

NAPA/ASE Awards Nomination Guide



Each year, NAPA Auto Parts, NAPA Auto Care, and the National Institute of Automotive Service Excellence (ASE) recognize the top achievers in the NAPA system and the industry with the NAPA/ASE Technician of the Year, NAPA/ASE Parts Specialist of the Year, and Auto Care Center of the Year awards. New this year is the introduction of the NAPA/ASE Service Advisor of the Year Award.

Anyone may submit a nomination for the award on behalf of someone they believe is deserving and meets the criteria for the category. All required nomination information must be submitted in its entirety. When preparing your nomination, focus on showcasing what sets them apart and makes them worthy of this distinguished recognition.

★ Click the Links Below to Jump to Each Section

1. [About the Award Categories](#)
2. [Getting Started](#)
 - [ASE Certification Release](#)
 - [Website and Logging In](#)
3. [NAPA Auto Care Center of the Year Criteria and Nomination Guide](#)
 - [Criteria and Required Information](#)
 - [Submitting the Nomination on the website](#)
4. [NAPA/ASE Technician of the Year Criteria and Nomination Guide](#)
 - [Criteria and Required Information](#)
 - [Submitting the Nomination on the website](#)
5. [NAPA/ASE Parts Specialist of the Year Criteria and Nomination Guide](#)
 - [Criteria and Required Information](#)
 - [Submitting the Nomination on the website](#)



About the Award Categories

1

NAPA Auto Care Center of the Year

To highlight the distinction between running a shop vs. working in a shop, we recognize the NAPA Auto Care Center of the Year. This award is for the Auto Care center and team who takes pride in the look of the shop, stays current with training and certifications, a team who goes the extra mile by getting involved in community activities or obtaining various achievements in the industry. This is a NAPA Auto Care center who truly stands behind the NAPA Brand.

NAPA/ASE Technician of the Year

The NAPA/ASE Technician of the Year award was first presented in 1982 and continues to honor an outstanding individual who has risen to the top of their profession in the NAPA Auto Care system. Individuals are selected for this honor based on their ASE credentials, dedication to excellence in the automotive repair industry, customer service efforts, superior technical skills, and continuing education as well as community involvement.

NAPA/ASE Parts Specialist of the Year

In 1998 NAPA began recognizing an exemplary NAPA Auto Parts store owner or employee as the NAPA/ASE Parts Specialist of the Year. The individual selected must demonstrate superior parts knowledge and business practices, show a commitment to customer service and training, and support the community in which he or she works, along with their support for ASE. In addition, the Parts Specialist must also provide outstanding service to the automotive parts, repair, and service industry.

Recognition

After the finalist and winner are chosen, the Auto Care HQ team will collaborate with the local sales team to coordinate recommended local recognition. The Auto Care HQ team will manage national recognition and the prizes for the winners. To view the previous years' winners and the list of prizes, [visit the NAPA ASE Award site homepage](#), scroll to the bottom of the page, and click into each category.

Getting Started

2

Winning this prestigious award is about more than ASE Certifications—it’s about demonstrating unwavering commitment and leadership to our industry, to customers, to NAPA, and to continuous learning beyond ASE. It’s about hard work, dedication, and going the extra mile. When crafting your nomination, be sure to emphasize why they are exceptional and deserving of this award!



For assistance with the ASE certification release status, contact ASE Customer Service to find out why the certifications are not visible at 703-669-6600 from 8 a.m. to 5 p.m. Eastern time, MON – FRI. contactus@ase.com

RELEASE ASE CERTIFICATIONS



ASE Certifications are required in certain sections of the Nomination Form.

If ASE certifications do not load, more than likely the profile is set as *Confidential* and will need to be “Released” on the ASE website

Use this link to view the steps the Technician will need to complete to change the ASE Release Status:

<https://www.ase.com/dist/docs/ASE-No-Release-Change-Form.pdf>

Nomination Website and Logging In

1. Go to the NAPA/ASE website: <https://napaaseaward.com/>
2. From the top right corner, click the *Login* button
3. Create a login (Username/Password)
4. Once logged in, select the nomination category from the top by clicking one of the three boxes



Tip: Bookmark the website to your browser for easy access



Note: NAPA Division, DC and ISO representatives: To submit a nomination, create your own login credentials that are separate from the Division/DC passwords provided from HQ.

NAPA Auto Care Center of the Year Nomination Guide

3

Preparing for the NAPA Auto Care Center of the Year Nomination

Before you begin the nomination, ensure they meet the following criteria for each award, and you have the required information/documentation.

Must Meet This Criteria



Is the shop a Gold Certified location?

- They must be Gold Certified.
- **Shops who are not Gold Certified will not be eligible for the award and their nomination will not be considered.**



Is the shop owner working *in* the business, or working *on* the business?

- Is the member turning wrenches or are they focusing on growing their business?
- How many NAPA Auto Care programs is the shop owner participating in? (*Refer to KPI Report*)



Does the shop represent NAPA/are they embracing co-branding?

- Is the shop owner co-branded (inside, outside, both) with PROimage?
- Do they proudly partner with the NAPA brand?



Are the Technicians well-trained/actively attending training?

- How many cumulative (**active**) ASE Certifications do the Technicians at the shop have?
- What other certifications do the Technicians have?
- Is the shop owner actively sending their technicians to training, virtually or in-person?



Is the Member a good NAPA Partner?

