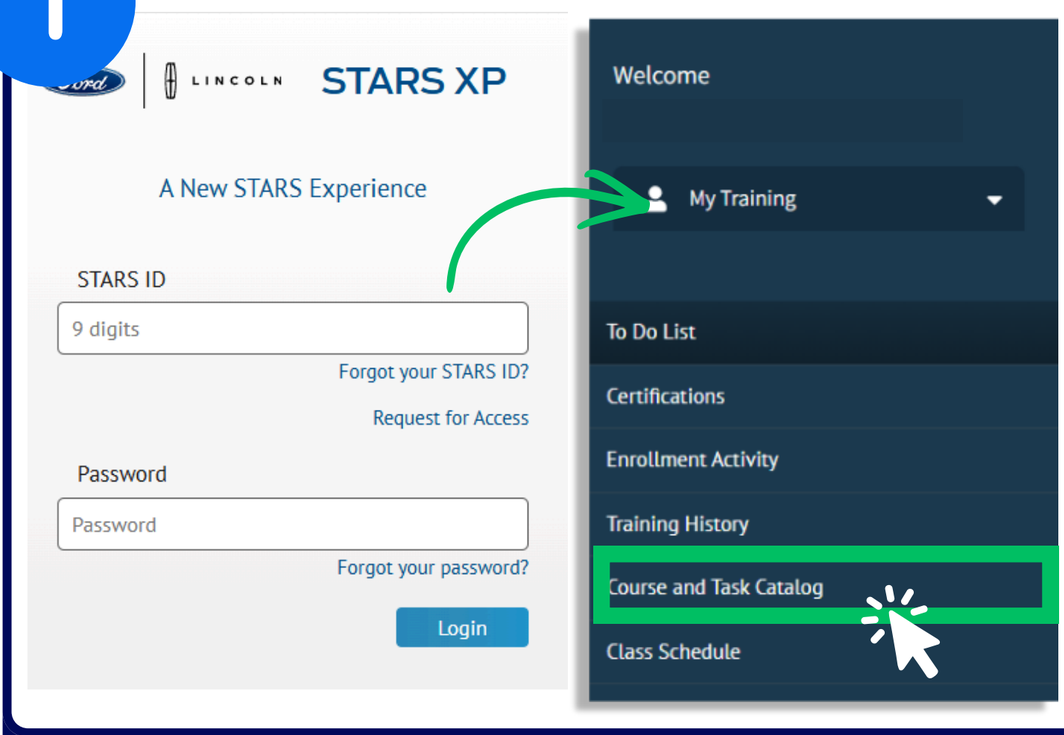
HOW IT WORKS:

