



Student Information Guide

**Oklahoma State University
Institute of Technology**





Shawn Replogle
OSU Institute of Technology
T-TEN Instructor
1801 E. Fourth Street
Okmulgee, OK 74447
918-293-4734
shawn.replogle@okstate.edu

Chris Salfrank
OSU Institute of Technology
Instructor
1801 E. Fourth Street
Okmulgee, OK 74447
918-293-4736
chris.salfrank@okstate.edu

Sherri Johnson
Sherri.johnson@okstate.edu
OSU Institute of Technology
Dean
School of Transportation & Heavy
Equipment
1801 E. Fourth Street
Okmulgee, OK 74447
918-293-5106



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 dealership technician. This program includes classroom and laboratory sessions on up-to-date Toyota/Lexus vehicles and components as well as work experience at a Toyota/Lexus 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 students to think customer first, analytically diagnose and service and maintain Toyota/Lexus 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 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 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 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. Un-sponsored 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 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.**
- 6. Maintain dealership attendance standards.**
- 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.**
- 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 Students Should Do These Things:

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

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

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](tel:918-293-4734)

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

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

Complete OSUIT Accuplacer assessment tests [918-293-5250](tel:918-293-5250)

Provide official eight-semester high school transcript to the OSUIT admissions office [1801 East Fourth Street, Okmulgee, OK 74447-3901](tel:918-293-3901)

Provide Area Technology school transcript to OSUIT Automotive office (if applicable) [Automotive Department, 1801 East Fourth Street, Okmulgee, OK 74447-3901](tel:918-293-3901)

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



“Lowest Student Debt in the West”

A combination of affordable tuition, industry sponsorships, and paid internship opportunities has placed OSU Institute of Technology at the top of the 2017 list of the U.S. News “Best Colleges” for graduates with the least amount of debt in the West. In the latest rankings, OSUIT was also listed No. 5 in the Top Public Schools; No. 20 in Top Regional Colleges; and No. 7 in Best Ethnic Diversity rankings for the West Region.

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.



Financial Aid Web Sites

Financial Aid Searches:

Fastweb Financial Aid Search – www.fastweb.com

College Board Scholarship Search – http://apps.collegeboard.com/cbsearch_ss/welcome.jsp

Grants and Scholarships:

FAFSA Express – www.FAFSA.ed.gov

Missouri Higher Education Loan Association (MOHELA) – www.mohela.com

Oklahoma Guaranteed Student Loan Program (OGSLP) – www.ogslp.org

Oklahoma State Regents for Higher Education – www.okhighered.org

Oklahoma Tuition Aid Grant (OYAG) – www.otag.org

www.collegefunds.net

<http://www.wiredscholar.com/>

www.freschinfo.com

<http://scholarships.com/>

www.mach25.com

www.nerdwallet.com

General Information:

Direct Student Loan Coalition – <http://directstudentloancoalition.org>

National Association of Student Financial Aid Administrators – www.nasfaa.org

National Council of Higher Education Loan Programs – www.nchelp.org

The Financial Aid Information Page – www.finaid.org

U.S. Department of Education – www.ed.gov

**OSU Institute of Technology/ T-TEN Program
Associate in Applied Science (89 Credit Hours)**

Semester I

TTEN 1724 Introduction to Automotive Technology
TTEN 1405 Toyota Electrical 1
GTGE 1111 College Corner Stone
TTEN 1822 Internship 1
CS 1013 Information Technology & Applications
MATH 2003 Business Math

Semester hours 18

Semester II

TTEN 1805 Toyota Electrical 2
TTEN 1825 Toyota Brake Systems
TTEN 1842 Internship 2
ENGL 1033 Technical Writing I

Semester hours 15

Semester III

TTEN 1345 Toyota Steering & Suspension
TTEN 1915 Toyota Engine Repair
TTEN 2122 Internship
ENGL 2033 Technical Writing II or

Semester hours 15

Semester IV

TTEN 2245 Toyota Automatic Transmissions
TTEN 2235 Toyota Manual Drive Trains
TTEN 2232 Internship 4
POLS 1113 U.S. Government

Semester hours 15

Semester V

TTEN 2425 Toyota Engine Performance 1
TTEN 2475 Toyota Engine Performance 2
TTEN 2252 Internship 5
PSYC 2313 Psychology of Personal Adjustment

Semester hours 15

Semester VI

TTEN 2925 Toyota Climate Control
BADM 2063 Business Law I
HIST 1493 American History Since 1865
SPCH 1113 Speech

