Student Information Guide

Oklahoma State University Institute of Technology

Sponsored By Toyota Motor Sales
U.S.A. Toyota / Lexus / Scion Dealers
Oklahoma State University Institute of Technology

11/6/2015
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What is the Toyota Technician Training & Education Network

What is the Toyota Technician Training & Education Network (T-TEN)?
The Toyota Technician Training & Education Network (T-TEN) was founded by Toyota Motor Sales, USA, Inc. in 1986. T-TEN is a partnership for automotive education, consisting of Toyota dealerships, leading education institutions throughout the United States, and selected students.

What is T-TEN at Oklahoma State University Institute of Technology?
The T-TEN program at OSUIT is a cooperative two-year college level training program leading to an Associate in Applied Science Degree. The program is designed to enhance the technical and professional competency of the incoming Toyota/Lexus/Scion dealership technician. This program includes classroom and laboratory sessions on up-to-date Toyota/Lexus/Scion vehicles and components as well as work experience at a Toyota/Lexus/Scion dealership. Specialized subjects covered in the classroom and laboratory at the university are followed by work experience in the dealership.

What is the purpose of the T-TEN program?
The purpose of T-TEN is to train Toyota/Lexus/Scion students to think customer first, analytically diagnose and service and maintain Toyota/Lexus/Scion products using recommended procedures, special service tools and service information. Course content enables the successful graduate to advance in position after additional experience and to understand new systems and components as they are introduced.

How does it work?
The program incorporates time designated for technical and academic training at OSUIT. Technical training and general education course work is followed by internships at the sponsoring Toyota/Lexus/Scion dealership to reinforce the technical training. It is essential for the success of the program that the student’s education at OSUIT and dealership work experiences be closely aligned for maximum student learning and retention.

OSUIT starts a new T-TEN class at the beginning of each fall semester. It is preferred that the student have a sponsoring Toyota/Lexus/Scion dealer prior to enrollment. However, students may enroll without a sponsoring dealer but must have a sponsoring dealer prior to the first internship, which occurs during the second half of the spring semester. Students enrolling without a sponsoring Toyota/Lexus/Scion dealer will be required to provide evidence of a valid driver’s license and employable driving record and pass a drug test at their own expense. They will also be responsible for the purchase of the required OSUIT T-TEN tool set. The primary responsibility of the dealership is to provide paid, training-related, work experience for the student in an area of automotive service related to the previous term studies.

The applicant must meet the OSUIT / T-TEN admission requirements. The sponsoring dealer, with assistance from university personnel, will select the students. Students must pass OSUIT assessment tests to take credit level courses in the program. Unsponsored students may be required to complete additional mechanical/aptitude assessments. All tuition, fees, taxes, uniforms, textbooks, travel, room and board are the responsibility of the student. Scholarships may be available from Toyota to qualified students. Student will wear uniforms of the sponsoring dealer or Toyota/Lexus/Scion shirts provided by T-TEN.
T-TEN Student Requirements

1. Must be at least 18 years of age by the time of the first internship.

2. Be a high school graduate or equivalent.

3. Possess a valid driver license and maintain an *employable* driving record.

4. Obtain and maintain a dealership sponsor throughout the program.

5. Provide the dealership with a responsible and productive work effort.


7. Be able to meet OSUIT and T-TEN admission and academic requirements.

8. Maintain academic standards according to university policy.

9. Participate in all learning activities at scheduled times.

10. Be willing to take a drug test and background check if required by dealer sponsor. (Note: For students enrolling without a sponsoring Toyota/Lexus/Scion dealer, it is required that they pass a drug screening at their own expense prior to enrollment.)

