

## CHILD CARE SERVICES (31-307-1)

### *Admission Requirements*

#### CHIPPEWA VALLEY TECHNICAL COLLEGE

620 West Clairemont Avenue Eau Claire, WI 54701-6162  
Admissions Phone: 715-833-6246 or Toll Free at 1-800-547-2882 ext 6246

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

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**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 715-833-6252.
- ▶ **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.**