**Information Guide**

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## Associate in Applied Science Degree

With Major in Diesel and Heavy Equipment Technology

# **North American Equipment Deal****ers Association** **Technician Training Program**

Sponsored By

North American Equipment Dealers Association

North American Equipment Dealers Association Members in

US: Alaska, Arkansas, Delaware, Idaho, Illinois, Indiana, Kansas, Kentucky, Maryland, Michigan, Missouri, New Mexico, North Carolina, Northern Mississippi, Ohio, Oklahoma, Oregon, South Carolina, Tennessee, Texas, Virginia, Washington, West Virginia, Wisconsin

Canada: Alberta, British Columbia, Labrador, New Brunswick, Newfoundland & Labrador, Nova Scotia, Ontario, Prince Edward Island, Manitoba, Saskatchewan

<https://osuit.edu/weda>

<https://www.westerneda.com>



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# North American Equipment Dealers Association Technician Training Program

### Contact Persons

|  |  |
| --- | --- |
| **Program Instructor** | |
| Terry Killman NAEDA Faculty  Oklahoma State University  Institute of Technology  1801 E. 4th St.  Okmulgee, OK 74447  (918) 292-4664  [terry.killman@okstate.edu](mailto:terry.killman@okstate.edu) | |
| **Administrative Support Personal** | |
| ***LaDonna Northcross***  Student Success & Career Advisor  Oklahoma State University  Institute of Technology  1801 E. 4th St.  Okmulgee, OK 74447  (918)293-4710  [northcr@okstate.edu](mailto:northcr@okstate.edu) |  |
| **NAEDA Representative** | |
| ***Jennifer Luce***  VP of Member Engagement  10111 N. Ambassador Dr. Suite 310  Kansas City, MO 64153  (816) 412-6151  [jluce@westerneda.com](mailto:jluce@westerneda.com) | ***Jennifer Orr***  Member Services Manager  10111 N. Ambassador Dr. Suite 310  Kansas City, MO 64153  (816) 412-6151  [jorr@westerneda.com](mailto:jorr@westerneda.com) |
| **School Dean** | |
| Sherri JohnsonDeanOklahoma State UniversityInstitute of Technology1801 E. 4th St.Okmulgee, OK 74447(918) 293-5106 sherri.johnson@okstate.edu | |

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### Admissions Checklist

Complete and submit an OSU Institute of Technology Application for Admission on line at: [https://admissions.osuit.edu/apply/](https://admissions.osuit.edu/apply/%20) or print, complete and mail the form provided at: <http://www.osuit.edu/academics/forms/admissions_packet.pdf>

Obtain a Personal Identification Number (PIN) to sign online at [www.pin.ed.gov.](http://www.pin.ed.gov/) (If you are a dependent student, a parent will need a PIN as well) Complete the Free Application for Federal Student Aid (FAFSA) available at [www.fafsa.ed.gov.](http://www.fafsa.ed.gov/) **The OSUIT school code is 003172.** Once our office receives your information, we will notify you if additional information is needed and/or send your award letter.

Submit official high school transcript/GED Submit ACT or SAT scores.

ACCUPLACER testing may be required for placement purposes (all students will be required to take Accuplacer assessment unless they can prove proficient in a subject area with ACT sub scores in math, reading, writing or science scores of 19 or above or have transfer credits. Accuplacer testing is a computer generated assessment administered through the Assessment Center at OSUIT. (918-293-5254) <http://www.osuit.edu/academics/assessment_center.php>

Accuplacer sample questions at: [http://www.accuplacer.collegeboard.org](http://www.accuplacer.collegeboard.org/)

Additional Accuplacer Skills Reviews at: <http://www.osuit.edu/academics/assessment_center.php>

Provide a copy of Immunization records or complete the Immunization Record Form or the Certificate of Exemption. <http://www.osuit.edu/campus_community/campus_health/>

Residential Life: Complete room and board contract – Single and Nontraditional Students Room and Board Contract for single students, Family Housing University apartments Contract if you plan to have your family with you at OSUIT. (918-293-4939)

<http://www.osuit.edu/campus_community/residential_life/prospective_residents.php>

Students making application for campus housing are encouraged to apply early. To reserve space in campus housing students must make a deposit of $150 ($500 for family apartments) through the Bursar’s office. (918- 293-5226)

Veterans need to visit with the OSUIT Veteran Service Office. (918) [293-4972.or](https://293-4972.or/) email [www.vetservices@okstate.edu](http://www.vetservices@okstate.edu/)

Complete enrollment through the School of Diesel and Heavy Equipment (918) 293-4710, (918) 293-4730, or (918) 293-3800

Have your student ID card made. Take your class schedule to the front desk of the Grady W. Clack Center.