11. Be responsible for program cost (tuition, fees, books tools, housing, meals, supplies, etc).

12. Participate in ASE testing-passing two (2) tests before graduation.

13. Wear work uniforms and safety glasses during campus and internship educational experiences.

14. Become the best Toyota Service Technician you can be.
Timing is Everything!

OSUIT Toyota/Lexus/Scion Students Should Do These Things:

Apply for admission and scholarships to OSUIT. www.osuit.edu

Interview with dealer and secure sponsorship (T-TEN office will help if needed)

Sign these forms at the dealership: “Dealer Sponsorship Agreement” and “T-TEN Dealer/Student Internship Form”

Make arrangements for summer employment with that dealer (Be sure to inform T-TEN program coordinator of arrangement) 918-293-4734

Contact T-TEN program personnel about sponsorship/enrollment in program (This can be done first or during the process) 918-293-4734 or 918-293-4736

You Must Fill out and send Federal Financial Aid Information by deadline (may be filed electronically on-line) www.fafsa.ed.gov

Take the A.C.T. test (residual test may be taken at OSUIT, OSU-OKC or OSU Stillwater) 918-293-5250

Complete OSUIT COMPASS assessment tests 918-293-5250

Provide official eight-semester high school transcript to the OSUIT admissions office 1801 East Fourth Street, Okmulgee, OK 74447-3901

Provide Area Technology school transcript to OSUIT Automotive office (if applicable) Automotive Department, 1801 East Fourth Street, Okmulgee, OK 74447-3901

When enrollment opens for fall classes (usually April 1st) fill out enrollment forms (this is a very important step)

Pay room deposit if staying on campus. Room Deposit $150.00
Financial Assistance

Students desiring to be a T-TEN student may have a need for financial assistance. Students involved in the program have the opportunity to earn while they learn during the dealership internship portion of the program. These earnings generally cover the costs incurred for living expenses during the internship.

Additional financial aid, for tuition, books, tools, on-campus room and board, etc. may be available through the ACT-FFS Program and college scholarships.

Students needing financial assistance are encouraged to complete the Free Application for Federal Student Aid (FASFA) application. Following application submittal, allow an 8-10 week period for processing. Early application assures availability of funds, if qualified, and allows the Student Financial Services office to prepare a realistic financial aid package.

Information regarding financial aid may be obtained by calling the Student Financial Services Office at 918-293-5290 or 1-800-722-4771, Ext. 5290.

Helpful websites:

www.osuit.edu/admissions/financial_services/
www.fafsa.ed.gov
Sample Weekly Schedule

The compressed course of study required by the University for the T-TEN program is generally more rigorous than normal. Students will be expected to follow the pace of the program.

The following is an example of the full-time nature of the hourly schedule for a T-TEN student while attending classes at OSUIT.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<td>T-TEN CLASSES</td>
<td>T-TEN CLASSES</td>
<td>T-TEN CLASSES</td>
<td>T-TEN CLASSES</td>
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<td>3:30</td>
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<td>4:30</td>
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Note: General education class times may vary by semester.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>I</td>
<td>TTEN 1702</td>
<td>Dlr. Service Information/ Professional Technician Portfolio</td>
<td>(TPORT)</td>
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<tr>
<td>I</td>
<td>TTEN 1704</td>
<td>Toyota Electrical Systems (623)</td>
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<tr>
<td>I</td>
<td>TTEN 1723</td>
<td>Toyota Minor Service</td>
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<tr>
<td>I</td>
<td>TTEN 1661</td>
<td>Measurement Fundamentals</td>
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<tr>
<td>I</td>
<td>TTEN 1651</td>
<td>Toyota Electrical Fundamentals</td>
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<tr>
<td>I</td>
<td>GTGE 1111</td>
<td>College Corner Stone</td>
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<tr>
<td>I</td>
<td>CS 1013</td>
<td>Information Technology &amp; Applications</td>
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<td>I</td>
<td>MATH 2003</td>
<td>Business Math</td>
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<td>II</td>
<td>TTEN 1812</td>
<td>Toyota Body Electrical (652)</td>
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<td>II</td>
<td>TTEN 1823</td>
<td>Toyota Brake Systems (553)</td>
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<td>II</td>
<td>TTEN 1824</td>
<td>Internship</td>
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<td>II</td>
<td>TTEN 1631</td>
<td>Brake Fundamentals</td>
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<td>II</td>
<td>ENGL 1033</td>
<td>Technical Writing I</td>
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<td>III</td>
<td>TTEN 1913</td>
<td>Toyota Engine Repair (151)</td>
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<td>TTEN 1923</td>
<td>Toyota Climate Control Systems (752)</td>
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<td>TTEN 1943</td>
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<td>III</td>
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<td>Engine Fundamentals</td>
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<tr>
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<td>ENGL 2033</td>
<td>Technical Writing II or</td>
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<tr>
<td>III</td>
<td>SPCH 1113</td>
<td>Speech</td>
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<td><strong>Semester hours 13</strong></td>
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<td>TTEN 2114</td>
<td>Toyota EFI &amp; Computer Control Systems (852)</td>
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<td>IV</td>
<td>TTEN 2133</td>
<td>Toyota Engine Control Diagnosis</td>
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<td>IV</td>
<td>TTEN 2134</td>
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<td>IV</td>
<td>POLS 1113</td>
<td>U.S. Government</td>
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<td>V</td>
<td>TTEN 2234</td>
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<td>V</td>
<td>TTEN 2253</td>
<td>Internship</td>
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<td>VI</td>
<td>TTEN 2343</td>
<td>Toyota Suspension / NVH (453)</td>
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<td>VI</td>
<td>TTEN 2353</td>
<td>Toyota Capstone</td>
<td>(256)</td>
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<td>VI</td>
<td>TTEN 1641</td>
<td>Suspension Fundamentals</td>
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<td>American History Since 1865</td>
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<td></td>
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<td><strong>Semester hours 13</strong></td>
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T-TEN students receive Toyota Certified Technician credit for courses in (###)
## Cost for Toyota T-TEN Program 2016-2017

