

Using the Toyota Certification Status Report For Service Technicians

Quick Training Guide – QT020B

Step-by-step guide on how to use the Toyota Certification Status Report to determine Service Technician certification level, requirements to maintain certification and requirements to advance to the next certification level.



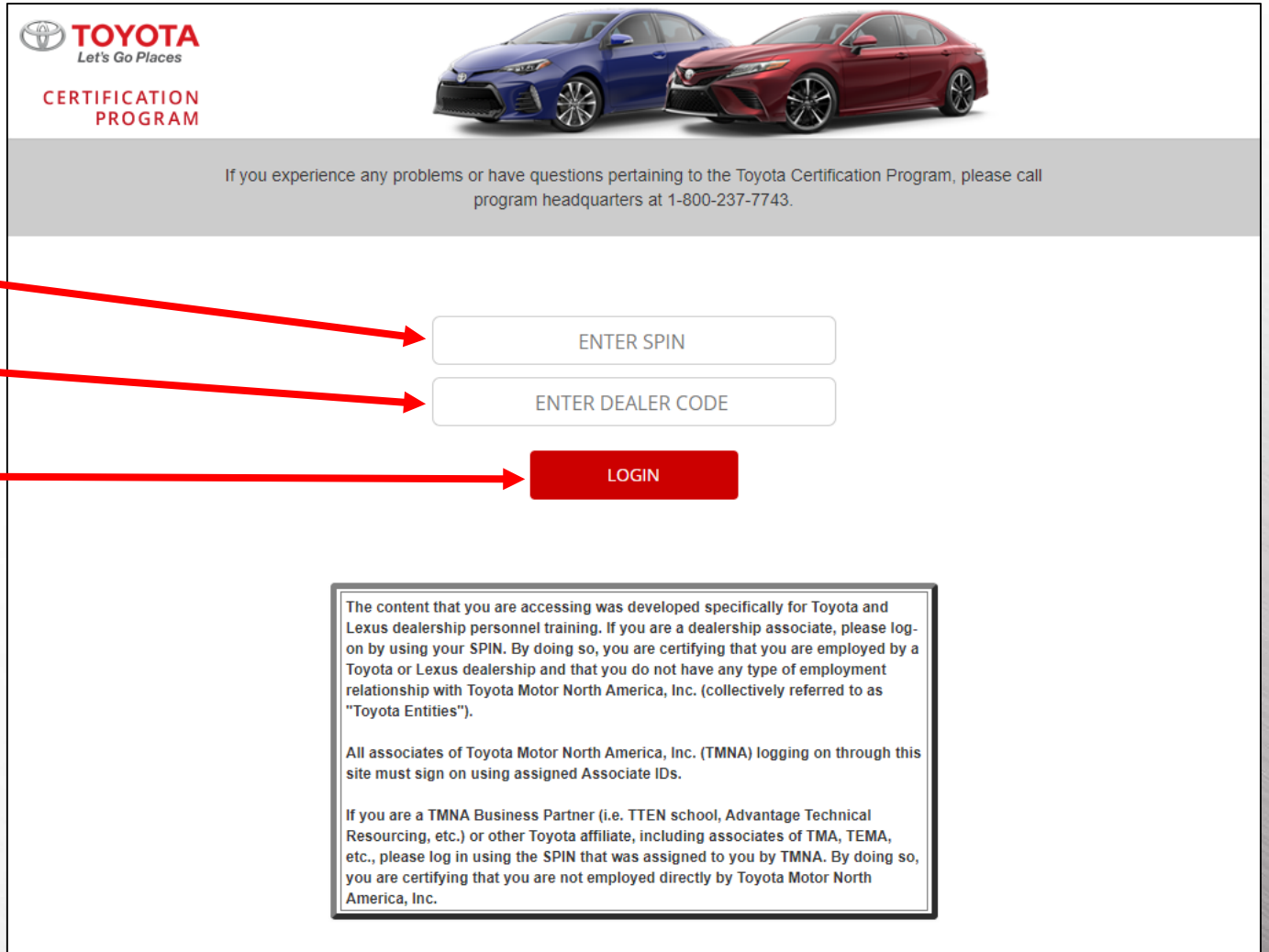
TECHNICAL
TRAINING


Login to Toyotacertification.com

Enter SPIN


Enter Dealer Code

Click Login



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CERTIFICATION PROGRAM



If you experience any problems or have questions pertaining to the Toyota Certification Program, please call program headquarters at 1-800-237-7743.