Semester hours 14

T-TEN students receive Toyota Certified Technician credits





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 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: Un-sponsored 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 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.**
9. **ASE Refrigerant Recovery and Recycling Certification.**



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 1/2" adapter

1/2-inch drive tools

10" ratchet
Universal joint
3 extension
10" extension
18" flex handle (breaker bar)
1/2" - 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
1/4" 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

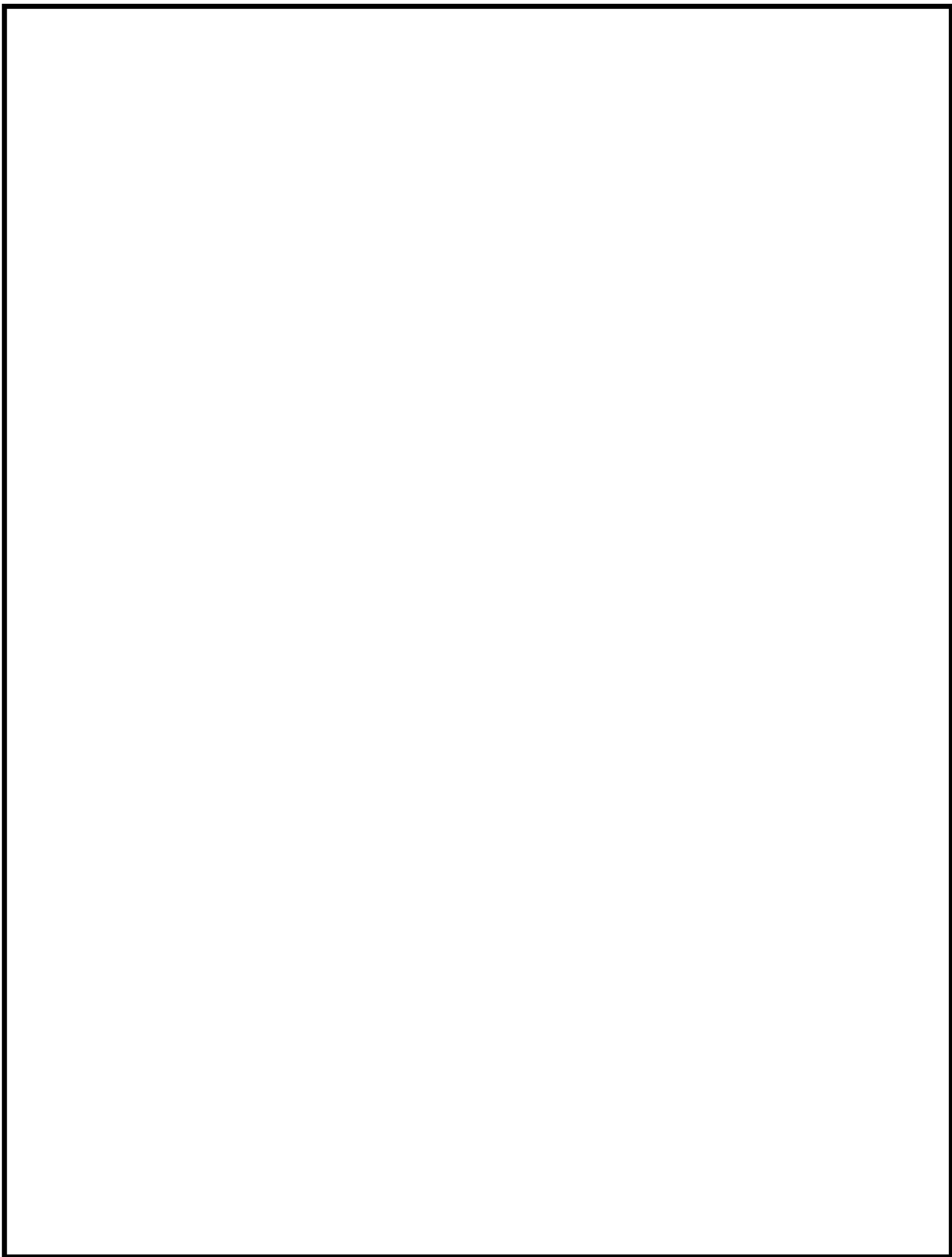
Ratcheting screwdriver with tips
Mini Screwdriver set

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", 1/4" & 5/16" pin punches
3/8" center punch
1/4" 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 (____) _____