- While purchases should not be the *main* determination of a good Auto Care Center of the Year nominee, we do want to make sure they are using NAPA parts to service their customers.
- What benchmarks is the nominee hitting? (*use KPI Report from NAPA Connect > Auto Care > Reports*)
- How many benchmarks are they hitting? (*use KPI Report from NAPA Connect > Auto Care > Reports*)



Required Information

- ✓ **Auto Care Name/State** or the Member CM#
- ✓ **Owner Name**
- ✓ **All Shop Employees:**
 - First/Last name
 - ASE-ID (*Format: ASE-XXXX-XXXX*), if applicable. **Must be active and not expired.**
 - Job Title
 - Responsibilities
- ✓ **Photos:**
 - Owner
 - Team
 - Lobby
 - Shop Exterior
 - Garage
 - **For best results, use a square cropped photo, maximum image size is 2MB.**
- ✓ **Biography and Detailed Information:** The biography should be detailed and well written while showcasing their educational background, professional experience, area of expertise and major achievements. *Note: There is an option to upload a letter from the owner nominee.*
- ✓ **Auto Care Program Participation** (use KPI Report from NAPA Connect > Auto Care > Reports)
- ✓ **Certifications/Training Certifications**
 - List all training/education certificates obtained by the nominee.
 - List any advanced technical skills.
 - **Must be active and not expired.**
- ✓ **Autotech Class Transcripts**
 - Auto Care centers can access transcripts at: www.napaautocaretraining.com
 - Independent shops can access transcripts at: www.napaautotech.com
 - Need help with Autotech Training records? Contact the NAPA Training Service Center by email at support@napaautotech.com or call:(800) 292-6428.
- ✓ **Industry Involvement Details and Supporting Documentation**
 - Industry involvement should not just be bulleted. Make sure to take the time to list out what specifically the nominee is doing, what role they play, how they are making a difference.
- ✓ **Community involvement details and any supporting documentation.**
 - Community involvement should not just be bulleted. Make sure to take the time to list out what specifically the nominee is doing, what role they play, how they are making a difference.

- ✓ **Letters of Recommendation** speaking to ways in which the owner contributes to the shop efficiency, is a great team player, shows leadership skills and good business practices.

These Recommendations can be written by the NAPA Distribution Center representative/employees, NAPA Store representative, Business Development Group members, peers, esteemed members of the community, members of the Automotive Aftermarket Industry, customers, etc.

Each section allows for additional supporting documentation to be uploaded, the maximum image or document size is 2MB.

Start Nomination



Now that you have collected the required information and supporting documentation, search for the Auto Care center.

1. Search by CM# or the Shop Name and State.

A screenshot of a web form titled "Search for your shop". The form has three main input sections: "Customer Membership Number (CM#)" with a text box containing "12345", "Shop name" with a text box containing "Shop name", and "State" with a dropdown menu showing "Select state". There is a blue "Search" button at the bottom left. The form is enclosed in a black border.

2. Once entered, the following data will auto-populate:
 - a. CM#
 - b. Shop name
 - c. Division
 - d. DC
 - e. Auto Care center address
3. The following sections will require an entry:
 - a. First name
 - b. Last name
 - c. Number of service bays
 - d. Number of technicians employed
4. Click the blue *Continue* button.

- The next page will display all required sections and the completion percentage.



- After each section, select *Save Section* or *Mark this Section Complete*.

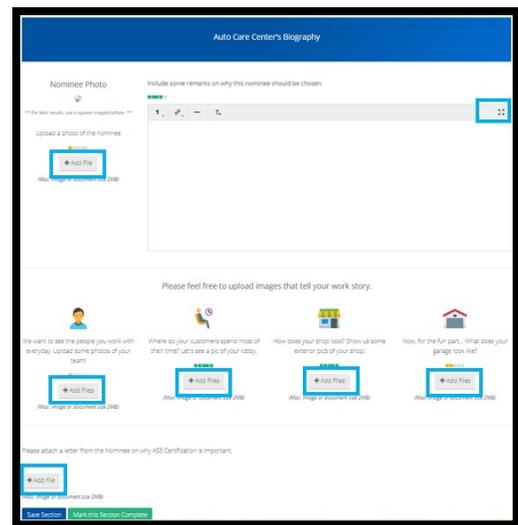


Begin With Any Section and Remember to Save Throughout



Biography Section

- Enter the biography information in the text box.
- Upload nominee photo.
- Upload additional images for the following:
 - Team
 - Lobby
 - Shop Exterior
 - Garage
- Letter from nominee on why ASE Certification is important.
- Click *Save Section* or *Mark this Section Complete*.



Tip:

- ✓ Click the arrows in the top right corner to expand the screen.
- ✓ For best results, use a square cropped photo

Show Employees Section

- Enter all of the employees (name, ASE-ID, title, responsibilities), including the Auto Care owner, who are employed by the shop.

Add Shop Employee ✕

Please add the shop employee here. If they have ASE certifications, you can input their ASE ID and we will automatically get their ASE Certifications.

Employee first name

Employee last name

ASE ID

What is your job title?

What are the employee's job responsibilities?

2. Click *Save Section* or *Mark this Section Complete*.

Employee Registration

Please add all of the employees and their titles, including the Auto Care Owner, that are employed by the shop.

■ ■ ■ ■

Show Auto Care Program Participation Section

1. Select the Auto Care programs in which the Auto Care center is participating.

<p>KPI Program</p> <p><input type="checkbox"/> PROImage</p> <p><small>If you are using a Shop Management Software other than TRACS, please check the box and enter the name of the SMS for the next checkbox</small></p> <p><input type="checkbox"/> TRACS [line]</p> <p><small>Go to the AutoTech training site and download and attach your shops transcript and add them using the Add File button at the end of this section</small></p> <p><input type="checkbox"/> AutoTech Classes for Employees [line]</p> <p><input type="checkbox"/> PROLink</p> <p><input type="checkbox"/> Business Development Group</p> <p><input type="checkbox"/> Registered on NAPA AutoCare.com</p> <p><input type="checkbox"/> NAPA Service Assistant</p> <p><input type="checkbox"/> Digital Vehicle Inspection</p> <p><input type="checkbox"/> NAPA Easy Pay</p>	<p><input type="checkbox"/> CRM</p> <p><input type="checkbox"/> Auto Care APP</p> <p><input type="checkbox"/> Digital Menu Board</p> <p><input type="checkbox"/> Sales Drive</p> <p><input type="checkbox"/> Talent Network</p> <p><input type="checkbox"/> Extended Warranty</p> <p>Benchmarks (Please check the box of each line you purchase primarily from NAPA.)</p> <p><input type="checkbox"/> Mechanical - Atrrom</p> <p><input type="checkbox"/> Mechanical - Battery</p> <p><input type="checkbox"/> Mechanical - Bearings</p> <p><input type="checkbox"/> Mechanical - Belts & Hose</p> <p><input type="checkbox"/> Mechanical - Brakes</p> <p><input type="checkbox"/> Mechanical - Chassis</p> <p><input type="checkbox"/> Mechanical - Filter</p> <p><input type="checkbox"/> Mechanical - Ignition</p>	<p><input type="checkbox"/> Mechanical - Rotating Electrical</p> <p><input type="checkbox"/> Mechanical - Shock</p> <p><input type="checkbox"/> Collision - 3M</p> <p><input type="checkbox"/> Collision - Martin Senour</p> <p><input type="checkbox"/> Collision - Batteries</p> <p><input type="checkbox"/> Collision - Chassis</p> <p><input type="checkbox"/> Collision - Radiators</p> <p><input type="checkbox"/> Truck - Battery</p> <p><input type="checkbox"/> Truck - Belts & Hose</p> <p><input type="checkbox"/> Truck - Brakes</p> <p><input type="checkbox"/> Truck - Chassis</p> <p><input type="checkbox"/> Truck - Filter</p> <p><input type="checkbox"/> Truck - Ignition</p> <p><input type="checkbox"/> Truck - Lighting</p> <p><input type="checkbox"/> Truck - Rot Elect</p> <p><input type="checkbox"/> Truck - Shocks/Struts</p>
--	--	---

