



November 2023

Memo to: District Directors and Fleet Supervisors

From: **FAPT Technicians Qualifications and Training Committee**

Our committee believes strongly that the procedure we have adopted for testing and certifying your technicians and parts managers is a benefit to those districts who take advantage of the opportunity. We realize that some districts have developed incentives for their staff to obtain the **MRT** (Master Repair Technician), **VST** (Vehicle Service Technician) or **PST** (Parts Specialist Technician) designation. These incentives may include an increase in their hourly pay rate or a stipend.

The process enables your technicians to take the test on-line from your district is a comprehensive process for us. From developing test questions, randomly selecting the questions on each test, making personal contact with your proctors to establish the secure connection to our platform, scoring the completed test and analyzing the response by subject area (electrical questions, body, brake, climate control, etc.) for your supervisors is an integral part of the test. We want your supervisors to know the areas the candidates scored weakest so they can focus their training in those areas needed to pass.

The tests will be only offered **one week per quarter** between the hours of 7 am and 4 pm for five days, starting on Monday of the designated week. Several actions must be completed **prior to the beginning of the test week**.

- On-line Registration
- Payment must be received by FAPT for the test or prior approved arrangements made for the payment (\$15.00 per test)
- Proctor contact with our test manager (Shawn Dickason, Broward County) for set up protocol.

Please do not contact FAPT or the Committee to request additional dates, times, etc.

The scheduled test windows will be the first full week of the quarter that begins on a Monday and ends on a Friday (March, September, December). The June session will be during the week of the Technicians Summer Workshop. Technicians will be allowed to take the test either from their home district or while attending the workshop in June. The deadline for advance payment and contact with the test manager is the Monday **prior to the start of the test week**.

If a candidate does not pass the test, he or she can retake the test during the same window if it can be scheduled within the time frame allowed. Once this week has concluded, the candidate will have to register, again, for the next quarter. **There is a \$15.00 fee for all re-takes.**

A link is provided to register for the tests. [Technician Certification](#)

*Please register **only** for the **September** certification at this time.* Dates listed are for your planning. Notifications will be sent one month prior to testing week.

We hope this is helpful to you as you plan testing in your district. Our goal is to serve you as our members and to respect the integrity of the process FAPT has developed.

The Test Windows are:

December 5 – 9, 2022	
March 6 – 10, 2023	June 12 – 16, 2023
September 11 – 15, 2023	December 4 – 8, 2023

Please note: Due to increased costs the Technician Certification tests will increase to \$35.00 per test with one free retake. The increase in testing is effective in the first quarter testing – March 2024.

Karen Strickland
Executive Director, *on behalf of*
Florida Association for Pupil Transportation