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Room</th>
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<tbody>
<tr>
<td></td>
<td>$1790.00   Two Bedroom/One Bathroom Non-Suite</td>
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<tr>
<td></td>
<td>$1926.00   Two Bedroom/One Bathroom Suite</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2063.00 Four Bedroom/Two Bathroom Suite</td>
<td></td>
</tr>
<tr>
<td>Board</td>
<td>$1214.00 20 Meal Plan (300 Passes/semester)</td>
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<tr>
<td></td>
<td>$1122.00 15 Meal Plan (225 passes/semester) + $50 flex</td>
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<tr>
<td></td>
<td>$931.00 10 Meal Plan (150 passes/semester) + $100 flex</td>
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<tr>
<td></td>
<td>$600.00 Declining Balance</td>
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<tr>
<td></td>
<td>$2916.00 Tuition &amp; fees (18 hours) This is in-state tuition.</td>
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<tr>
<td></td>
<td>$250.00 Books (approximate per semester)</td>
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<tr>
<td></td>
<td>$140.00 Automotive Service book</td>
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<thead>
<tr>
<th>Semester II</th>
<th>Room</th>
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<td>$1074.00 Two Bedroom/One Bathroom Non-Suite (1/2 semester)</td>
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<td></td>
<td>$1159.00 Two Bedroom/One Bathroom Suite (1/2 semester)</td>
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<tr>
<td></td>
<td>$1243.00 Four Bedroom/Two Bathroom Suite (1/2 semester)</td>
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<tr>
<td>Board</td>
<td>$728.00 20 Meal Plan (150 Passes/semester) (1/2 semester)</td>
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<td></td>
<td>$671.00 15 Meal Plan (112 passes/semester) + $25 flex (1/2 semester)</td>
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<tr>
<td></td>
<td>$562.00 10 Meal Plan (75 passes/semester) + $50 flex (1/2 semester)</td>
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<td></td>
<td>$300.00 Declining Balance (1/2 semester)</td>
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<tr>
<td></td>
<td>$2106.00 Tuition &amp; fees (13 hours) This is in-state tuition.</td>
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<td></td>
<td>$250.00 Books (approximate per semester)</td>
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<thead>
<tr>
<th>Semester III</th>
<th>Room</th>
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<td>$1074.00 Two Bedroom/One Bathroom Non-Suite (1/2 semester)</td>
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<td>$1159.00 Two Bedroom/One Bathroom Suite (1/2 semester)</td>
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<td></td>
<td>$250.00 Books (approximate per semester)</td>
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### Semester IV