- **Autotech Class Transcripts** can be uploaded on the Autotech training site and added as attachments to this section.
2. Click *Save Section* or *Mark this Section Complete*.

Show Industry/Community Involvement Section

1. Tab #1: Enter the nominee's Industry Involvement in the first tab (e.g., teaches at vocational school, member of Automotive Associations, assists ASE with test questions, etc.)
2. Tab #2: Enter the nominee's Community Involvement in the second tab (e.g., civic/youth/Rotary/Jaycees/other organizations).
3. Click *Save Section* or *Mark this Section Complete*.

The screenshot shows a web form titled "Industry/Community Involvement". Below the title is a blue header bar with the text "Industry/Community Involvement". Underneath is a subtitle: "Tell us about the nominee's industry involvement (teaches at vocational school, member of Automotive Associations, assists ASE with test questions, etc.)". There are two tabs: "Industry Involvement" (active) and "Community Involvement". Below the tabs is a rich text editor with a toolbar containing icons for bold, italic, link, and unlink. The editor area is currently empty. At the bottom, there is an "Industry Involvement Upload" section with a "+ Add Files" button and a note: "(Max. image or document size 2MB)".

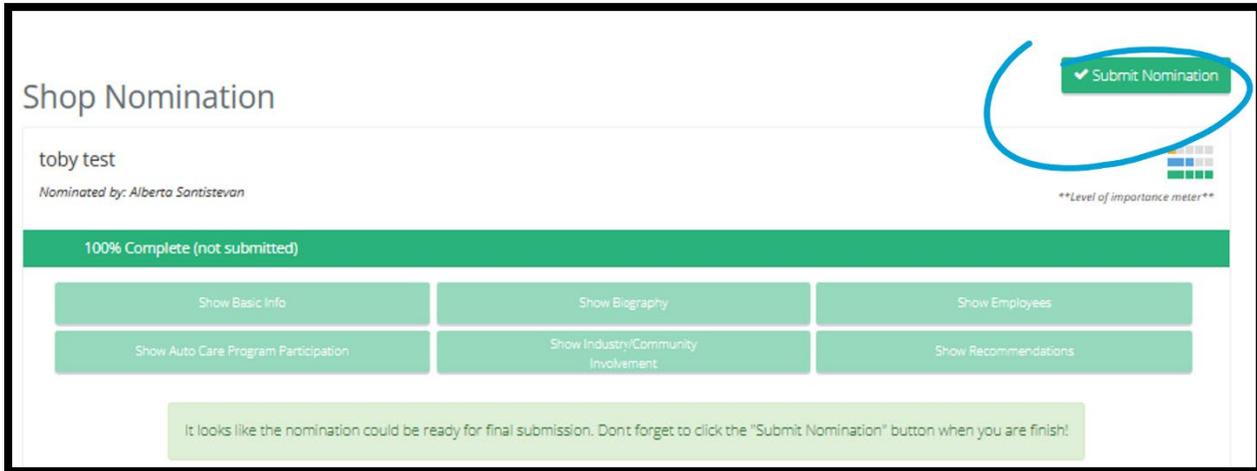
Show Recommendations Section

1. Upload any Letters of Recommendation.
2. Click *Save Section* or *Mark this Section Complete*.

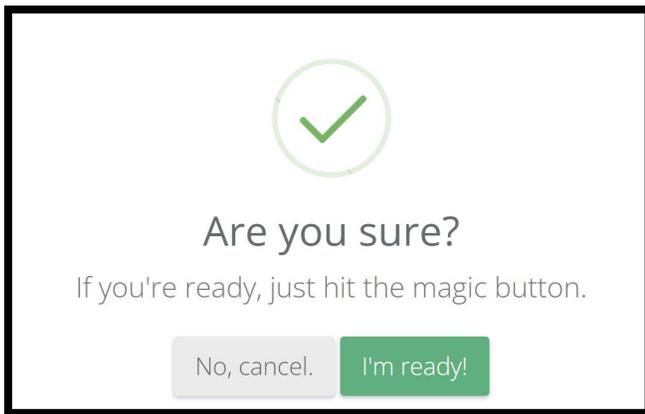
The screenshot shows a web form titled "Letter(s) of Recommendation". Below the title is a blue header bar with the text "Letter(s) of Recommendation". Underneath is a subtitle: "Submit any Letters of Recommendation speaking to ways in which the Business Owner contributes to the shop efficiency, a great team player, shows leadership skills and good business practices. These Recommendations can be written by the NAPA Distribution Center Representative, NAPA Store Representative, Business Development Group members, peers." Below the subtitle is a progress indicator with four green squares. There is a "+ Add Files" button and a note: "(Max. image or document size 2MB)". At the bottom, there are two buttons: "Save Section" (blue) and "Mark this Section Complete" (green).

