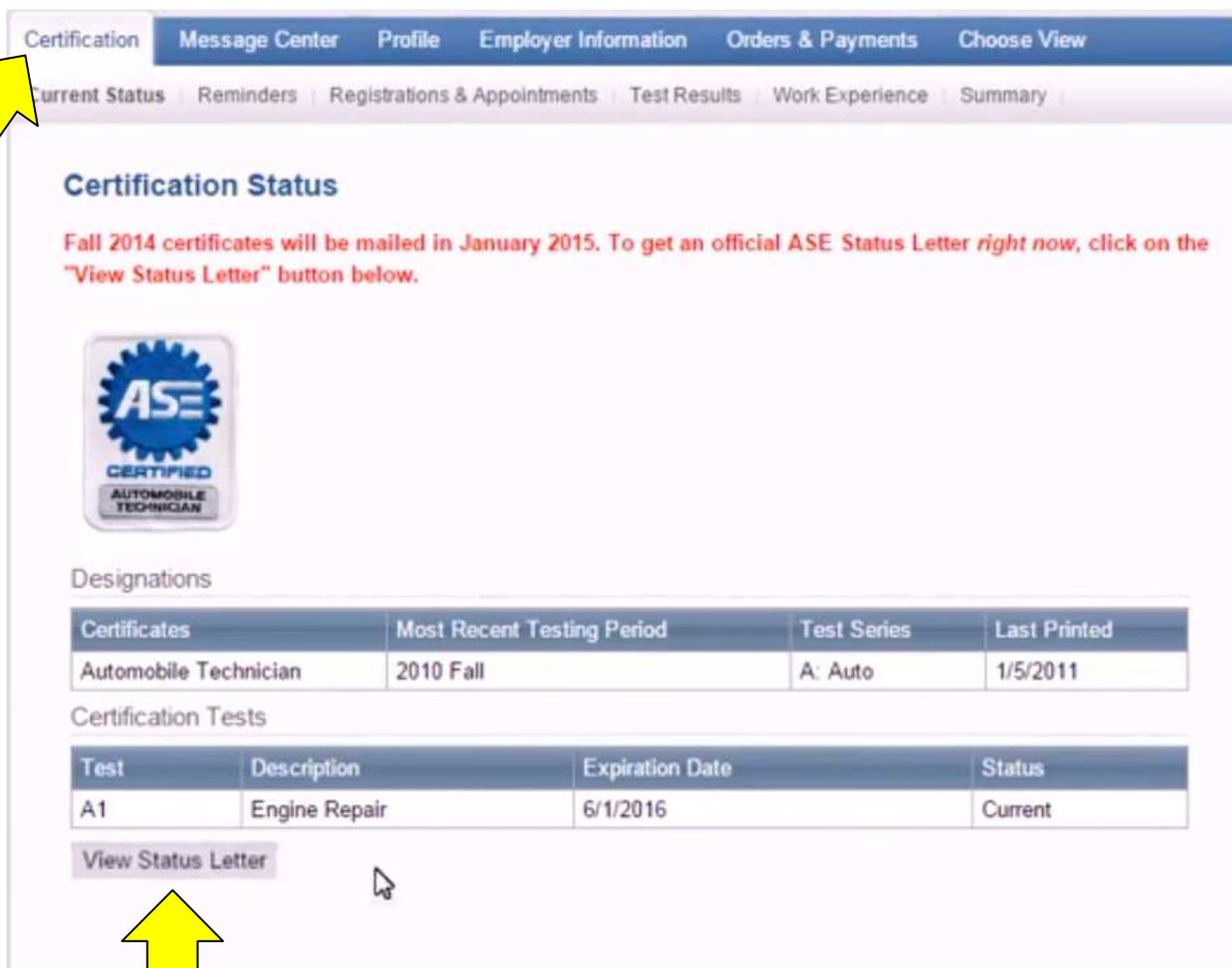


# How to Email an ASE Certification Status Letter

## for Maryland Master Certified Emissions Technician (MCET) Certification

1. Access and log in to (or create) your myASE account.
2. Select the “Certification” tab at the top of the page, and then click on the “View Status Letter” button at the bottom of the page.