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<tr>
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<th>Cost</th>
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</thead>
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<td>Two Bedroom/One Bathroom Non-Suite (1/2 semester)</td>
<td>$1074.00</td>
</tr>
<tr>
<td>Two Bedroom/One Bathroom Suite (1/2 semester)</td>
<td>$1159.00</td>
</tr>
<tr>
<td>Four Bedroom/Two Bathroom Suite (1/2 semester)</td>
<td>$1243.00</td>
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</table>

<table>
<thead>
<tr>
<th>Board</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>20 Meal Plan (150 Passes/semester) (1/2 semester)</td>
<td>$728.00</td>
</tr>
<tr>
<td>15 Meal Plan (112 passes/semester) + $25 flex (1/2 semester)</td>
<td>$671.00</td>
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<tr>
<td>10 Meal Plan (75 passes/semester) + $50 flex (1/2 semester)</td>
<td>$562.00</td>
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<tr>
<td>Declining Balance (1/2 semester)</td>
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$2268.00 Tuition & fees (14 hours) This is in-state tuition.

$250.00 Books (approximate per semester)

### Semester V

<table>
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<tr>
<th>Room</th>
<th>Cost</th>
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<td>Two Bedroom/One Bathroom Suite (1/2 semester)</td>
<td>$1159.00</td>
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<tr>
<td>Four Bedroom/Two Bathroom Suite (1/2 semester)</td>
<td>$1243.00</td>
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<table>
<thead>
<tr>
<th>Board</th>
<th>Cost</th>
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<tbody>
<tr>
<td>20 Meal Plan (150 Passes/semester) (1/2 semester)</td>
<td>$728.00</td>
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<tr>
<td>10 Meal Plan (75 passes/semester) + $50 flex (1/2 semester)</td>
<td>$562.00</td>
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<tr>
<td>Declining Balance (1/2 semester)</td>
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</table>

$2106.00 Tuition & fees (13 hours) This is in-state tuition.

$250.00 Books (approximate per semester)

### Semester VI

<table>
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<tr>
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<tr>
<td>Two Bedroom/One Bathroom Non-Suite (1/2 semester)</td>
<td>$1074.00</td>
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<tr>
<td>Two Bedroom/One Bathroom Suite (1/2 semester)</td>
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<td>Four Bedroom/Two Bathroom Suite (1/2 semester)</td>
<td>$1243.00</td>
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<table>
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<tbody>
<tr>
<td>20 Meal Plan (150 Passes/semester) (1/2 semester)</td>
<td>$728.00</td>
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<td>$671.00</td>
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<tr>
<td>10 Meal Plan (75 passes/semester) + $50 flex (1/2 semester)</td>
<td>$562.00</td>
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<tr>
<td>Declining Balance (1/2 semester)</td>
<td>$300.00</td>
</tr>
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</table>

$2106.00 Tuition & fees (13 hours) This is in-state tuition.

$250.00 Books (approximate per semester)

Cost of tuition and fees may change after Oklahoma State Regents meet in July 2016.
Nonresident Academic Scholarship

Choosing OSU Institute of Technology for your education sets you on the right path toward a promising career. As the University of Jobs, OSUIT is committed to making the transition from classroom to career seamless while at the same time offering an affordable education that will pay you dividends upon graduation. As Oklahoma’s only university of applied technology, OSUIT prepares you for a high return on your investment:

• Nearly 100% career placement rate in technical degree programs.
• Low tuition costs, a wide variety of additional scholarship opportunities and financial aid available.
• Paid internships that help pay for school as you go and often lead to full-time employment.

In an effort to keep out-of-state costs low, OSUIT’s Nonresident Academic Scholarship helps offset your educational expenses, making it the most affordable option in the region.