Submit Nomination

Once all information has been entered/uploaded and all sections are *Marked as Complete* and green, click the green *Submit Nomination* button.

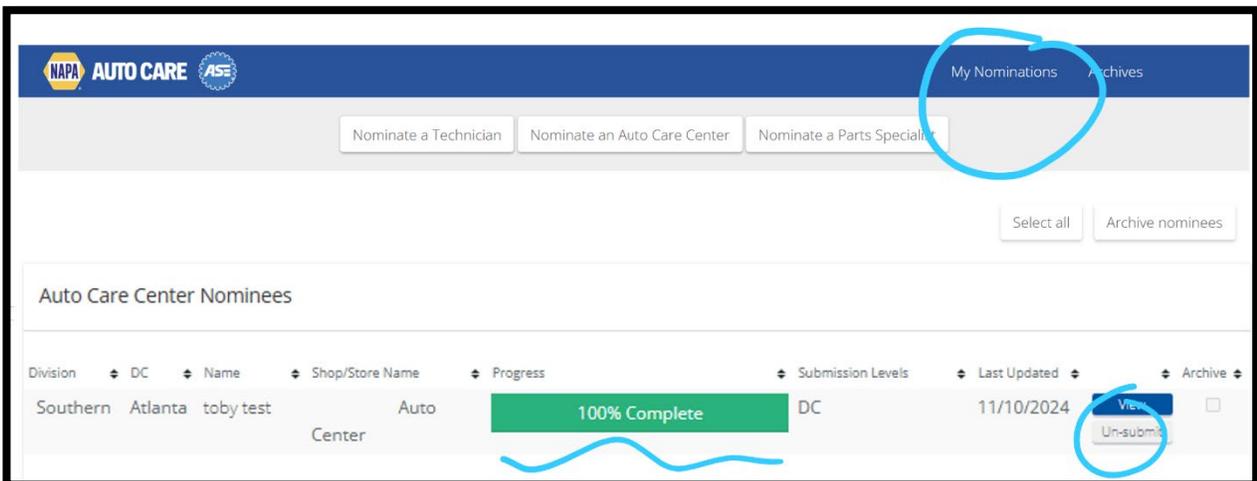


Confirm by clicking green *I'm ready!* Button.



Need to Edit the Nomination?

Once the nomination is submitted, it can be edited by going to *My Nominations* and clicking *Un-Submit* under the nomination. Then click *View*, make any edits, and don't forget to *Submit* again once done.



NAPA/ASE Technician of the Year Nomination Guide

4

Preparing for the NAPA/ASE Technician of the Year Nomination

Before you begin the nomination, ensure they meet the following criteria for each award, and you have the required information/documentation.

Must Meet This Criteria



- ★ Is the nominee a current NAPA Auto Care/ASE Certified Master Technician?
 - Their ASE certification must be active and not expired.
- ★ Is the nominee a shop owner?
 - Shop owners are not eligible to win this award. Nominate a shop owner under Auto Care Center of the Year category.
- ★ Is the nominee actively attending training/education courses to remain an expert?
 - What additional certifications does the nominee have?
 - What additional training has the nominee attended?
- ★ Is the nominee a NAPA/NAPA Auto Care advocate?
 - Do they regularly participate in NAPA Sponsored events (when invited)?
 - Do they promote NAPA parts to their customers?
- ★ Is the nominee active in his/her community/the automotive aftermarket industry?
 - Is the nominee well-known and respected within the community?
 - Is the nominee active in their community/extra-curricular activities? I.e., coaching/volunteering Is the nominee working with Vo-Tech schools or the Apprentice Program to build the next generation of Technicians?
 - Is the nominee involved in industry groups to help continue to push the automotive aftermarket forward?



Required Information

- ✓ **Auto Care Name/State** or the Member CM#
- ✓ **Technician First and Last Name**
- ✓ **ASE-ID** (Format: ASE-XXXX-XXXX)
 - **Must be active and not expired.**
- ✓ **Photo of Technician**
 - **For best results, use a square cropped photo, maximum image size is 2MB.**
- ✓ **Biography and Detailed Information** on the reason for the nomination
 - The biography should be detailed and well written while showcasing their educational background, professional experience, area of expertise and major achievements.
 - There is an option to upload a letter from the Technician nominee on why ASE Certification is important.
- ✓ **Industry Certifications/Training Certifications**
 - List all training/education certificates obtained by the nominee.
 - List any advanced technical skills.
 - **Must be active and not expired.**
- ✓ **Autotech Class Transcripts**
 - Auto Care centers can access transcripts at: www.napaautocaretraining.com
 - Independent shops can access transcripts at: www.napaautotech.com
 - Need help with Autotech Training records? Contact the NAPA Training Service Center by email at support@napaautotech.com or call:(800) 292-6428.
- ✓ **Industry Involvement Details and Supporting Documentation**
 - Industry involvement should not just be bulleted. Take time to list out what specifically the nominee is doing, what role they play, how they are making a difference.
- ✓ **Community Involvement Details and Supporting Documentation.**
 - Community involvement should not just be bulleted. Take time to list out what specifically the nominee is doing, what role they play, how they are making a difference.
- ✓ **Letters of Recommendation** speaking to ways in which the Technician contributes to the shop efficiency, a great team player, shows leadership skills and good business practices.
 - These Recommendations can be written by the NAPA Distribution Center representative/employees, NAPA Store representative, Business Development Group members, peers, esteemed members of the community, members of the Automotive Aftermarket Industry, customers, etc.

Each section allows for additional supporting documentation to be uploaded, the maximum image or document size is 2MB.

Start Nomination



Now that you have collected the required information and supporting documentation, search for the Auto Care center where the technician works.

1. Search by CM# or the Shop Name and State.

The screenshot shows a search form titled "Search for your shop". It contains three input fields: "Customer Membership Number (CM#)" with the value "12345", "Shop name" with the placeholder "Shop name", and "State" with a dropdown menu showing "Select state". A blue "Search" button is located at the bottom left of the form.