Visit MyOSUIT and activate your O-Key account. This allows you to access your OSUIT email account, check your grades, view your schedule, modify your enrollment, pay your bill, access the online classroom and receive OSUIT notifications/alerts this gives you 24/7 access to your information. [www.osuit.edu/my\_osuit](http://www.osuit.edu/my_osuit)

### Estimated Cost per Semester

<http://www.osuit.edu/academics/new_tuition.html>

**2022-2023- Estimated Cost Per Semester**

$2,000.00 - $4,500.00 Required Tools (dependent on manufacturer and tool box selected)

|  |  |  |
| --- | --- | --- |
| **Fall 2019 - Semester I** | | |
|  | $1,608.00 | Two Bedroom/One Bathroom Suite |
|  | $150.00 | $150.00 single unit, $500.00 family unit (refundable) |
|  | $886.00 | 20 Meal Plan |
|  | $2,891.85 | Tuition & fees $222.45 (13 credit hours) |
|  | $600.00 | *This is in-state tuition rate*  Books (approximate per semester) |
|  | **$6,135.85** | **Estimated total semester educational expenses** |
| **Spring 2020 - Semester 2** | | |
|  | $1,608.00 | Two Bedroom/One Bathroom Suite |
|  | $886.00 | 20 Meal Plan |
|  | $2,669.40 | Tuition & fees $222.45 (12 credit hours) |
|  |  | *This is in-state tuition rate* |
|  | $600.00 | Books (approximate per semester) |
|  | **$5,763.40** | **Estimated total semester educational expenses** |
| **Summer 2020- Semester 3** | | |
|  | $1,608.00 | Two Bedroom/One Bathroom Suite |
|  | $886.00 | 20 Meal Plan |
|  | $2,669.40 | Tuition & fees $222.45 (12 credit hours) |
|  |  | *This is in-state tuition rate* |
|  | $600.00 | Books (approximate per semester) |
|  | **$5,763.40** | **Estimated total semester educational expenses** |
| **Fall 2020 - Semester 4** | | |
|  | $1,608.00 | Two Bedroom/One Bathroom Suite |
|  | $886.00 | 20 Meal Plan |
|  | $2,669.40 | Tuition & fees $222.45 (12 credit hours) |
|  |  | *This is in-state tuition rate* |
|  | $600.00 | Books (approximate per semester) |
|  | **$5,763.40** | **Estimated total semester educational expenses** |
| **Spring 2021 - Semester 5** | | |
|  | $1,608.00 | Two Bedroom/One Bathroom Suite |
|  | $886.00 | 20 Meal Plan |
|  | $3,336.75 | Tuition & fees $222.45 (15 credit hours) |
|  |  | *This is in-state tuition rate* |
|  | $600.00 | Books (approximate per semester) |
|  | **$6,430.75** | **Estimated total semester educational expenses** |
| **Summer 2021** | **- Semester 6** |  |
|  | $1,608.00 | Two Bedroom/One Bathroom Suite |
|  | $886.00 | 20 Meal Plan |
|  | $2,669.40 | Tuition & fees $222.45 (12 credit hours) |
|  |  | *This is in-state tuition rate* |
|  | $600.00 | Books (approximate per semester) |
|  | **$5,763.40** | **Estimated total semester educational expenses** |
|  | **$35,620.20\*** | **Estimated total educational expenses** |

**Cost of tuition and fees, room and board may change after Oklahoma State Regents meet in July.**

**\*This is an estimate for in-state tuition only.**

## OSUIT School of Transportation & Heavy Equipment

1801 East 4th Street Okmulgee, OK 74447-3901

Office (918) 293-4710

Fax (918) 293-4658

[www.osuit.edu](http://www.osuit.edu/)

**North American Equipment Dealers Association**

**Technician Training Program**

Program

**Diesel and Heavy Equipment**

Degree Awarded

**Associate in Applied Science**

General Requirements

**76 Credit hours**

**2.0 Minimum Overall Grade Point Average**

Typical Schedule for

NORTH AMERICAN EQUIPMENT DEALERS ASSOCIATION PROGRAM

**Plan of Study DHER-216**

**1st Semester - 13 Credit Hours**

DHER 1123 Fundamentals of Maintenance

DHER 1133 Pre Delivery & Preventive Maintenance DHER 1143 Principles of GPS Applications

