlings, or cuttings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Monitor plants for light, moisture, and temperature requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to install and maintain watering and/or irrigation systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Mix fertilizers and additives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Apply fertilizers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Manage inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintain agribusiness records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluate the facility business and marketing plan (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Plants Pathway

Crops Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Assist to plan crop from rotation schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Till and test the soil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Plant crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist to maintain and monitor crops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to prevent the spread of weeds, pests, and diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Harvest crop product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to transport and unload crop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Inspect, sort, and store product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Operate crop equipment & machinery safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clean and service equipment & machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Plants Pathway

Greenhouse/Floral Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Service customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Process sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist to design crop plantings, displays, and/or floral arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Implement crop planting plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to maintain and monitor crop plantings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist to prevent the spread of weeds, pests, and diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Perform sanitization procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Prepare, sort, and store products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Fill and package orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Load product for sale, delivery, or further distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist to maintain facility & equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sharpen hand tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Plants Pathway

Landscaping Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Assist to evaluate landscaping site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Measure and prepare landscaping site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Test soil	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist to create design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Prepare supplies and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Remove waste materials and hardscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Install construction materials and hardscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Plant landscaping materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Maintain landscaped spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Operate landscaping machinery safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist to maintain landscaping facility & equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Sharpen hand tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Environmental Systems Pathway

Water Resources Unit – REQUIRED FIRST	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply water industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment & Operations			
2. Read technical drawings & work orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Monitor operating conditions, meters, & gauges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Collect operational data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use operations software (SCADA, PLC, GIS/GPS, DBs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Adjust basic operating conditions based on readings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Clean & maintain facility, tanks, filter beds, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Treat &/or dispose of solids/sludge/scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab			
9. Clean & maintain lab equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Collect & store samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Preserve chain of custody	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Weigh & measure accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Perform calculations & conversions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Conduct basic lab testing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment & Quality			
15. Operate tools & equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Monitor pumps & equipment for correct operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Environmental Systems Pathway

Advanced Water Resources Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
Regulatory			
1. Assist with reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Assist to evaluate security & public health operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist with required inspections/audits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treatment & Operations			
	1	2	3
4. Assist to prepare chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to add chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Perform start-up & shut-down of pumps & equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Inspect operational equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to troubleshoot operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab			
	1	2	3
9. Prepare microscope slides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Operate a microscope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Identify microbes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assist to analyze lab results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment & Quality			
	1	2	3
13. Maintain schedules, communication, & documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Perform preventive maintenance (PM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Calibrate equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assist to troubleshoot & repair equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Assist to analyze operational data for productivity/trends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Assist to record, summarize & evaluate budget/usage/billing information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Participate in a system project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Power, Structural and Technical Systems Pathway

Level One (one year program) = Required Technical Skills + 3 Additional Skills

Level Two (two year program) = Required Technical Skills + 10 Additional Skills.

Agriculture Mechanics Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
REQUIRED TECHNICAL SKILLS			
1. Select correct hand tools and light duty power tools required for job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Demonstrate safe and correct operation of hand tools, light duty power tools and stationary tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Clean, organize and maintain work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Identify and demonstrate correct use of fasteners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Handle and store oils, grease, chemicals, cleaners, solvents, etc according to the (M)SDS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist with proper engine testing and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrate safe practices and procedures in the operation, maintenance and repair of engines and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist in the pre-inspection of equipment components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assist with the set up of equipment and machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Connect software to equipment and retrieve diagnostic trouble codes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Check fluid levels and lubricate machinery and equipment according to manufacturer specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Maintain vehicle and machinery appearance and cleanliness prior to inspection and delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Prepare and complete written documentation of work performed and parts used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL SKILLS			
	1	2	3
14. Look up parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Demonstrate proper use of specific diagnostic tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Weld and cut metal using an oxyacetylene torch and plasma arc torch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Read and interpret hydraulic symbols and flow on a schematic drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Apply basic knowledge of hydraulics to service maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Assist with inspection and diagnosis of hydraulic components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Assist with the maintenance and repair of system components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Interpret electrical symbols and wiring schematics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. Apply basic electrical theory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Assist with repair of failed components and/or repair of wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Assist with inspection and diagnosis of electrical/electronic components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Assist with the maintenance and repair of electrical/electronic components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Assist with troubleshooting and installation of instrumentation and data acquisition system (e.g., Global Positioning System (GPS), spraying, planting, harvesting monitors, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Assist with dismantle defective machines and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Assist with reassembly of machines and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Assist with calibration, metering, monitoring and sensing equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Power, Structural and Technical Systems Pathway

Level One (one year program) = Required Technical Skills + 2 Additional Skills

Level Two (two year program) = Required Technical Skills + All Additional Skills.

Parts, Sales and Service Unit	Minimum rating of 2 for EACH Check Rating		
REQUIRED TECHNICAL SKILLS	1	2	3
1. Demonstrate proper use of office equipment and business systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Follows prescribed cash, credit, and check processing procedures of the dealership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Look up parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Provide part recommendations to customers based on knowledge of machines or equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Clean, organize and maintain the products on the sales floor to meet dealership standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean, organize and maintain the stock room according to prearranged systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to perform physical inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Receive shipments and verify accuracy and quality of items ordered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Examine returned parts for defects, and exchange defective parts or refund money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Advise customers on substitution or modification of parts when identical replacements are not available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Contact customers to schedule delivery or pick up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADDITIONAL SKILLS			
12. Respond to recall procedures by removing and discarding inventory according to regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Update and maintain records on each job, sales and/or counter transactions that occur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Profile customer's machines, and demographic information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Identify difference between attachments and parts for proper customer recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Demonstrate equipment to customers and explain functioning of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Promote parts and service sales	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Perform follow-up calls with customers after pickup or delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Assist with planning and coordinating in-store merchandising support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Assist to develop inventory forecasts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Assist with promotional efforts and sales goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

22. Assist with loss prevention efforts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Pull and package parts for shipping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Assist to complete warranties as required at a point of sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

Additional Comments –

Additional Certifications, Training, Seminars and Projects

Please list in detail any additional certifications earned, any training and seminars attended, and/or any projects completed during the course of the Agriculture, Food and Natural Resources Youth Apprenticeship.

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Other Notes or Comments –		
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