2. Once entered, the following data will auto-populate:
 - a. CM#
 - b. Shop name
 - c. Division
 - d. DC
 - e. Auto Care center address
3. The following sections will require an entry:
 - a. ASE-ID (Format: ASE-XXXX-XXXX)
 - b. First name
 - c. Last name
4. Click the blue *Continue* button.
5. The next page will display all required sections and the completion percentage.

The screenshot shows a progress bar at the top with a red segment on the left and the text "17% Complete". Below the progress bar is a grid of six buttons: "Show Basic Info" (highlighted in green), "Show Biography", "Show Certifications", "Show Training", "Show Industry/Community involvement", and "Show Recommendations". A small logo and the text "**Level of importance meter**" are visible in the top right corner.

6. After each section, select *Save Section* or *Mark this Section Complete*.



Begin With Any Section and Remember to Save Throughout



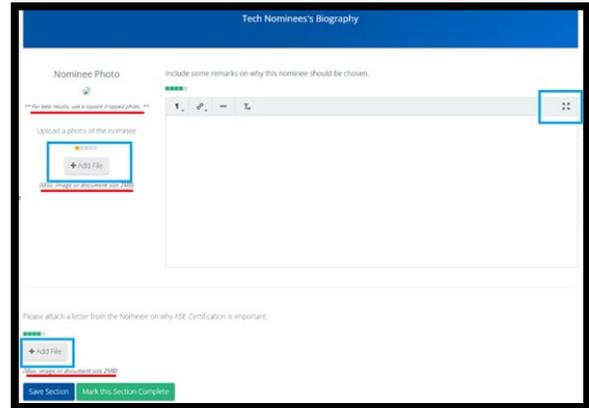
Biography Section

1. Enter the biography information in the text box.
2. Upload nominee photo.
3. Letter from nominee on why ASE Certification is important.
4. Click *Save Section* or *Mark this Section Complete*.



Tip:

- ✓ Click the arrows in the top right corner to expand the screen.
- ✓ For best results, use a square cropped photo



Show Certifications

1. Upload/enter additional industry standard certifications that will validate the Technician's expertise.
 - ASE Certifications:
 - ASE certifications will load once the ASE number is entered.
 - If ASE certifications do not load, see page #2 for more information on how to "Release ASE Certifications."
2. Click *Save Section* or *Mark this Section Complete*.

ASE Certifications

You have no ASE certifications. If this is incorrect, then please make sure your ASE profile is not set as confidential. Otherwise, contact ASE to find out why your certifications are not visible.

Refresh ASE Certifications

If it appears that some of your certifications were not imported, you can attempt to refresh them here. If that doesn't work, you will need to contact ASE to see why all of your certifications are not showing. If ASE is able to find a solution, you can come here and refresh them again so that they are updated.

National Institute for Automotive Service Excellence
Phone: 703-669-6600
Fax: 703-669-6127
Email: contactus@ase.com
Website: www.ase.com

Refresh ASE Certifications

Additional Industry Standard Certifications

If you have additional industry standard certifications that you feel validate your expertise and could give you a better chance at winning, please upload those here.

Add Files

(Max. image or document size 2MB)

Show Training

1. Select the training the Technician has completed in the last three years. Complete all sections that require a date and location.
 - o **Additional Training:** If there is additional training other than the training mentioned above, it can be listed in the box. Don't forget to enter dates and locations.
 - o **Autotech Class Transcripts** can be uploaded on the Autotech training site and added as attachments to this section.
2. Click *Save Section* or *Mark this Section Complete*.

The screenshot shows a web form titled "Technician Trainings" with a blue header. Below the header, there is a blue bar with the title "Technician Trainings". The main content area has a light blue background and contains the following sections:

- Instructions:** "Please select all of the training in which you have participated. Be sure and fill out the inputs for the trainings that require a date and location."
- Legend:**
 - Green squares: NAPA Training Programs and Clinics
 - Yellow squares: Manufacturers' Schools and Clinics
- Selection Grid:**
 - NAPA Training Programs and Clinics (attended in the past 12 months)**
 - NAPA Autotech/Auto Care eLearning (print transcript)
 - NAPA Autotech Classes
 - Manufacturer's School and Clinics**
 - NAPA Electrical Systems
 - NAPA Filters & Hydraulics
 - NAPA Heavy Duty
 - Other Training**
 - NAPA Paint, Body & Equipment
 - NAPA Retail Sales/Backup
 - NAPA Tools & Equipment
 - NAPA Undercar
 - NAPA Underhood
- Additional Training:**
 - Text: "If you have additional training other than the training mentioned above, feel free to list that here. Be sure and be as detailed as possible with dates and locations."
 - Rich text editor toolbar with icons for bold, italic, link, unlink, and list.
 - Large empty text area for input.
- AutoTech Class Transcript:**
 - Text: "Go to the AutoTech training site and download and add your transcript here."
 - Text: "Auto Care Centers can access transcripts at: www.napaaautoretraining.com"
 - Text: "Independent shops can access transcripts at: www.napaaautotech.com"
 - Button: "+ Add File"
 - Text: "(Max. image or document size 2MB)"

Show Industry/Community Involvement Section

1. Tab #1: Enter the nominee's Industry Involvement in the first tab (e.g., teaches at vocational school, member of Automotive Associations, assists ASE with test questions, etc.)

2. Tab #2: Enter the nominee's Community Involvement in the second tab (e.g., civic/youth/Rotary/Jaycees/other organizations).
3. Click *Save Section* or *Mark this Section Complete*.

Industry/Community Involvement

Tell us about the nominee's industry involvement (teaches at vocational school, member of Automotive Associations, assists ASE with test questions, etc.)

Industry Involvement Community Involvement

1 | | - | Ix

Industry Involvement Upload

+ Add Files

(Max. image or document size 2MB)

Show Recommendations Section

1. Upload any Letters of Recommendation.
2. Click *Save Section* or *Mark this Section Complete*.

Letter(s) of Recommendation

Submit any Letters of Recommendation speaking to ways in which the Technician contributes to the shop efficiency, a great team player, shows leadership skills and good business practices. These Recommendations can be written by the NAPA Distribution Center Representative, NAPA Store Representative, NAPA Auto Care Center employees, any peers.