<table>
<thead>
<tr>
<th>Nonresident Incoming GPA</th>
<th>Total Tuition &amp; Mandatory Fees</th>
<th>Scholarship per credit hour</th>
<th>Student portion per credit hour</th>
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<td>3.50 to 4.00</td>
<td>$349.00</td>
<td>$155.00</td>
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<td>2.00 to 2.49</td>
<td>$349.00</td>
<td>$125.00</td>
<td>$224.00</td>
</tr>
</tbody>
</table>

Calculations based on FY16 Undergraduate Tuition & Mandatory Fees. Number of scholarships awarded determined by availability of funding.

Scholarship is available to full-time OSUIT students and is renewable for a maximum of 6 consecutive terms. Credit hour award will be recalculated according to student’s OSUIT GPA during the fourth term, potentially increasing scholarship funding.

Example: Incoming student’s GPA was 2.4, resulting in a scholarship of $125 per credit hour. At the end of the third term, student’s GPA is 3.2, resulting in a scholarship increase to $145 per credit hour.

Contact OSUIT Prospective Student Services at information@okstate.edu, or call 1-800-722-4471 for full scholarship details.
T-TEN Technician Graduate Benefits

T-TEN technician graduates complete the program with the following:

1. Credit for successfully completing (test score of 80% or higher) the following Toyota/Lexus/Scion courses:

   - 021  Technical Introduction to Toyota
   - 151  Engine Service and Repair
   - 274  Automatic Transmissions/Transaxles
   - 302  Manual Transmissions/Transaxles
   - 453  Suspension, Steering & Handling
   - 553  Brake Systems
   - 623  Electrical Systems
   - 652  Body Electrical
   - 752  Climate Control Systems
   - 852  EFI and Computer Control Systems
   - L852 Lexus Electrical Diagnosis
   - L623 Lexus Engine Control Systems
   - L453 Lexus Suspension, Steering & Handling
   - L553 Lexus Brake Systems

2. Credit for TPORT (Professional Technician Portfolio).

3. Credit for successfully passing two (2) or more ASE certifications (reimbursed by Toyota)

4. $5000 Tool scholarship (paid for by dealer upon signing Student/Dealer Tool Agreement). See next page for tool list.
   (Note: Unsponsored students may qualify for this scholarship upon securing a sponsoring dealer.)

5. Two (2) technician uniform shirts (given at start of T-TEN program)

6. Minimum of 640 hours paid internship experience at a Toyota, Lexus or Scion dealership

7. Up to two (2) years of “in time service” from date of enrollment at a T-TEN school

8. An Associate Degree in Applied Science from OSU Institute of Technology

OSUIT T-TEN Program Student Tool Set

**1/4-inch drive tools**
- 5" ratchet
- Universal joint
- 2" extension
- Spinner handle driver 6"
- Standard sockets, 6 point
  - 6, 7, 8, 10, 12 & 14mm
- 8 & 10mm universal sockets, 6 point

**3/8-inch drive tools**
- 8" ratchet
- Universal joint
- 3" extension
- 6" extension
- 10" or 12" extension
- Standard sockets, 6 point
  - 6, 7, 8, 10, 12, 14, 17 & 19mm
- Deep sockets, 6 point
  - 10, 12, 14 & 17mm
- Universal sockets, 6 point
  - 10, 12, 14 & 17mm
- #15, 25, 30, 40 & 50 Torx sockets
- 4, 5, 6, 8 & 10mm hex drivers
- Mini Torx set
- 5/8" & 13/16" universal spark plug sockets
  - With one 6" locking or attached extension
- 3/8 drive, click type, torque wrench
  - 20-100 ft/lb
- 3/8" to ½" adapter

**1/2-inch drive tools**
- 10" ratchet
- Universal joint
- 3" extension
- 10" extension
- 18" flex handle (breaker bar)
- ⅝" - 3/8" adapter
- Standard sockets, 6 point
  - 12, 14, 17, 19, 21, 22, 24 & 27mm
- Deep sockets, 12 point
  - 10, 12, 14 & 17mm
- Deep socket, 6 point 30mm &32mm

