

**AUTOMOTIVE MAINTENANCE TECHNICIAN (31-404-3 One Year)  
AUTOMOTIVE TECHNICIAN (32-404-2 Two Year)**

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

**STARTING DATE:** August – First Year  
June – Second Year

**LENGTH OF PROGRAM:** Technical Diploma – One Year (31-404-3)  
Technical Diploma – Two Year (32-404-2)

All applicants, whether interested in the one- or two-year program, must apply to the one-year Automotive Maintenance Technician program (see *Steps for Admission* below). Individuals interested in the two-year Automotive Technician program will be given an opportunity during the second semester of their first year to indicate an interest in completing the second year. A limited number of slots will be available for the second year (see *Selection Process...* below).

Previous graduates of a one-year Automotive Maintenance Technician program who meet the criteria identified below may apply for advanced placement to the two-year program. Contact the Admissions Office for application information.

**I. STEPS FOR ADMISSION:**

1. Submit [Application for Admission](#) for the one-year Automotive Maintenance Technician program.
2. Pay \$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<sup>®</sup> 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<sup>®</sup> Pre-entry Assessment.** COMPASS<sup>®</sup> 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<sup>®</sup> 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<sup>®</sup>** will be made for those that can provide proof of one of the following:
    - ~ **ACT<sup>®</sup>**: Applicants must achieve a minimum composite score of **18** on the ACT<sup>®</sup>. Reading and Math scores are required for class placement and advisement purposes only – no minimum. If the ACT<sup>®</sup> composite score does not meet the minimum, applicants will need to take the COMPASS<sup>®</sup> pre-entry assessment.
    - ~ **Associate Degree, Bachelor’s Degree or higher:** A transcript is required showing proof of degree awarded.

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

**II. SELECTION PROCESS FOR 2<sup>ND</sup> YEAR OF THE 2-YEAR PROGRAM:**

- Applicants interested in continuing into the second year of the Automotive Maintenance Technician program will declare their intent by [submitting an application](#) during the last two weeks in February of the one-year program. Information on declaring intent to enroll into the second year will be provided to students at the beginning of the second semester. A minimum of 14 students will be selected to proceed to the second year of the Automotive Maintenance Technician program.
- Consideration for “provisional” acceptance will be given to students who complete all of the following courses with a “C” grade or better.

602-110 Basic Vehicle Maintenance  
602-111 Automotive DC Electricity  
602-112 Intro to Automotive chassis Systems

602-113 Automotive Chassis Electricity  
442-313 Welding-Automotive Technician  
804-360C Math for Technical Trades

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- Of those provisionally accepted, final selection will be based on a “C” grade or better in all of the following second semester courses:  
602-120 Advanced Automotive Chassis Systems      602-122 Automotive Computer Systems  
602-121 Automotive Engine Performance      801-351 Applied Communications
- Tie-breaker - Date of initial application to the one-year program will be used in cases of identical selection criteria.

**NOTES:**

- ▶ **Financial Aid:** Information on financial aid eligibility, procedures and deadlines may be obtained by going to the financial aid web site: <http://www.cvtc.edu/pages/313.asp> or by calling 715-833-6200 or 1-800-547-2882. This program operates on a year-round basis; therefore, summer session attendance is required in addition to regular school year attendance. **Students that receive financial aid must reapply for financial aid for the summer session.**
- ▶ **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.**