+ Add Files

(Max. image or document size 2MB)

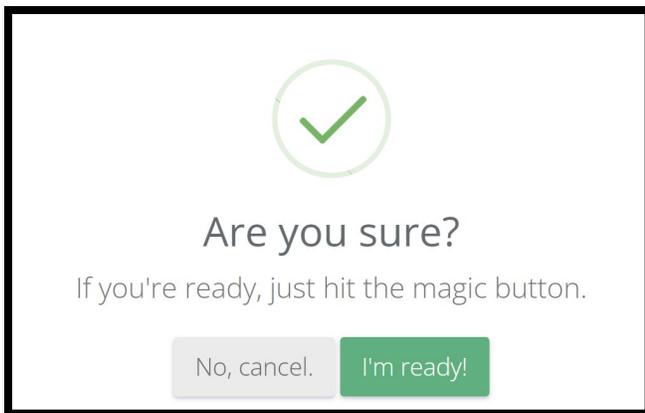
Save Section Mark this Section Complete

Submit Nomination

Once all information has been entered/uploaded and all sections are *Marked as Complete* and green, click *the green Submit Nomination* button.

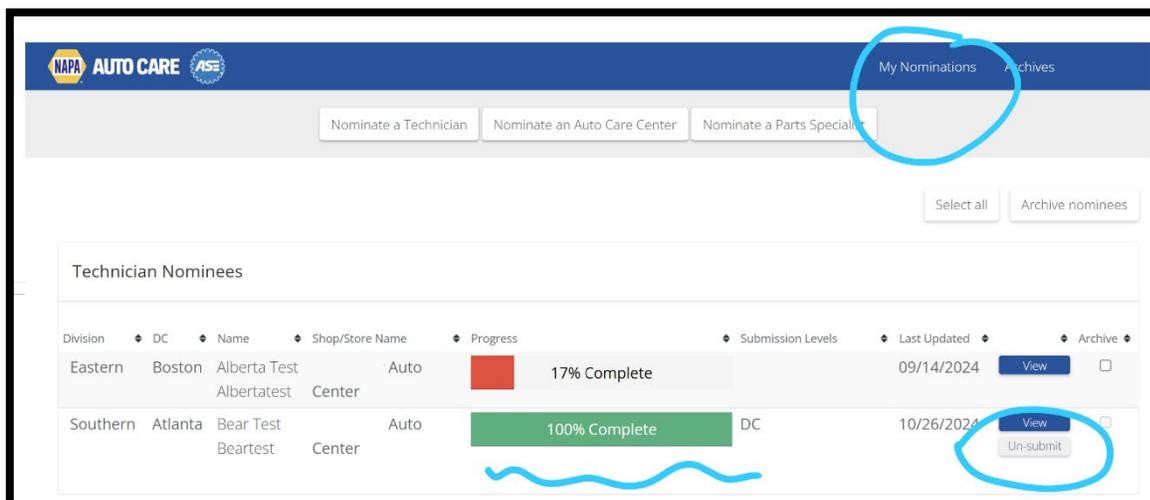


Confirm by clicking green *I'm ready!* Button.



Need to Edit the Nomination?

Once the nomination is submitted, it can be edited by going to *My Nominations* and clicking *Un-Submit* under the nomination. Then click *View*, make any edits, and don't forget to *Submit* again once done.



NAPA/ASE Parts Specialist of the Year Nomination Guide

Preparing for the NAPA/ASE Parts Specialist of the Year Nomination

5

Before you begin the nomination, ensure they meet the following criteria for each award, and you have the required information/documentation.

Must Meet This Criteria



★ Is the nominee actively attending training/education courses to remain an expert?

- **Their ASE certification must be active and not expired.**
- What additional certifications does the nominee have?
- What additional training has the nominee attended?

★ Is the nominee a NAPA/NAPA Auto Care advocate?

- Do they regularly participate in NAPA Sponsored events (when invited)?
- Do they promote NAPA parts to their customers?

★ Is the nominee active in his/her community/the automotive aftermarket industry?

- Is the nominee well-known and respected within the community?
- Is the nominee active in their community/extra-curricular activities? I.e., coaching/volunteering Is the nominee working with Vo-Tech schools or the Apprentice Program to build the next generation of Technicians?
- Is the nominee involved in industry groups to help continue to push the automotive aftermarket forward?



Required Information

- ✓ Store Name/Number/Address
- ✓ Division and DC
- ✓ Parts Specialist's First and Last Name
- ✓ ASE-ID (Format: ASE-XXXX-XXXX)
 - Must be active and not expired.
- ✓ Photo of Parts Specialist
 - For best results, use a square cropped photo, maximum image size is 2MB.
- ✓ Biography and Detailed Information on the reason for the nomination
 - The biography should be detailed and well written while showcasing their educational background, professional experience, area of expertise and major achievements.
 - There is an option to upload a letter from nominee on why ASE Certification is important.
- ✓ Industry Certifications/Training Certifications
 - List all training/education certificates obtained by the nominee.
 - List any advanced technical skills.
 - Must be active and not expired.
- ✓ Autotech Class Transcripts
 - Auto Care centers can access transcripts at: www.napaautocaretraining.com
 - Independent shops can access transcripts at: www.napaautotech.com
 - Need help with Autotech Training records? Contact the NAPA Training Service Center by email at support@napaautotech.com or call:(800) 292-6428.
- ✓ Industry Involvement Details and Supporting Documentation
 - Industry involvement should not just be bulleted. Take time to outline what specifically the nominee is doing, what role they play, how they are making a difference.
- ✓ Community Involvement Details and Supporting Documentation.
 - Community involvement should not just be bulleted. Take time to list out what specifically the nominee is doing, what role they play, how they are making a difference.
- ✓ Letters of Recommendation speaking to ways in which the Parts Specialist contributes to the shop efficiency, a great team player, shows leadership skills and good business practices.
 - These Recommendations can be written by the NAPA Distribution Center representative/employees, NAPA Store representative, Business Development Group members, peers, esteemed members of the community, members of the Automotive Aftermarket Industry, customers, etc.

Each section allows for additional supporting documentation to be uploaded, the maximum image or document size is 2MB.

