



NATMI Fleet Maintenance Certification Courses
Essentials of Fleet Maintenance Management – August 9-10, 2010
Cost Containment Strategies for Fleet Maintenance Managers – August 11-12, 2010
Certification Exam – August 13, 2010
Atlanta, GA

Essentials of Fleet Maintenance course benefits:

1. Learn to schedule work effectively;
2. Learn effective information management and use of computer technology in maintenance;
3. Develop supervision skills to motivate mechanics;
4. Learn essential preventive maintenance skills;
5. Learn how to deal with upper management effectively;
6. Find out how to train mechanics on nearly anything without spending a fortune;
7. Learn how to present effective meetings and programs; and
8. Understand the maze of state and federal rules that cover maintenance operations.

Course Description

The program covers topics essential to effective management and administration of fleet maintenance operations. Students learn how to cut costs through efficient use of personnel, equipment, and technology, while complying with government regulations affecting maintenance operations.

- **Shop Equipment:** equipping for shop safety and compliance and the environment; special tools and equipment.
- **Maintenance Shopwork Planning and Scheduling:** shop administration; improving maintenance cost control.
- **Preventive Maintenance:** administering a preventive maintenance (PM) program; how program is monitored, enforced, revised; related factors in setting up a PM program.
- **The Functions of Management:** the maintenance/equipment manager; the framework of management; running successful shop meetings; quality management systems.
- **Maintenance Budgeting:** tracking costs; calculating Cost Per Mile and Revenue Per Mile; developing a budget.
- **Computers in Maintenance:** why, how and what to computerize; steps in choosing the ideal system; organizing your information management system.
- **Federal Regulations Applicable to Maintenance Shops:** OSHA, EPA, HazMat, Motor Carrier Safety Assistance Program, compliance and training programs.
- **Human Resources:** managing human resources in both union and non-union shop environments; effectively motivating and developing technicians.
- **Training:** The maintenance supervisor's role in training; principles of adult learning; effective on-the-job training; creating professional development plans for shop staff.

Cost Containment Strategies course benefits

1. Discover the tools available to spec' equipment in the computer age;
2. Develop a systematic method to evaluate new products;
3. Find out how to maximize warranty recovery;
4. Learn how to cost out new equipment, and develop ROI numbers;
5. Learn to speak the CFO's language;
6. Learn the technical characteristics of alternative fuels;
7. Discover the common pitfalls in laying out a new shop;
8. Learn how to replace components just before they break;
9. Ascertain what it takes to move from one generation of computerization to the next; and
10. Learn how to audit to find out where you are in relation to your department's goals.

Course Description

You'll learn how to effectively spec' vehicles, purchase wisely, negotiate warranty and best select suppliers and manufacturers. You'll gain an in-depth knowledge of today's computerized management systems. You'll learn how to reduce costs through predictive maintenance, and how to properly analyze failures when they occur - and more.

- **Vehicle Specifications:** Developing vehicle specifications; evaluating component choices; using mission simulations to predict performance.
- **Purchasing:** selecting vendors, negotiating terms; evaluating parts quality and warranty.
- **Warranty:** vehicle warranties, extended coverages; federally required coverage; policy adjustments; negotiation.
- **Computerized Management Systems:** Identifying needs and wants; evaluating software and hardware choices.
- **Advanced Budgeting and Financial Statements:** Writing budgets; cost justification; communicating with the finance department.
- **Failure Analysis and Predictive Maintenance:** Develop your own predictive maintenance program and prevent recurrent repairs through failure analysis.
- **Shop Layout and Design:** Planning new facilities and expansions; designing your shop for safety and the environment.
- **Diesel and Alternative Fuels:** A look at the pros and cons of currently developing alternatives to diesel power.
- **Shop Audits:** Evaluating all aspects of the maintenance program.

**These courses have been approved for Continuing Education Units through
The University of Central Florida**

Want to become certified?

Now you can do it for less money and in less time!