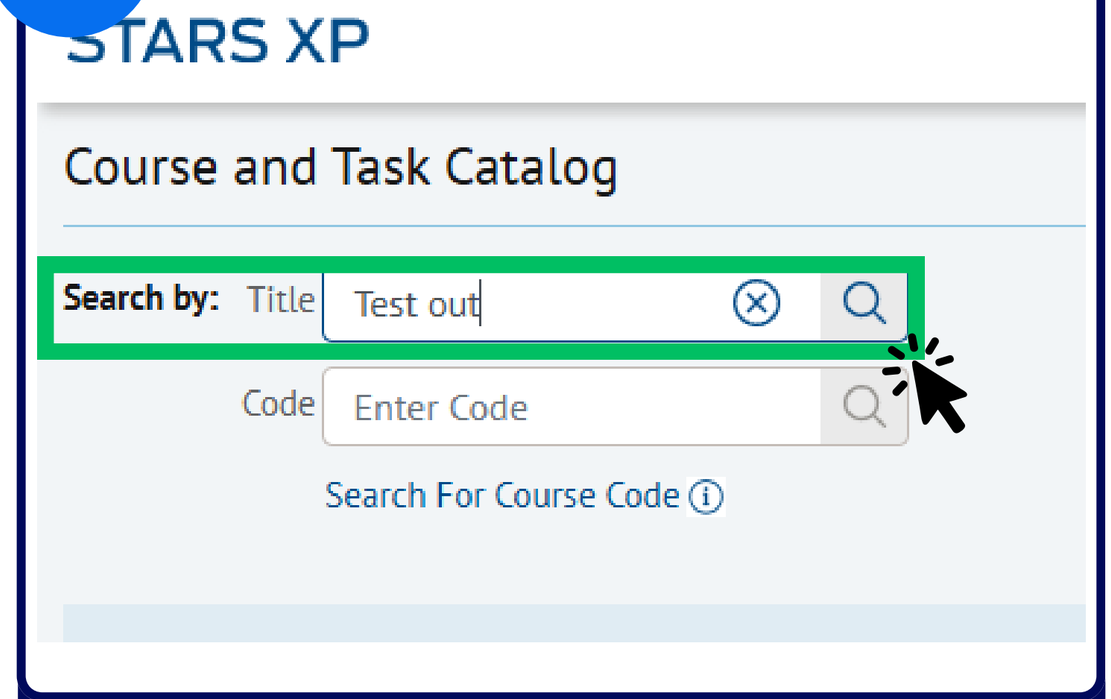
CLASSROOM TRAINING TEST OUT

1



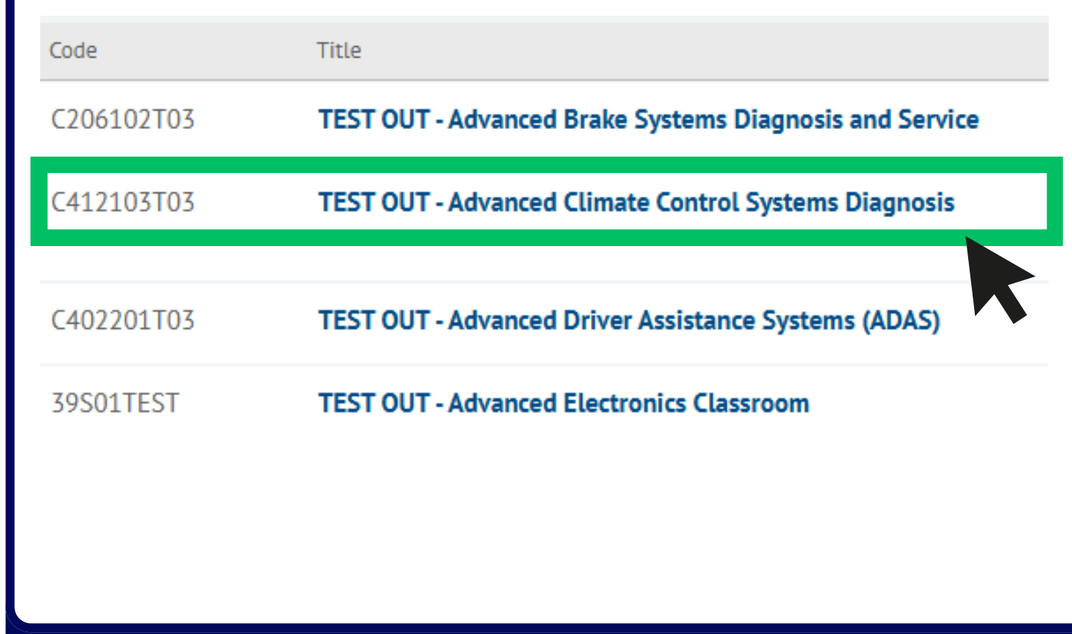
Dealer accesses STARS XP and searches the “Course & Task Catalog.”