**GTGE 1111 College Cornerstone**

|  |
| --- |
| DHER 1113 Internship 1 |
| **2ed Semester - 12 Credit Hours**  DHER 1223 Wiring Circuits, Charging & Starting Systems DHER 1233 Hydraulic Principles  **CS 1013 Computer Literacy & Applications** |
| DHER 1213 Internship 2 |

**3rd Semester - 12 Credit Hours**

DHER 1323 Electronic Systems DHER 1333 Hydraulic Systems **ENGL 1033 Technical Writing I**

|  |
| --- |
| DHER 1313 Internship 3 |
| **4th Semester - 12 Credit Hours**  DHER 2416 Engines and Fuel Systems  **Math 1493 Math for Critical Thinking** |
| DHER 2413 Internship 4 |
| **5th Semester - 15 Credit Hours**  DHER 2514 Power Train  DHER 2512 Mobil Air Conditioning  **POLS 1113 U. S. Government**  **HIST 1493 U.S. History Since 1865** |
| DHER 2513 Internship 5 |

**6th Semester - 12 Credit Hours**

DHER 2603 Yield Monitoring, Variable Rate and Auto Steer Diagnostics

DHER 2633 Capstone

**SPCH 1113 Introduction to Speech Communication**

### OSUIT Diesel and Heavy Equipment Program Required Tool List

1/4" drive, 6-point chrome; 3/16” - 9/16” standard;

4mm - 13mm metric; standard & deep socket;

3" extension; ratchet & storage

3/8" drive, 6-point &12-point chrome, 1/4” - 7/8” standard; 10mm - 19mm metric;

standard & deep; 3/8” - 7/8” 6-point deep;

3/8” – 3/4” 6-point flex; 13/16”, 5/8” Spark plug socket; 3/8” Torx bit driver set (T-27 - T-55); universal joint; 3", 6" &10" extension;

11 to 12” flex head ratchet & storage

1/2” drive, 6-point &12-point chrome; 3/8” – 1 1/4” standard; 12-point chrome; 10mm - 19mm standard socket; 21”-24” break over bar; ratchet & storage

1/2” drive Impact 6-point 1/2” – 1 1/4” deep socket; 2" & 6" impact extension; impact universal joint & storage

Standard flair nut wrench set 3/8” – 7/8”

Metric flair nut wrench set 9mm - 21mm Groove joint pliers 10”- 12"

Slip joint pliers 7"- 9”

Needle nose pliers 7”- 9”

Diagonal cutting pliers, Heavy-duty 7"- 9” Curved jaw locking pliers (Vice-grip) 10" Screwdriver set; 4 slotted tips;

Phillips, size 1, 2 ,3; stubby slotted & Phillips

Ratcheting screwdriver set (magnetic preferred) minimum of: Philips 1,2,3; Slotted 5/32”, 7/32”, ¼”; Torx T10-25

Allen SAE hex key set (.028” - 3/8”)

Allen metric hex key set (1.5 mm - 10 mm) 12-point combination wrench set 1/4” – 1 1/4”

12-point metric combination wrench set 7mm – 24 mm 16oz. ball-pein hammer

2lb soft face dead blow hammer 3 lb. cross-peen hammer

5/8x6-1/2x1/2 cold chisel

3/8x5 center punch

5/32x5x3/8 taper punch

3/16x5-1/2x5/16 pin punch

3/4” – 1” diameter Brass drift

Safety Glasses (clear)

25' tape measure

18”-21” rolling head (lady foot) pry bar

18”-24” pry bar with plastic handle and angled blade

Feeler gauge set 0.0015 to 0.035"

Feeler gauge set (bent blade) .008” - .026”

Telescoping magnetic retrieving tool

Flexible retrieving tool Gasket scraper

2”- 3” telescoping mirror Seal pick set

Flashlight: minimum 2D cell, prefer MSHA approved, explosion proof

Outside micrometer 0-1” (.0001” grad.) or 0-25mm (.001mm grad.) Swiss Style (not digital) with ratchet stop or friction thimble, lock lever and carbide tips

Dial caliper 0-6” or 0-150mm

6" stainless steel rule - English 1/32 & metric 1mm

1/2" drive oil filter strap wrench, heavy duty up to 9” diameter

Digital Volt-Ohm Meter and case with minimum specifications:

Auto shut-off, auto range, blown fuse indicator, capacitance, continuity buzzer, data hold, frequency, min/max, diode test function,

20A fused protection

AC Amps 600μA - 10A

AC Volts 600.0 mV – 750V

DC Amps 600μA – 10A DC Volts 600.0 mV – 1000V

Resistance 600.0Ω - 40MΩ.