The screenshot shows the myASE account interface. At the top, there is a navigation bar with tabs: Certification, Message Center, Profile, Employer Information, Orders & Payments, and Choose View. Below this is a secondary navigation bar with links: Current Status, Reminders, Registrations & Appointments, Test Results, Work Experience, and Summary. The main content area is titled "Certification Status" and contains a message: "Fall 2014 certificates will be mailed in January 2015. To get an official ASE Status Letter *right now*, click on the "View Status Letter" button below." Below the message is the ASE logo, which reads "ASE CERTIFIED AUTOMOBILE TECHNICIAN". Underneath the logo is the "Designations" section, which includes a table with the following data:

Certificates	Most Recent Testing Period	Test Series	Last Printed
Automobile Technician	2010 Fall	A: Auto	1/5/2011

Below the Designations table is the "Certification Tests" section, which includes a table with the following data:

Test	Description	Expiration Date	Status
A1	Engine Repair	6/1/2016	Current

At the bottom of the page, there is a button labeled "View Status Letter". A yellow arrow points to this button.

3. On the “ASE Status Letter” page, click on the “Email Status Letter” button.

Certification | Message Center | Profile | Employer Information | Orders & Payments | Choose View

Current Status | Reminders | Registrations & Appointments | Test Results | Work Experience | Summary

### ASE Status Letter

This page shows your current ASE certifications. Use the buttons below to print a copy or send it by e-mail to your school or employer.

October 25, 2014  
Zzdemo, Theodore  
Leesburg, Virginia 20175-5684  
ASE ID # ASE-5290-1966

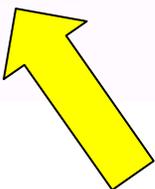
Current ASE Designations

➔ Automobile Technician

ASE Certification Details

Test	Description	Expiration Date	Status
A1	Engine Repair	6/1/2016	Current

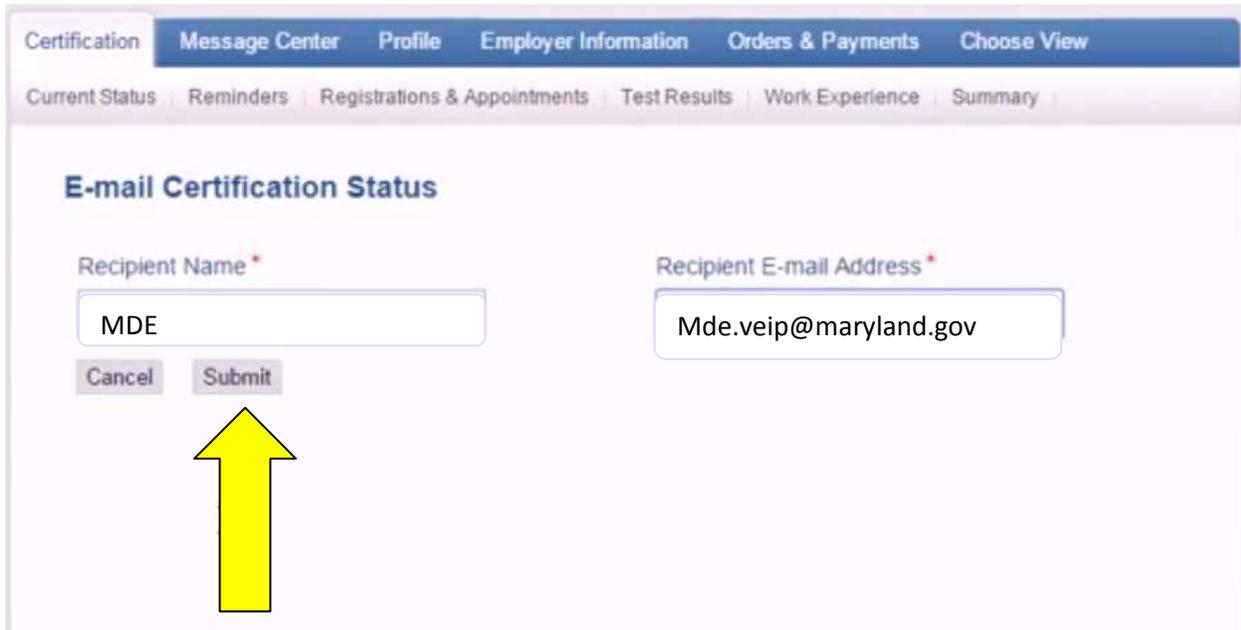
Back | Print Status Letter | E-mail Status Letter



4. On the “Email Certification Status” page, type:

- **MDE** in the “Recipient Name” box and
- [mde.veip@maryland.gov](mailto:mde.veip@maryland.gov) in the “Recipient Email Address” box

then click the “Submit” button at the bottom of the page.



