Apprentice ONboarding Checklist   
for First 13 Weeks

This checklist is a practical, apprentice-facing, and mentor-supported tool for tracking expectations, milestones, and compliance during the first 90 days of a 2-year automotive service technician registered apprenticeship.

It is designed to:

* Reinforce safety, professionalism, and learning discipline
* Support registered apprenticeship documentation requirements
* Provide clarity on what “good progress” looks like
* Catch issues early, before they become failures

**Important:** Completion of time does not equal competency. All items require mentor   
approval where noted.

## Pre-Start & Day One Checklist

☐ Registered with the Department of Labor  
☐ Apprenticeship standards reviewed and signed  
☐ Wage schedule reviewed and understood  
☐ Mentor assigned and introduced  
☐ Work schedule confirmed  
☐ OJT, and RTI logs activated  
☐ PPE issued and fitted  
☐ Safety rules reviewed and acknowledged

**Mentor Initials:** \_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

## Days 1–7: Orientation & Safety Foundation

**Focus:** Safety, awareness, expectations

☐ Dealership, service department, and parts department orientation completed  
☐ Program structure and 2-year roadmap reviewed

☐ Attendance and conduct expectations understood  
☐ General shop safety training completed  
☐ Lift and vehicle safety training completed  
☐ Tool and equipment safety training completed  
☐ Chemical handling/MSD training completed  
☐ EV/HEV safety awareness completed  
☐ Emergency procedures reviewed  
☐ Observation-only shadowing completed

**Gate:** No hands-on work until all safety items are complete

**Mentor Initials:** \_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

**DAYS 8–30: BASIC SHOP INTEGRATION**

**Focus:** Discipline, repetition, professionalism

☐ Tool identification and proper use demonstrated  
☐ Shop organization and cleanliness standards met  
☐ Vehicle movement and staging performed safely  
☐ Documentation basics introduced  
☐ Tire and wheel service performed under supervision  
☐ Battery testing and replacement performed under supervision  
☐ Basic fluid services completed under supervision  
☐ Assisted with multipoint inspections (MPI)  
☐ Torque procedures followed and verified  
☐ OJT hours logged weekly and accurately  
☐ Initial RTI arrangements made

**30-Day Review**

☐ Safety compliance confirmed  
☐ Attendance and punctuality acceptable  
☐ Coachability and attitude acceptable  
☐ Training logs accurate and complete

**Outcome:** ☐ Continue ☐ Add Support ☐ Escalate

**Mentor Initials:** \_\_\_\_\_\_\_\_ **Manager Initials:** \_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

## Days 31–60: Core Maintenance & Mechanical Exposure

**Focus:** Understanding systems, not speed

☐ Oil and filter services performed correctly  
☐ Air and cabin filter services completed  
☐ Tire rotation and balance completed  
☐ Brake inspections performed with mentor review  
☐ Assisted with brake service  
☐ Steering and suspension inspections completed  
☐ Alignment process observed and assisted  
☐ Cooling system inspections performed  
☐ Belts and hoses inspected and replaced (as applicable)  
☐ Road test procedures observed and discussed  
☐ OJT and RTI hours logged accurately

### 60-Day Review

☐ Skill progression on track  
☐ Quality errors addressed and improving  
☐ Communication and professionalism acceptable  
☐ Safety record clean

**Outcome:** ☐ Continue ☐ Add Support ☐ Escalate

**Mentor Initials:** \_\_\_\_\_\_\_\_ **Manager Initials:** \_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

## Days 61–90: Consolidation & Early Diagnostic Awareness

**Focus:** Accuracy, confidence, independence within limits

☐ Repeat approved maintenance tasks with reduced supervision  
☐ Perform MPI sections independently with review  
☐ Assist with recalls and campaign work  
☐ Follow OEM procedures step-by-step  
☐ Scan tool navigation demonstrated  
☐ Basic electrical checks observed/assisted  
☐ Diagnostic process observed and discussed  
☐ Quality checks consistently completed  
☐ Training logs up to date and audit-ready

**90-Day Review (Onboarding Completion)**

☐ Safety expectations consistently met  
☐ Attendance and reliability confirmed  
☐ Skill milestones achieved  
☐ Positive mentor assessment  
☐ Apprentice understands Year 1 roadmap

**Decision:** ☐ Continue in Program ☐ Remediation ☐ Exit Program

**Mentor Initials:** \_\_\_\_\_\_\_\_ **Manager Initials:** \_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_

## Apprentice Acknowledgement

I understand that progression in this apprenticeship is based on **competency, safety,   
and professionalism**, not time alone.

Apprentice Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

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