Email Address _____ 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 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:

**Shawn Replogle
School of Transportation & Heavy Equipment/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.**

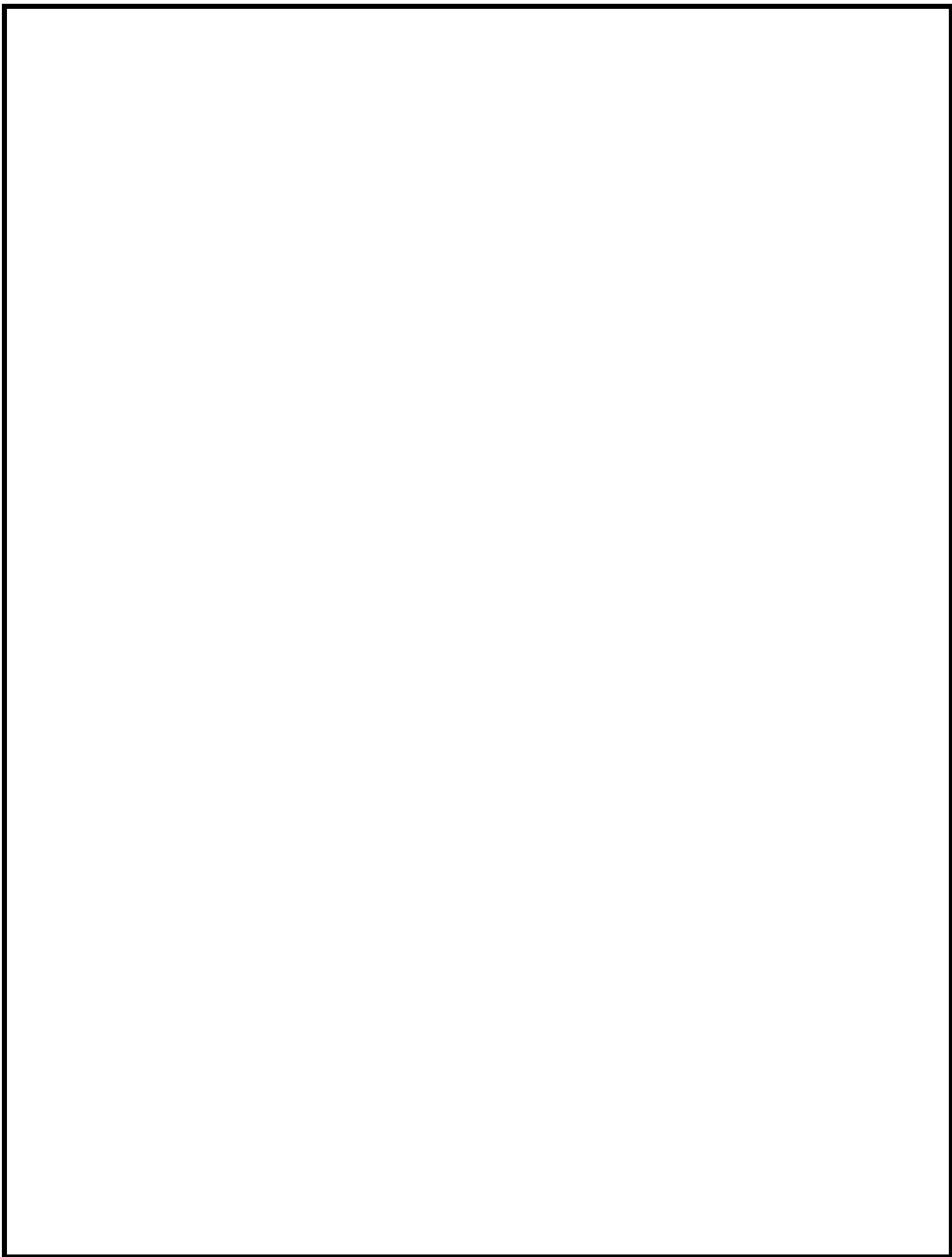
_____ **This Tool Scholarship Agreement does not imply the guarantee of full-time employment by the dealership upon my completion of the T-TEN program.**

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 _____
Student name
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.