Electrical Safety ratings: CATII 750V AC, CATII 1,000V DC, CATIII 600V AC/DC

Rollaway tool cabinet: 5 or more drawers, 8000 - 12000 cubic inch storage capacity with ball bearing slides

**Optional**

Top tool chest

1/2" impact wrench

1/2" drive standard impact sockets

1/2" drive metric standard impact sockets 1/2" drive metric deep impact sockets

1/2" ratchet drive micrometer torque wrench 30-250 ft-lb 3/8" ratchet drive micrometer torque wrench 50-250 in-lb 12" pipe wrench

¾”drive socket set

### North American Equipment Dealers Association

### Member Sponsor Commitment Form

North American Equipment Dealers Association Member: Please Print or Type all information:

I am interested in becoming a participating distributor in North American Equipment Dealers Association Technician Training Program offered at OSU INSTITUTE OF TECHNOLOGY and understand the responsibilities of a sponsoring dealership.

The Advisory Board for the North American Equipment Dealers Association on April 12, 2023 approved a motion that each dealer that selects a student to enter this program will provide $600.00 to be billed each semester, it will be used by OSU Institute of Technology for program operation. Dealers may elect to provide other scholarships, incentives or financial help to your student, at your option.

**I, as the sponsoring dealer, recommend this applicant for the North American Equipment Dealers Association Technician Training Program and, agree to his/her sponsorship should he/she meet academic requirements for admission to OSU Institute of Technology.**

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Dealer Name Contact Person

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City State Zip

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Student Application

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address Telephone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address City State Zip

**Note:**

**North American Equipment Dealers Association Member:** Please photocopy this form for your files before returning it to OSU INSTITUTE OF TECHNOLOGY.

Mail form to:

***Terry Killman***

Faculty

Oklahoma State University Institute of Technology

1801 E. 4th St.

Okmulgee, OK 74447

(918) 293-4664

[terry.killman@okstate.edu](mailto:terry.killman@okstate.edu)

#### CONSENT FOR RELEASE OF PERSONAL INFORMATION/EDUCATION RECORDS

I, the undersigned, understand that my consent is required, by the Family Education Rights and Privacy Act of 1974, as amended (“FERPA”), for Oklahoma State University Institute of Technology - Okmulgee (OSUIT) to release any personally identifiable information from my education records not defined as “Public/Directory Information” under the University’s FERPA policy.

I, therefore, authorize access to my educational records (includes all financial and academic records) to the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Relationship | \*CODE (not required) (alphanumeric) | HINT |
| Example | Samuel Jones | Father | Bingo | Dog’s name |
| #1 |  |  |  |  |
| #2 |  |  |  |  |
| #3 |  |  |  |  |
| #4 |  |  |  |  |

* + A CODE is not required but will supply an additional security check. Please supply the CODE and HINT to each person named above, if applicable. We will require the CODE from the person named if a CODE is supplied.

###### ABOUT YOUR CONFIDENTIAL RECORDS:

I understand that my records are protected under a number of federal and state confidentiality regulations and cannot be disclosed without my prior written consent unless otherwise provided for in state and federal regulations, such as Directory Information. I also understand that I may revoke this consent by writing a request at any time except to the extent that action has been taken in reliance on it (e.g. information has been sent or received prior to your revocation, etc.).

I further understand that Oklahoma State University and/or its staff/employees cannot be responsible for confidentiality of information disclosed after said information has been released pursuant to this authorization, and I hereby release Oklahoma State University, and its staff/employees from any liability arising from such disclosure.

Acknowledging the above, with the attached signature, I hereby give authority to proceed as directed herein.

SIGNATURE:

Oklahoma State University Institute of Technology – Okmulgee 1801 East 4th Street Okmulgee, OK 74447-3901

P (918) 293-4682 F (918) 293-4605

[www.osuit.edu](http://www.osuit.edu/)