The courses above are applicable toward NATMI's nationally recognized, university accredited certification programs. Taking the courses is the first step toward earning a credential that will help you become a more competent professional, earn industry recognition and credibility in court testimony. For more information on membership or how to become certified, call (303) 952-4013.

If you have the job experience, you can pay one lump sum that covers all fees for certification, and complete the process within 60 days of taking the training and exam.

How to Become Certified

Job Experience Required:

Certified Director of Maintenance/Equipment (CDM/E):

5 Years (or 4 years if you have a college degree) experience in motor fleet maintenance management

Certified Supervisor of Maintenance/Equipment (CSM/E):

2 years in motor fleet maintenance profession

NATMI Accelerated Certification School Format

Directors	
Certification Category:	CDM/E
On your own prior to courses:	Complete pre-reading
Course requirements:	Essentials of Fleet Maintenance Management and Cost Containment for Fleet Maintenance Managers
Exam:	CDM/E exam will be given following the CCSFMM course.
On your own following courses:	Submit certification application and exhibit binder within 60 days of classroom training and exam

Supervisors	
Certification Category:	CSM/E
On your own prior to courses:	Complete pre-reading.
Course requirements:	Essentials of Fleet Maintenance Management ONLY
Exam:	CSM/E exam will be given following the EFMM course.
On your own following courses:	Submit certification application and exhibit binder within 60 days of classroom training and exam

Fees for Professional Certification Applicants:

All-inclusive tuition for Certification (includes course fees, NATMI membership fee, certification kit and certification application fee):

CDM/E: \$1,295 (includes 4 days classroom training + certification exam)
CSM/E: \$900 (includes 2 days classroom training + certification exam)

Seminar Location:

Hawthorne Suites
1500 Parkwood Circle SE
Atlanta, GA 30339

Lodging Information:

Hawthorne Suites
(770) 952-9595
Ask for the GMTA rate

Seminar registration begins at 8:00 a.m and the course begins at 8:30 a.m. and ends at 5:00 p.m. Exams administered following the last day of the course. For further information, please call (770) 444-9771

Registration

Please mail or fax registration and payment to:

GMTA
1800 Lake Park Drive, Suite 123
Smyrna, Georgia 30080

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Managers – August 11-12, 2010
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Name _____

Company or Organization _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

E-Mail _____

Registration:	<u>Member*</u>	<u>Non-Member</u>
EFMM course only	<input type="checkbox"/> \$480	<input type="checkbox"/> \$580
CCSFMM course only	<input type="checkbox"/> \$480	<input type="checkbox"/> \$580
Both courses (no certification)	<input type="checkbox"/> \$865	<input type="checkbox"/> \$1,065
Supervisor Certification	<input type="checkbox"/> \$900**	Same price
Director Certification	<input type="checkbox"/> \$1,295**	Same price

*Members of GMTA or NATMI

**Certification price (\$1295/\$900) above includes course fee(s), NATMI membership, certification application fee and certification kit.

NATMI Membership: \$250/year

(Seminar discounts, professional certifications, mentor program, networking opportunities, newsletters) SLP02

GMTA Membership: Yes! I'd like information on membership sent to the above address.

Total: \$ _____

***FEES MUST BE PAID PRIOR TO ATTENDING COURSE**

Check enclosed / Credit Card: MC Visa Amex

Card Number _____ Exp. Date _____

X _____
Signature _____ CCV# _____

Cancellations: Registration fees for cancellations received 30 days or more prior to a course can be refunded, less a \$50 fee. Cancellations received less than 30 days but more than 7 business days prior can be refunded, less a \$75 fee. No refunds will be provided for cancellations received 7 or fewer business days prior. Full payment can be transferred to future seminars if cancellation was made prior to course. While NATMI makes its best attempt to hold all scheduled courses, occasionally cancellation or postponement is necessary. In such cases, NATMI cannot be responsible for nonrecoverable prepaid travel expenses or fees incurred by a student. Please check course status with NATMI before purchasing airline tickets, etc.