

## CENTRAL SERVICE TECHNICIAN (30-534-1)

### *Admission Requirements*

#### CHIPPEWA VALLEY TECHNICAL COLLEGE

620 West Clairemont Avenue Eau Claire, WI 54701-6162  
Admissions Phone: 715-852-1300 or Toll Free: 1-800-547-2882 Ext. 1300

[www.cvtc.edu](http://www.cvtc.edu)

**STARTING DATE:** January

**LENGTH OF PROGRAM:** Technical Diploma – Less than One Year

#### **STEPS FOR ADMISSION:**

1. Submit [Application for Admission](#)
2. **\$30 application processing fee – this must be paid *at time of application***
3. **Applicants who did not graduate from high school, are not currently high school seniors, and did not receive an HSED or GED diploma must complete the following:**

A COMPASS pre-entry Ability to Benefit assessment:

- Achieve scores of at least 25 in math, 62 in reading, and 32 in writing, and
- Complete a counseling session with a counselor.

4. **COMPASS Pre-entry Assessment.** Compass is an un-timed, computerized test of **reading** and **math**. Scores are used for advisement purposes.

- **To schedule a testing appointment:** For more information and to schedule a COMPASS appointment, visit our website: <http://www.cvtc.edu/pages/198.asp> . **Testing Fee: \$20.**

If you do not have access to the internet, contact the Assessment Center at 1-800-547-2882 or 715-833-6200.

- **Substitutions of the COMPASS** will be made for those that can provide proof of one of the following:
  - ~ **ACT:** Applicants must achieve a minimum composite score of **18** on the ACT. If the ACT composite score does not meet the minimum, applicants will need to take the COMPASS pre-entry assessment.
  - ~ **Associate Degree, Bachelor's Degree or higher:** A transcript is required showing proof of degree awarded.

5. **Submit *Background Information Disclosure form, the Wisconsin Criminal History Single Name Record Request form, and an \$18.00 background processing fee.*** Forms are available on the web at <http://www.cvtc.edu/pages/298.asp> or can be supplied to the student by CVTC.

**Note:** Your completed forms along with the processed criminal history record request are considered current for four years. If you are still enrolled as a student or re-enter CVTC after the four-year expiration date, you will be required to complete a new set of forms and submit another criminal record request processing fee.

**Once all the above items have been completed,** you will be considered for enrollment based on current openings in the program. It is to your benefit to apply on-line ([Application for Admission](#)) and complete all required items as soon as possible.

#### **ADDITIONAL PROGRAM REQUIREMENTS:**

- ▶ **A pre-entrance health history and physical examination** must be on file three weeks prior to entering the core courses of the Central Service Technician program (534 numbered courses). Also please note that Hepatitis B vaccinations are highly recommended before enrolling in any program lab course. The Admissions Office will notify you at the appropriate time with a specified deadline.

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**NOTES:**

- ▶ **Financial Aid:** This program is not eligible for financial aid consideration. However, students may be eligible for an alternative student loan. Information regarding alternative loans is available at the following link:  
<http://www.cvtc.edu/pages/322.asp>.
- ▶ **Transfer Credit:** Applicants with postsecondary credits should submit an official transcript for evaluation and possible transfer credit.

**Admission requirements are subject to change without notice.**