2



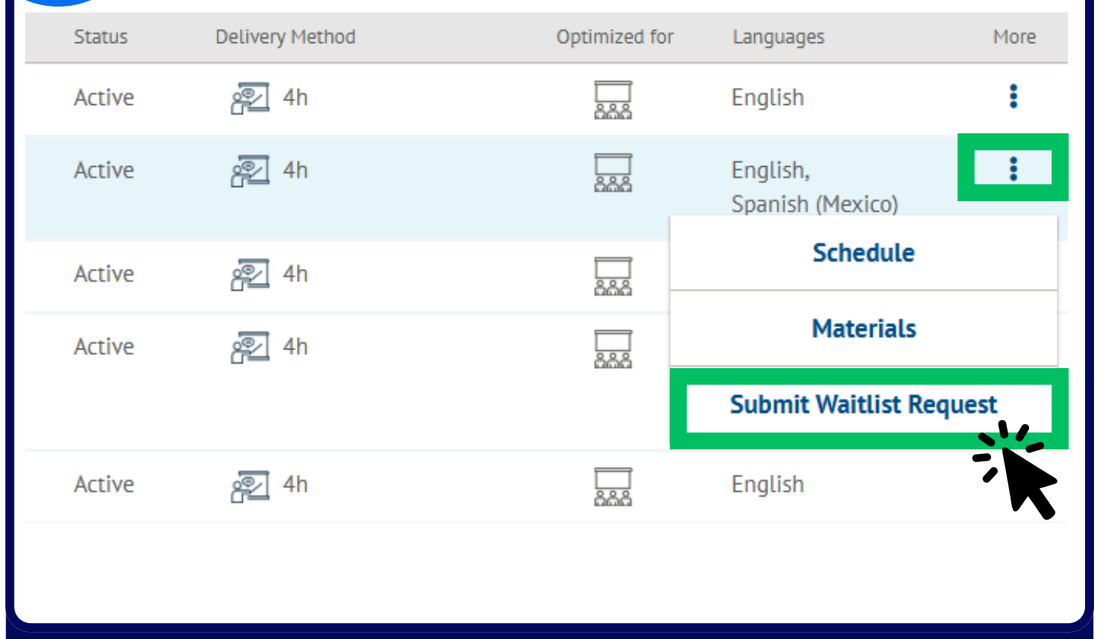
In the Search bar, search “Test Out” and click “Search.”

3



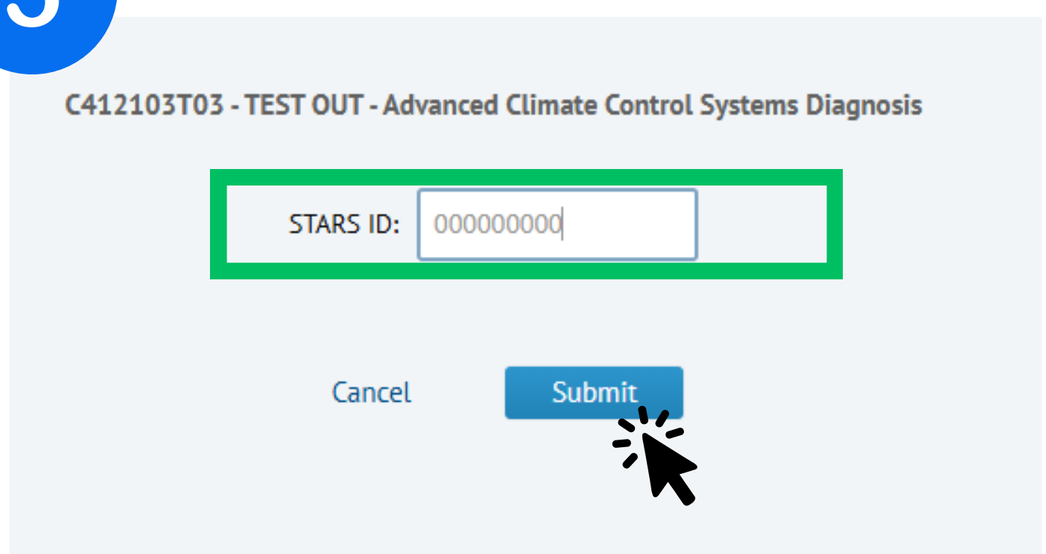
Locate the “Test Out” option for the related course.

4



Click the 3 little buttons to the right of the class & select “Submit Waitlist Request.”

5



Enter the STARS ID for the technician being waitlisted and click “Submit”.

Test outs are scheduled based on demand. Once a test out has been scheduled, the technician and service manager will receive an enrollment notification.

Ford Training Center

Participants must complete the test **in person** at one of the 30 Ford training centers located nationwide.

STILL NEED HELP WITH HOW TO REQUEST A TEST OUT?

Please contact your FSE for further instruction on the test out request process.