Start Nomination



Now that you have collected the required information and supporting documentation, search for the Auto Care center where the technician works.

1. Enter the Store Number and Name.
2. Select the Division and DC from the drop-down menu.
3. Enter the Parts Specialist's name and store address.

Store Number
store number

Store name
Shop name

Division
Select your division

DC
Select your DC

First name
First name

Last name
Last name

Address 1
Address 1

Address 2
Address 2

City
City

State
Select state

Zip
Zip

Continue

4. Click the blue *Continue* button.
5. The next page will display all required sections and the completion percentage.

17% Complete

Show Best Info

Show Biography

Show Certifications

Show Training

Show Industry/Community Involvement

Show Recommendations

Level of importance meter

6. After each section, select *Save Section* or *Mark this Section Complete*.

Save Section

Mark this Section Complete



Begin With Any Section and Remember to Save Throughout



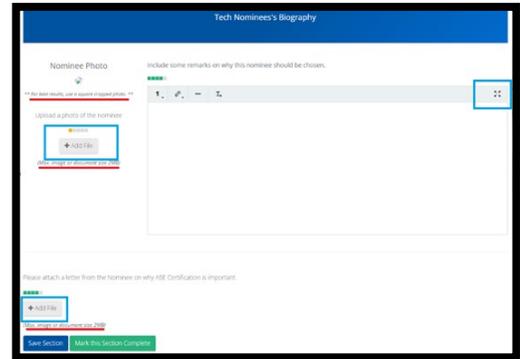
Biography Section

1. Enter the biography information in the text box.
2. Upload nominee photo.
3. Letter from nominee on why ASE Certification is important.
4. Click *Save Section* or *Mark this Section Complete*.



Tip:

- ✓ Click the arrows in the top right corner to expand the screen.
- ✓ For best results, use a square cropped photo



Show Certifications

1. Upload/enter additional industry standard certifications that will validate the Parts Specialist's expertise.
 - ASE Certifications
 - Additional Industry Standard Certifications
2. Click *Save Section* or *Mark this Section Complete*.

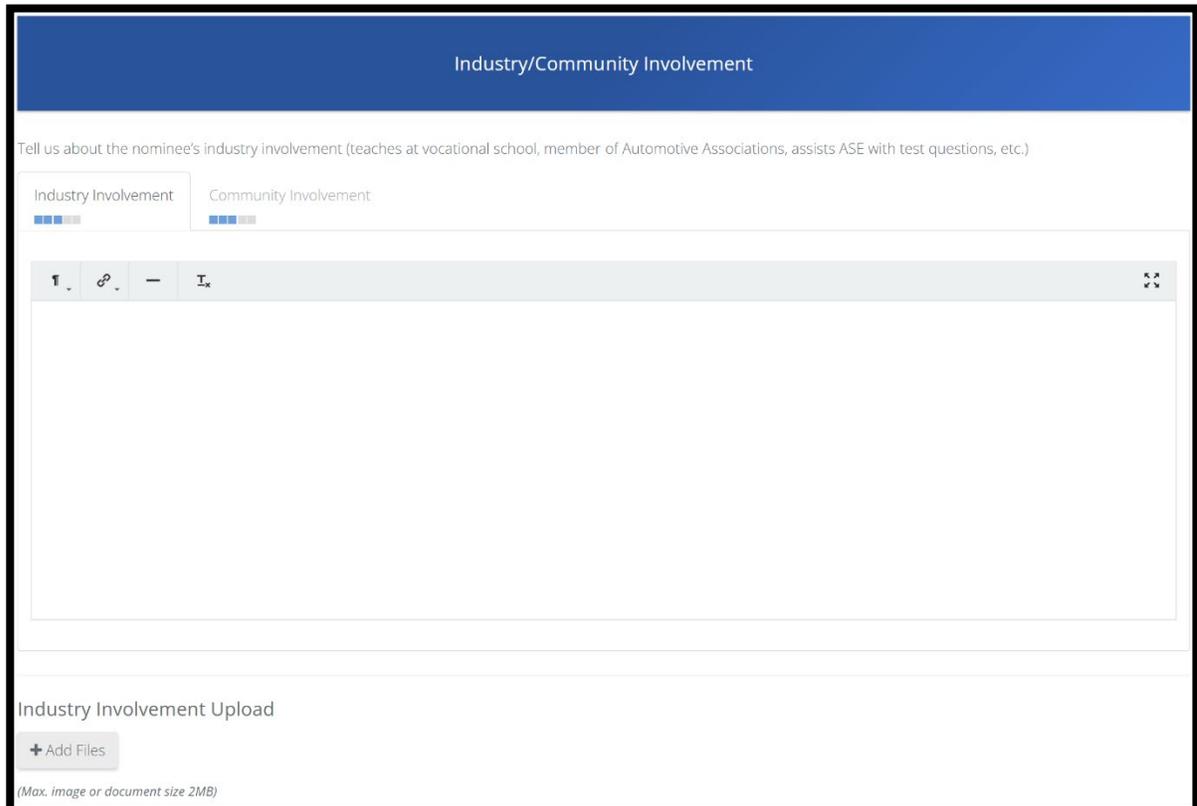
Show Training

1. Select the training the Parts Specialist has completed in the last three years. Complete all sections that require a date and location.
 - **Additional Training:** If there is additional training other than the training mentioned above, it can be listed in the box. Don't forget to enter dates and locations.
 - **Autotech Class Transcripts** can be uploaded on the Autotech training site and added as attachments to this section.
2. Click *Save Section* or *Mark this Section Complete*.



