

**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: 715-833-6246 or Toll Free at 1-800-547-2882 ext 6246

www.cvtc.edu

STARTING DATE: August

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 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** 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, please contact the Assessment Center at 1-800-547-2882, Ext. 6346 or 715-833-6346.
 - **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 and Math 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.

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 2ND YEAR OF THE 2-YEAR PROGRAM:

- Applicants interested in continuing into the second year of the Automotive Maintenance Technician program will declare their intent with the Admissions Office 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

442-313 Welding-Automotive Technician
804-360C Math for Technical Trades

→ *Continued on next page* →

- 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 715-833-6252. 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.