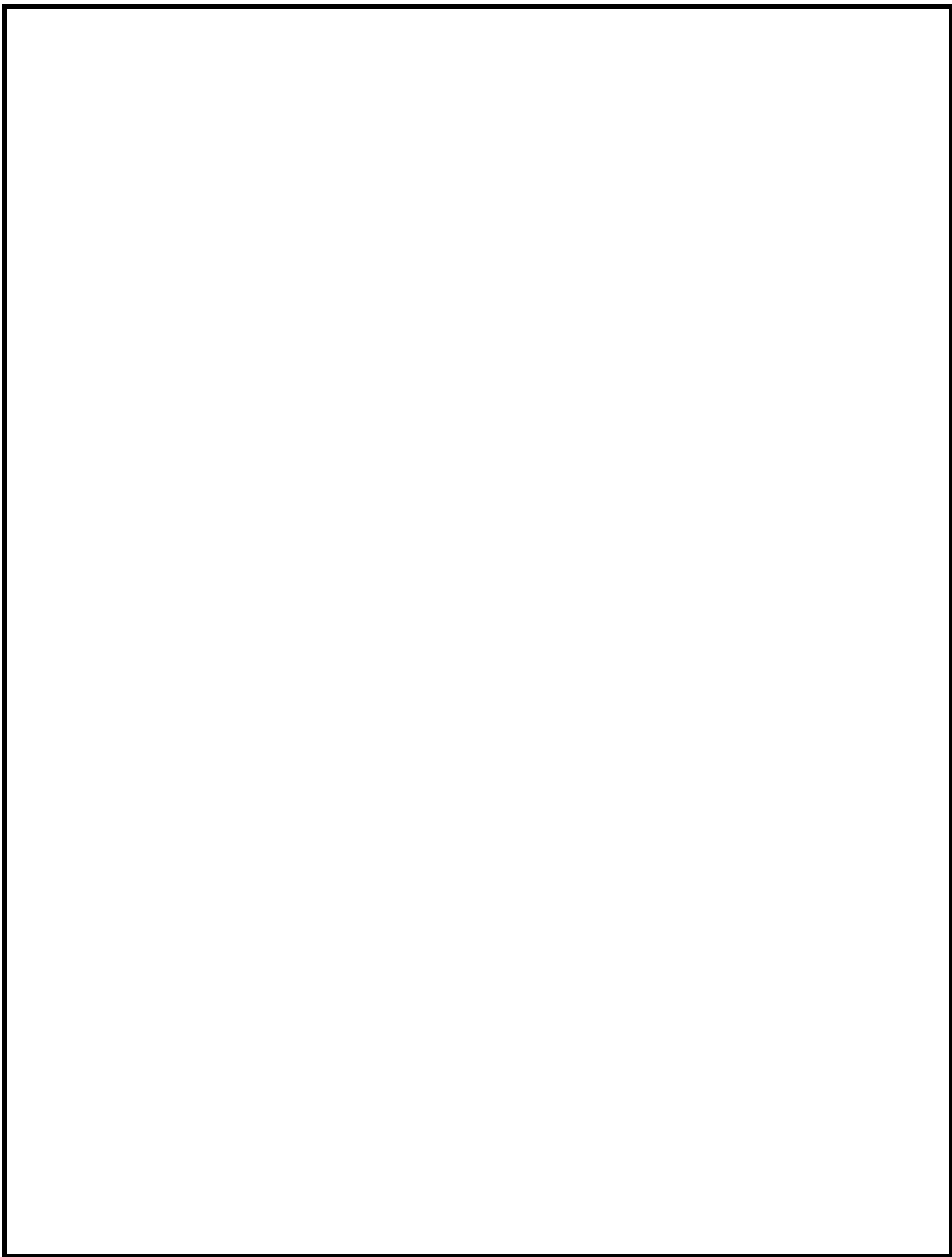
Dealership manager name

Signature

Date

Dealership name

City/State





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**

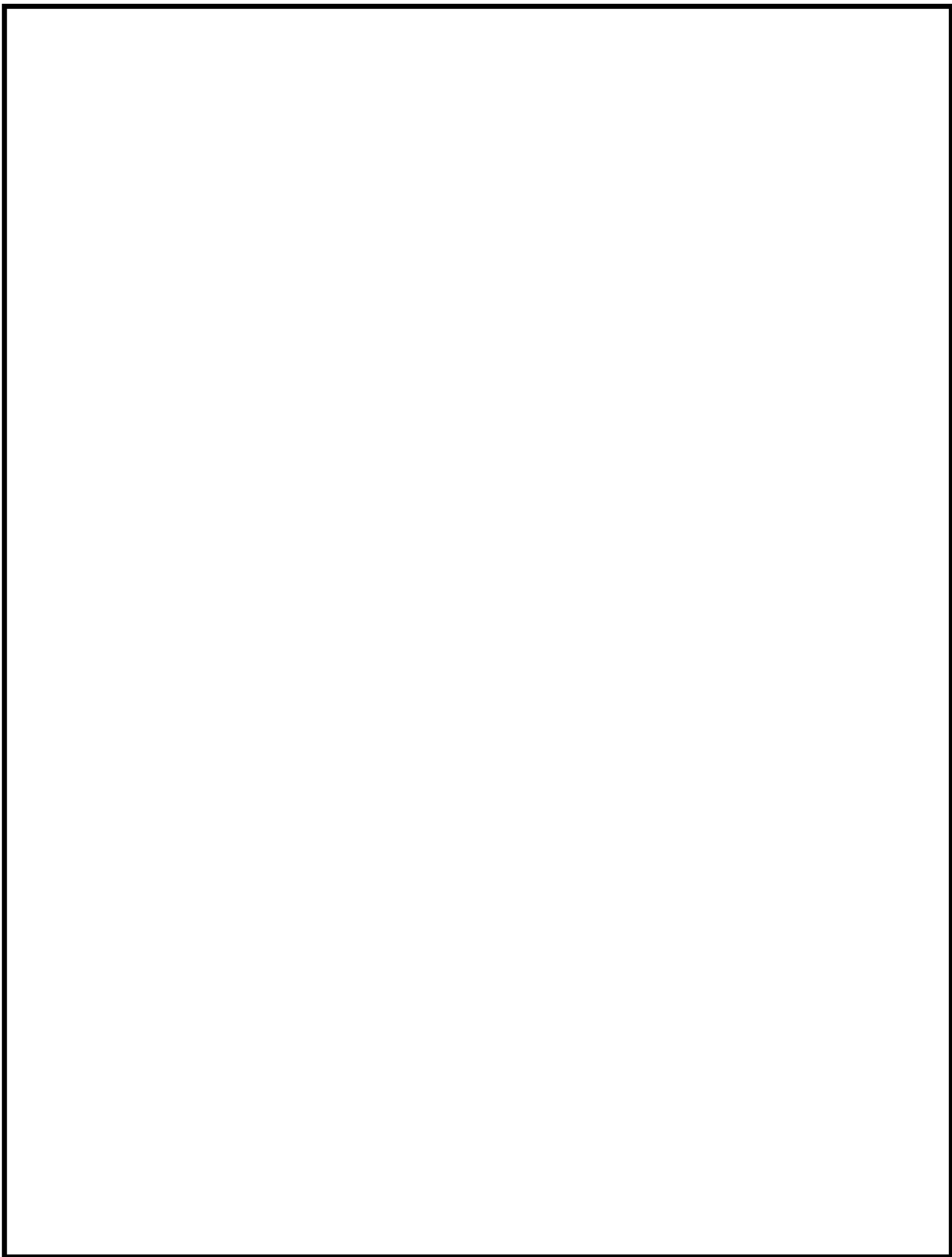
Dealership _____ **Dealer Code** _____ **Phone (____)** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Authorized Dealership Signature _____ **Date** _____

Print / Type Name _____ **Title** _____

Date of Student's First Internship _____ **Starting Wage \$** _____





Dealer Sponsorship Agreement

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.

Name of T-TEN School OSUIT		T-TEN Coordinator Mr. Shawn Replogle		Today's Date
Students Last Name First Middle Name			Student Work Shirt Size MED · LRG · XL · XXL ·	
Home Phone ()	Social Security Number		Date Entered T-TEN	T-TEN School Code 35999
DO YOU HAVE A VALID DRIVERS LICENSE? YES ·		NO ·		Name of High School
				Date Graduated
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.