**Wrenches**
- Long combination wrenches 12 point
  - 7, 8, 10, 12, 14, 17, 19, 22, 24 & 27mm
- Combination flare nut wrenches
  - 10, 12, 14 & 17mm
- 8" adjustable wrench

**Screwdrivers**
- 1/8" x 2" pocket screw driver, flat tip
- 5/16" x 6" standard screw driver, flat tip
- ¼" x 4" standard screw driver, flat tip
- #1 x 3" Phillips screw driver
- #2 x 4" Phillips screw driver
- #3 x 6" Phillips screw driver
- Ratcheting screwdriver with tips
- Mini Screwdriver set

**Pliers**
- 7" diagonal cutting pliers
- 6" slip joint pliers
- 8" needle nose pliers
- 12" adjustable pliers (arc joint pliers)
- 7" straight jaw locking pliers
- Spark plug boot pliers
- Convertible snap ring pliers – (.030 fixed tip)

**Other tools**
- 7/16" cold chisel
- 1/8", 5/32", ¼" & 5/16" pin punches
- 3/8" center punch
- ¼" starter punch
- 8" brass drift punch
- 16oz. Ball peen hammer
- 16oz. Soft faced hammer
- 22oz. Dead blow hammer
- 18" & 36" pry bar with bent head
- Long blade scraper
- 1-5/16" chisel putty knife (scraper)
- Wooden handle wire brush
- Pick set (3 piece minimum)
- Safety lever blowgun
- Tire pressure gauge (10-75psi)
- Tire air chuck
- Brake spring pliers
- Small brake shoe retaining spring tool
- Large brake shoe retaining spring tool
- 2 or 3 finger oil wrench
  - 2-3/8" - 3-3/4" (62-95mm)
- Deluxe vacuum test kit
- 8" mil bastard file with handle (medium cut)
- 6" pocket steel rule
- Steel tape measure (6 foot minimum)
- Pocket extension magnet
- Pocket flashlight
- 25-blade feeler gage set –
  - (Inch and mm graduations)
- 15 piece metric hex key set
- Clear safety glasses
- Digital Volt- Ohm meter
- Bottom Roll-Around Tool Box
Toyota T-TEN / OSU Institute of Technology

Candidate Application

Please print clearly or type all information

Name ________________________________________________________________________

                                                                                       Last   First   Middle
______________________________________________________________________________

Address                                                                                       City/State    Zip

Home Phone (___) ___________________________________ Cell Phone (___) ______________________

Social Security Number _______________________ Date of Birth ________________________

Year Graduated or year G.E.D completed_____________________________________________________________________________________

High School from which graduated _________________________________________________

Did you participate in high school or Career Technology Center automotive program?
   _____ Yes _____ No

Name of Career Technology Center_____________________ Location____________________

How many semesters? _____________ Name of Teacher(s) _____________________________

Students who previously attended other colleges:

Previously attended College/Universities: ____________________________________________

City/State ________________________________ Credit Hours Earned__________________

Other educational experience (Military Schools, Seminars, etc.)
______________________________________________________________________________
______________________________________________________________________________

Veteran: _____ Yes _____ No

Work Experience (Most recent within the past two years)

1) Place of Employment ___________________________________________________
   Immediate Supervisor ___________________________ Phone ____________________

2) Place of Employment ___________________________________________________
   Immediate Supervisor ___________________________ Phone ____________________

3) Place of Employment ___________________________________________________
   Immediate Supervisor ___________________________ Phone ____________________
Have you had any prior dealer contact regarding T-TEN?  _____Yes _____ No

If Yes:
Dealer Name ________________________________________________________________

Address     City/State         Zip                         Phone
Contact Person ___________________________Approximate Date ________________

Career Interest: (In the space below, write a clear definitive statement of your future goals)
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Release of Information:

Understanding my privacy rights under the Family Educational Rights and Privacy Act (FERPA), I hereby consent to and grant OSU Institute of Technology permission to share my complete educational records with Toyota and sponsoring or potential sponsoring Toyota/Lexus/Scion Dealerships. The educational records may include, but are not limited to, attendance, grades, and assessment of performance tasks.