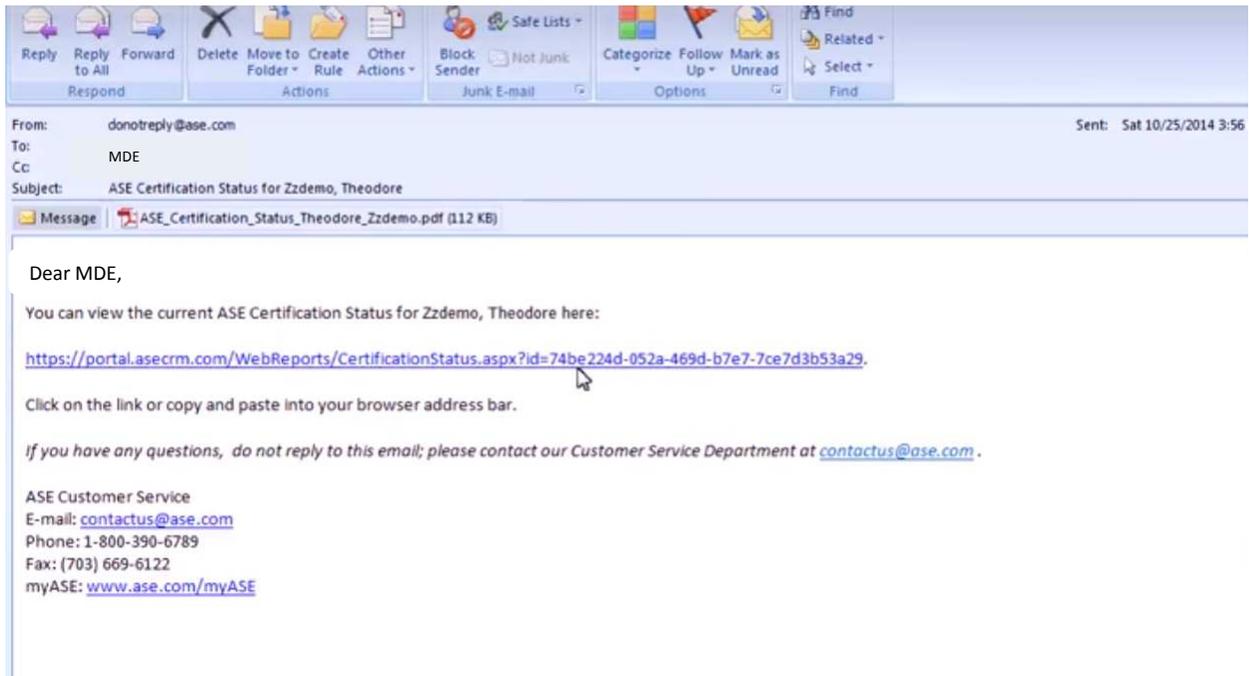
The screenshot shows a web interface with a navigation bar at the top containing 'Certification', 'Message Center', 'Profile', 'Employer Information', 'Orders & Payments', and 'Choose View'. Below this is a secondary navigation bar with 'Current Status', 'Reminders', 'Registrations & Appointments', 'Test Results', 'Work Experience', and 'Summary'. The main content area is titled 'E-mail Certification Status'. It features two input fields: 'Recipient Name \*' with the text 'MDE' and 'Recipient E-mail Address \*' with the text 'Mde.veip@maryland.gov'. Below these fields are two buttons: 'Cancel' and 'Submit'. A large yellow arrow points upwards towards the 'Submit' button.

5. The confirmation page will display upon completion. Click “Continue” to return to the “Certification Status” page.



The screenshot shows the same navigation bars as the previous page. The main content area is titled 'E-mail Certification Status Confirmation'. Below the title is a message: 'Your ASE certification status link has been sent.' Below the message is a single button labeled 'Continue'. A large yellow arrow points upwards and to the right towards the 'Continue' button.

The recipient will receive an Email in the format shown below:



If the recipient selects the link in the Email, the following message will be displayed:



A letter in the following format will be attached to the Email as a pdf:

Theodore R Zzdemo  
Leesburg, VA 20175-5684  
ASE ID: ASE-5290-1966

Created: October 25, 2014  
4:04:48 PM

This individual currently has the ASE certification status shown below:



**Current ASE Designations**

Certificates	Test Series
Automobile Technician	A: Auto

**ASE Certification Details**

Test	Description	Expiration Date	Status
A1	Engine Repair	06/01/2016	Current

To become ASE certified, you must pass an ASE test and have the required amount of relevant hands-on work experience. You can download the Work Experience Form at [www.ase.com](http://www.ase.com).

Any expired certification can be reinstated by taking the corresponding recertification test. If you have any questions, please contact us.

Sincerely,  
ASE Customer Service  
E-mail: [asehelp@ase.com](mailto:asehelp@ase.com)

Phone: 1-800-390-6789  
Fax: (703) 669-6122

The letter can now either be saved or printed.