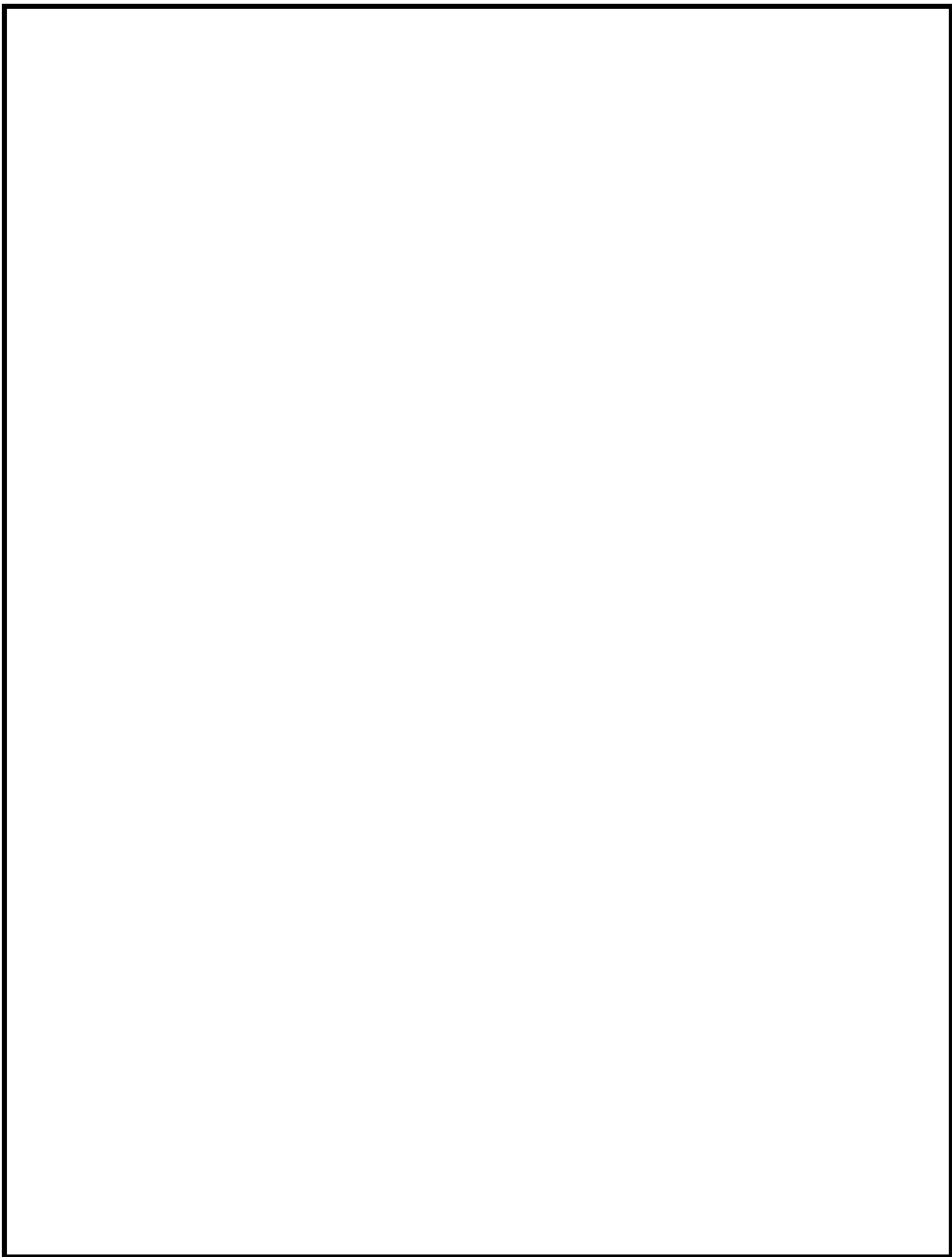
Dealership _____ **Dealer Code** _____ **Phone (_____)** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Authorized Signature _____ **Date** _____

Printed / Typed Name _____ **Title** _____

Date of Students First Co-op _____ **Starting Wage** _____





Un-sponsored Student Enrollment Requirements

in addition to OSUIT enrollment requirements.

- *Interview with OSUIT T-TEN instructor*
- *Provide a current copy of clean Driving Record (no more than 2 points).**
- *Take Val-Par mechanical aptitude test*
- *Take Bennett Mechanical Assessment test*
- *Take and achieve the minimum required scores for the Accuplacer Test*
- *Student will need the minimum tools required to perform lab activities.*
- *Student must have a valid Social Security Number prior to entering the T-TEN program.*
- *Must have a signed sponsor by the first internship. (First internship-TTEN1824).***

The number of openings for un-sponsored students will be determined by T-TEN staff based on class size and industry needs. Applicants will be chosen based on test scores and interview results.

* Un-sponsored 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 dealer sponsorship is not secured.

*** 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 responsible.

If an internship is not obtained by the deadline, OSUIT has the right to cancel enrollment in the Toyota T-TEN Program.

Printed Name _____

Signature _____ Date _____

Instructor _____ Date _____