Sign and Date ________________________________________________________________

T-TEN Candidates return this completed form to:

Jimmy Burklin
Automotive Technologies/Toyota T-TEN
OSUIT
1801 E. Fourth Street
Okmulgee, OK  74447-3901
Tool Scholarship Agreement

Student Agreement

As a T-TEN student participating in a worksite education experience at a Toyota or Lexus dealership, I understand that I will be awarded a tool scholarship by my sponsoring dealership, ________________________________.

Dealership name

I understand and agree to the following provisions of the T-TEN tool scholarship program (initial each statement):

_____ The tool set I select will remain the dealership’s property until I complete a specified period of time (indicated on page 2 of this agreement) as a full-time employee of the dealership, at which time the tools will become my property.

_____ Until the end of the specified period of employment, I will 1) keep the tools on dealership premises or in the T-TEN building at OSUIT, 2) be responsible for the condition of the tools and 3) replace any missing, abused or severely worn tools at my expense. Replacement tools cannot be purchased at the discounted “T-TEN price.”

_____ If my employment with the dealership ends before I complete the specified period of employment, and my termination is attributable to my job performance or my decision to take employment elsewhere, the dealership will retain ownership of the tools or I may purchase the tools by reimbursing the dealership for their cost. This option is at the discretion of the dealership.

_____ From time to time I may want to supplement my T-TEN tool set with additional tools. I will pay for any such additional tools and they will be my property. Such tools are not covered by the terms of this agreement.

_____ This Tool Scholarship Agreement does not imply the guarantee of full-time employment by the dealership upon my completion of the T-TEN program.

_________________________________       ____________________________________
Student name (please print)                  T-TEN school

_________________________________       ____________________________________
Student signature                         Date
Tool Scholarship Agreement

Dealer Agreement

As a Toyota or Lexus dealership that is sponsoring T-TEN student ________________________
in a worksite education experience, we agree to purchase a tool set for the student’s use.

We understand and agree to the following provisions of the T-TEN tool scholarship program (initial each statement):

_____ The tool set will remain the dealership’s property until the student completes a specified period of time (indicated in the middle of this page) as a full-time employee of the dealership, at which time the tools will become the student’s property.

_____ If the student’s employment with the dealership ends before he or she completes the specified period of employment, and the termination is attributable to the student’s job performance or decision to take employment elsewhere, the dealership will retain ownership of the tools or the student may purchase the tools by reimbursing the dealership for their cost at the dealership’s discretion.

_____ This Tool Scholarship Agreement does not imply the guarantee of full-time employment by the dealership upon the student’s completion of the T-TEN program.

___________________________________                 ____________________________________
Dealership manager name (please print)    Dealership name

___________________________________                 ____________________________________
Dealership manager signature      Date

Subject to the conditions stated previously in this agreement, the tools will become my property when I complete a mutually agreed-upon period of full-time employment with the dealership after successful T-TEN graduation, which includes completion of 2 ASE certifications.

This period of employment is: ____________________________________

(To be completed by dealership personnel)

___________________________________                 ____________________________________
Student name (please print)    Student Signature        Date

Dealership

The tool set selected by this student is appropriate for his or her worksite education experience at our dealership. We will pay the price indicated (check made payable to the T-TEN school approved vendor). We will transfer ownership of the tools to the student when the student completes the mutually agreed-upon period of full-time employment, subject to the conditions indicated above.

___________________________________                 Signature                 Date
Dealership manager name

___________________________________                 City/State
Dealership name
T-TEN Dealer/Student Internship Form

The following sections are to be completed by the participating dealership and student.

As a participating Toyota / Lexus dealer in the Technician Training & Education Network (T-TEN), we agree to provide the following: Appoint a dealership coordinator to maintain close communication with the school T-TEN Coordinator. Provide a Cooperative Education Work Experience and dealership uniform in accordance with the program. Pay a competitive wage that reflects trainee’s progress and provide the student the same consideration shown to all dealership employees. Provide summer employment prior to start of fall class. Maintain student evaluations.

