**2026 ASE Instructor Training Conference: Sample Justification Letter**

Dear <Supervisor’s Name>,

I am requesting approval to attend the 2026 ASE Instructor Training Conference July 20-23, 2026, in Frisco (Dallas), Texas. The conference is presented by the ASE Education Foundation, a non-profit organization that provides accreditation for secondary and post-secondary automobile, truck/diesel, and collision repair programs based on industry-developed standards. The 2026 ASE Instructor Training Conference is the premier national training event focused specifically on the technical training needs of automotive instructors.

At this event I will:

* Have access to 20+ hours of technical update training aligned to my program specialty,
* Connect with other professionals in my role from across the country, as well as industry and workforce experts with knowledge of the latest automotive technology and training trends,
* Learn from other instructors promising practices and lessons used in their classrooms and labs, and
* Gain greater understanding about ways ASE accreditation promotes continuous program improvement.

The conference fee is $<your registration rate here>. Registration includes all educational sessions and keynote addresses during the conference, breakfast and lunch for three days, a welcome reception, a sponsor expo, a networking event, and access to instructors from secondary and post-secondary programs and industry partners from across the country, along with education and workforce vendors. A preliminary agenda is attached.

Here is the breakdown of conference costs:

* Airfare (if flying) -or- Rental Car/Mileage (if driving): <$xxx>
* Ground Transportation and/or Parking: <$xxx>
* Hotel: <$xxx>
* Additional Meals or Per Diem: <$xxx>
* Conference Fee: <$xxx>

Total: <$xxx>

My attendance at this event would bring valuable knowledge and connections back to our school to create a more cohesive, accessible training program for our students and employers in our community. Thank you for your consideration.

Sincerely,

<Your Name here>

**Save The Date!**



**When:** July 20 - 23, 2026

**Frisco, TX!
July 20-23, 2026
Embassy Suites**



**Where:** Embassy Suites, Frisco (Dallas), TX

**Tentative Agenda:**

Monday, July 20, 2026:

* Travel Day
* ETL Training – limited availability
* Conference Opens with a Welcome Reception

Tuesday, July 21, 2026:

**Conference Fee**:
$825 for instructors from ASE-Accredited programs
$925 for instructors from non-accredited programs
$525 for family members and industry colleagues; Conference Sponsors receive a limited # of passes

**Early Bird Special**: Register and pay by credit card by Sept. 30, 2025 & save an extra $100 per person

**Embassy Suites**:
$179 per night plus tax

**Meals**: Most meals during the conference are included. Breakfast is included if you stay at the Embassy Suites.

* Conference Sessions begin at 8 am
* Training Classes throughout the day
* Sponsor Expo in the evening

Wednesday, July 22, 2026:

* Technical Training Sessions continue
* Networking Event – details TBD

Thursday, July 23, 2026:

* Technical Training Sessions continue
* Conference Ends at 5 pm

 

**See details and register at**[**https://www.eventsquid.com/event/29222**](https://www.eventsquid.com/event/29222)

**Revised 7/23/2025**