

CHILD CARE SERVICES (31-307-1)

Admission Requirements

CHIPPEWA VALLEY TECHNICAL COLLEGE

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

www.cvtc.edu

STARTING DATES: August – Eau Claire

LENGTH OF PROGRAM: Technical Diploma – one year full time, two years part time

STEPS FOR ADMISSION:

1. **Submit [Application for Admission](#)**
2. **\$30 application processing fee – this must be paid *at time of application***
3. **Education Requirement*:** 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.

***Note:** If you have an international diploma or degree, additional admission requirements may apply.
4. **COMPASS[®] Pre-entry Assessment.** COMPASS[®] is an un-timed, computerized test of **reading, math, and writing**. Scores are used for class placement and 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, please 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[®]. Reading, Math, and English scores are required for class placement and advisement purposes only – no minimum. 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 ***one*** year. If you are still enrolled as a student or re-enter CVTC after the one-year expiration date, you will be required to complete a new set of forms and submit another criminal record request processing fee.
6. **Attend a Required Information Session** regarding the program content and expectations.

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:

- ▶ **Pre-entrance Health History and Physical Examination:** The Admissions Office will notify you at the appropriate time with a specified deadline. It **must** be on file three weeks prior to entering the core courses of the Child Care Services program (307 numbered courses).

→ *Continued on next page* →

NOTES:

- ▶ **Financial Aid:** Information on financial aid availability, procedures and deadlines may be obtained by going to the Financial Aid website: <http://www.cvtc.edu/pages/313.asp> or by calling 715-833-6200 or 1-800-547-2882.
- ▶ **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.