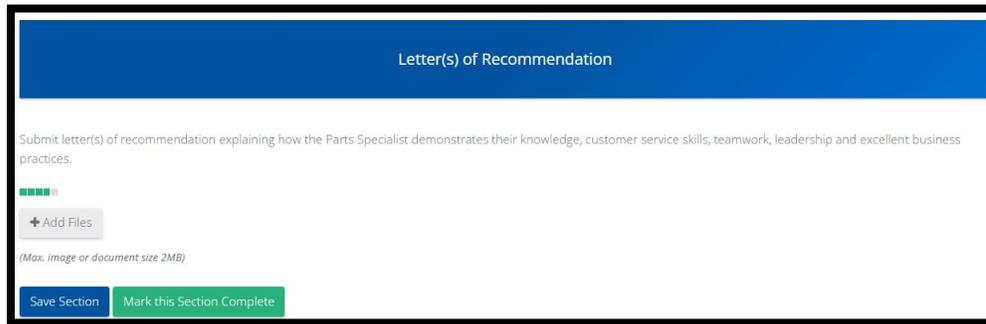
Show Industry/Community Involvement Section

1. Tab #1: Enter the nominee's Industry Involvement in the first tab (e.g., teaches at vocational school, member of Automotive Associations, assists ASE with test questions, etc.)
2. Tab #2: Enter the nominee's Community Involvement in the second tab (e.g., civic/youth/Rotary/Jaycees/other organizations).
3. Click *Save Section* or *Mark this Section Complete*.



Show Recommendations Section

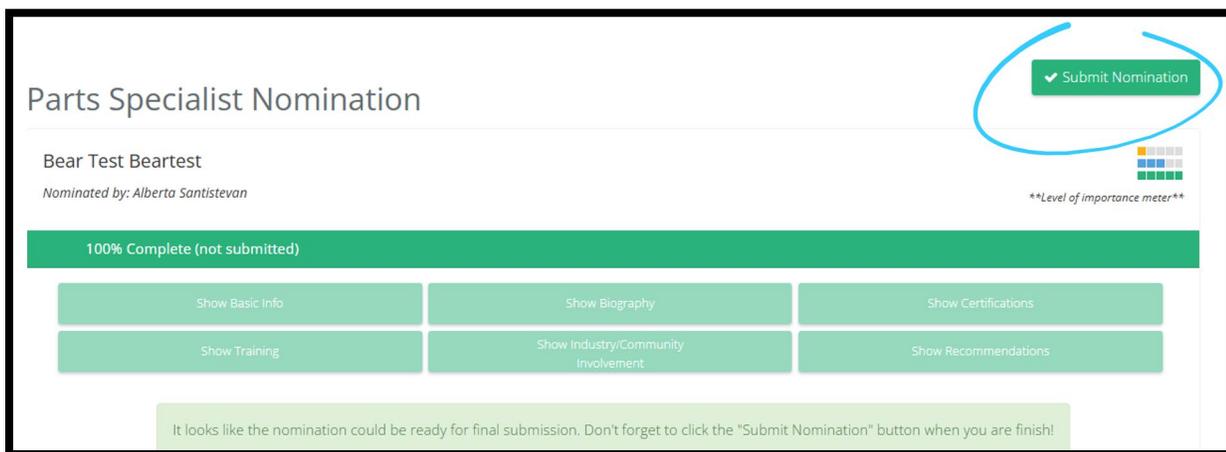
1. Upload any Letters of Recommendation.
2. Click *Save Section* or *Mark this Section Complete*.



The screenshot shows a section titled "Letter(s) of Recommendation" with a blue header. Below the header, there is a text area for submitting letters of recommendation. A progress indicator shows five green squares, indicating that the section is complete. There is an "Add Files" button and a note "(Max. image or document size 2MB)". At the bottom, there are two buttons: "Save Section" and "Mark this Section Complete".

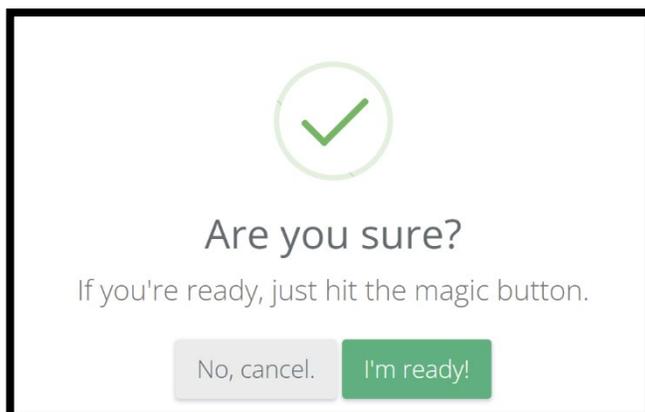
Submit Nomination

Once all information has been entered/uploaded and all sections are *Marked as Complete* and green, click *the green Submit Nomination* button.



The screenshot shows the "Parts Specialist Nomination" form for "Bear Test Beartest", nominated by "Alberta Santistevan". A green progress bar indicates "100% Complete (not submitted)". Below the progress bar are six buttons: "Show Basic Info", "Show Biography", "Show Certifications", "Show Training", "Show Industry/Community Involvement", and "Show Recommendations". A green "Submit Nomination" button is circled in blue. A note at the bottom says: "It looks like the nomination could be ready for final submission. Don't forget to click the 'Submit Nomination' button when you are finish!".

Confirm by clicking green *I'm ready!* Button.



The confirmation dialog box features a green checkmark icon at the top. Below it, the text reads "Are you sure?" followed by "If you're ready, just hit the magic button." At the bottom, there are two buttons: "No, cancel." and "I'm ready!".

Need to Edit the Nomination?

Once the nomination is submitted, it can be edited by going to *My Nominations* and clicking *Un-Submit* under the nomination. Then click *View*, make any edits, and don't forget to *Submit* again once done.

The screenshot displays the NAPA AUTO CARE nomination management interface. At the top, there are navigation links for "My Nominations" and "Archives", with "My Nominations" circled in blue. Below the navigation bar, there are three buttons: "Nominate a Technician", "Nominate an Auto Care Center", and "Nominate a Parts Specialist". The main content area is titled "Parts Specialist Nominees" and contains a table with the following data:

Division	DC	Name	Shop/Store Name	Progress	Submission Levels	Last Updated	Archive
Eastern	Albany	Toby PS Test	Boogie's Main Store	100% Complete	DC	12/30/2024	View <input type="checkbox"/>
Eastern	Albany	Bear Test Beartest	Boogie's Main Store	100% Complete	DC	12/30/2024	View <input type="checkbox"/> Un-submit