ENTER SPIN

ENTER DEALER CODE

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Access Reports Page


Click on Reports






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CERTIFICATION PROGRAM



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LEARNING CENTER

CERTIFICATION

REPORTS

SALES RECOGNITION

CUSTOMER FIRST

TESTING/E-LEARNING

RESOURCES/LINKS

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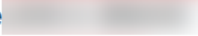
MESSAGE CENTER

LOGOUT

PRIVACY POLICY

COOKIE POLICY

MY CERTIFICATIONS

Welcome 

You have new messages.

Current Certification Status

Job: Technician Certification Level: Maintenance Achieved On: 07/16/2013	Job: Technician Certification Level: Certified - Engine Achieved On: 11/20/2019
Job: Technician Certification Level: Certified - Drivetrain Achieved On: 11/20/2019	Job: Technician Certification Level: Certified - Chassis Achieved On: 11/20/2019
Job: Technician Certification Level: Certified - Electrical Achieved On: 11/20/2019	Job: Technician Certification Level: Expert - Engine Achieved On: 11/20/2019
Job: Technician Certification Level: Expert - Drivetrain Achieved On: 11/20/2019	Job: Technician Certification Level: Expert - Chassis Achieved On: 11/20/2019
Job: Technician Certification Level: Expert - Electrical Achieved On: 11/20/2019	Job: Technician Certification Level: Expert - Hybrid Achieved On: 11/20/2019
Job: Technician Certification Level: Master Achieved On: 11/20/2019	

To obtain more detailed requirements for maintaining your certification, or to view requirements to advance, please refer to the Certification Status Report.

Access Available Reports – Certification Status

Select the appropriate Job Title from the drop-down

Click on Dealer Certification Status Report under Available Reports on the right side

The screenshot displays the Toyota Certification Program web interface. At the top left is the Toyota logo with the slogan "Let's Go Places" and the text "CERTIFICATION PROGRAM". To the right are images of a blue and a red Toyota car, and a "Logout" button. Below the header is a navigation bar with "MY REPORTS" selected, and filters for "National", "Chicago", "District 2", and "12999". A red arrow points to the "Technician" dropdown menu in the "CERTIFICATION" section. Below this is a list of names: Alex Green, Pete Nguyen, Jose Rodriguez, and John Smith. On the right side, under "AVAILABLE REPORTS", a list of reports is shown, with "Dealer Certification Status" highlighted by a red box and a red arrow pointing to it from the text on the left. Other reports include Accelerated Tenure Process, Approved Course Listing, ASE Resources Guide, Certification Rules [US Only], Course Equivalency Process, Course Parity, Dealer Associate Turnover (All Guilds), Dealer Enrollment Report (All Associates), Dealer Enrollment Report, Dealer Skills Summary Report, Dealer Skills Summary Report [prior Aug 2014], and Dealer Turnover Report. A sidebar on the left contains various menu items like "LEARNING CENTER", "REPORTS", "SALES RECOGNITION", etc.

Certification Status Report

Current certification of employee

List of employees for selected Job Title

Toyota Certification Program Dealer Certification Status Report Technician			
Region/District/Dealer	Current Certification Affected	Requirements to Maintain Certification	Requirements to Advance
21 Chicago District 2 12999 Toyota of Headquarters			
Alex Green	Expert	Certified - Engine Requirements Complete Certified - Drivetrain Requirements Complete Expert - Chassis Requirements Complete Expert - Electrical Requirements Complete	Expert - Engine Complete T874Y Complete ASEs A1, A8 Expert - Drivetrain Complete T3511 Complete ASEs A2, A3 Expert - Hybrid Complete T071Y, T0723, T874Y Complete ASEs A1, A7, A8 Master Complete T071Y, T0723, T3511, T874Y, T973B Complete ASEs A1, A2, A3, A7, A8
Pete Nguyen	Master	TEN020A Required 06/30/2020 ASE A5 Expires 12/2020	Complete ASE L1 Complete TEN020A Required 06/30/2020
Jose Rodriguez	Expert	Expert - Engine TEN020A Required 06/30/2020 Expert - Chassis TEN020A Required 06/30/2020 Expert - Electrical TEN020A Required 06/30/2020	Expert - Drivetrain Complete T2746, T3023, T3511 Complete ASEs A2, A3 Complete TEN020A Required 06/30/2020 Expert - Hybrid Complete T071Y, T0723 Complete H013A, TEH515A Complete TEN020A Required 06/30/2020 Master 4 Months of Toyota Tenure Complete T071Y, T0723, T2746, T3023, T3511, T6738, T973B Complete ASEs A2, A3 Complete H013A, TEH515A Complete TEN020A Required 06/30/2020
John Smith	Master	ASEs A4, A5 Expire 12/2020	Complete ASE L1

List of requirements that are needed to maintain the current certification level of employee

List of requirements that are needed to achieve the next certification level for employee

Detailed list of requirements for each certification level can be found by reviewing the Certification Rules from the Report page.