Student Name ___________________________ Social Security Number ___________________________

Student Signature ___________________________________________ Date ____________________

Address ___________________________ City ___________ State _____ Zip ___________

Name of T-TEN School: OSU Institute of Technology School Dealer Code: 35999

Dealership ___________________________ Dealer Code __________ Phone (___) ____________

Address ___________________________ City ___________ State _____ Zip ___________

Authorized Dealership Signature ___________________________ Date _________________

Print / Type Name ___________________________ Title ___________________________

Date of Student’s First Internship __________________ Starting Wage $_______________
Final acceptance into the T-TEN program is contingent upon dealer commitments to sponsor T-TEN students for Cooperative Education Work Experience. Complete the top portion of this agreement and use as an introduction to an interview. When sponsored, return the signed form to your school T-TEN coordinator.

<table>
<thead>
<tr>
<th>Name of T-TEN School</th>
<th>T-TEN Coordinator</th>
<th>Today’s Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSUIT</td>
<td>Mr. Jimmy Burklin</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students Last Name</th>
<th>First</th>
<th>Middle Name</th>
<th>Student Work Shirt Size</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>MED LRG XL XXL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Social Security Number</th>
<th>Date Entered T-TEN</th>
<th>T-TEN School Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>(_____)</td>
<td></td>
<td></td>
<td>35999</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DO YOU HAVE A VALID DRIVERS LICENSE?</th>
<th>Name of High School</th>
<th>Date Graduated</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional Education, (College, Military, Seminars, ETC.)

THE FOLLOWING SECTION TO BE COMPLETED BY THE SPONSORING DEALERSHIP

As a T-TEN student sponsor we agree to, appoint a dealership coordinator to maintain close communication with the school T-TEN Coordinator, provide Cooperative Education Work Experience and dealership uniform in accordance with the program, pay a competitive wage that reflects trainee’s progress, and provide student with the same considerations shown all dealership employees.

<table>
<thead>
<tr>
<th>Dealership</th>
<th>Dealer Code</th>
<th>Phone (_____)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature ___________________________ Date __________

Printed / Typed Name ___________________________ Title ___________________________

Date of Students First Co-op ___________________ Starting Wage ___________________
Unsponsored Student Enrollment Requirements
in addition to OSUIT enrollment requirements.

☐ Provide a current copy of clean Driving Record (no more than 2 points).*

☐ Submit to a Drug and Alcohol Test and turn in results to T-TEN faculty the same day.* Dealerships will require re-testing for employment.

☐ Take Val-Par mechanical aptitude test—a 3 or above on the Reasoning, Math and Language portion and 3 or below on the Aptitude portion are required.***

☐ Take Bennett Mechanical Assessment test—must score at least 50%.*

☐ ACT test must be taken prior.

☐ ACT COMPASS test must be taken with no more than 1 deficiency.

☐ Must have a signed sponsor by the first day of second half of second semester (First internship-TTEN1824).**

☐ Purchase the required T-TEN tool set by 4th week of the fall semester.*

☐ Student must have a valid Social Security Number prior to entering the T-TEN program.

* Unsponsored students are responsible for all fees associated with obtaining these requirements.

**The student may have to start in one program then switch to another if a Toyota/Lexus/Scion dealer sponsorship is not secured. Internship can be on the service drive or in the parts department.

*** Tests must be scheduled ahead of time and taken at OSUIT. Call 918-293-5254 or 918-293-4671 to schedule.

I understand that my enrollment in the Toyota T-TEN Program at Oklahoma State University Institute of Technology is dependent on the above listed conditions and must be met prior to attempting enrollment. If I am un-able or un-willing to complete the listed requirements I will not hold OSUIT, the T-TEN program and/or Toyota/Lexus/Scion responsible. If tool requirement is not met by the 4th week or an internship is not obtained by the deadline, OSUIT has the right to cancel enrollment in the Toyota T-TEN Program.

Printed Name _________________________________________________

Signed Name _________________________________________________

Date _________________________________________________________

Please sign & date form and turn in along with aforementioned requirements to OSUIT T-TEN Faculty prior to attempting enrollment.