

## ADMISSION REQUIREMENTS

1. Schedule/pass WorkKeys Assessments. (Required scores are 4 or better on Applied Mathematics and on Locating Information.) There is no fee for initial testing (retests are \$10 each).
2. Complete & return:
  - Admission Form
  - Photo ID
  - Proof of high school diploma/GED
3. **Once ALL above requirements are met, submit \$100 non-refundable enrollment deposit to secure enrollment.**

## PROGRAM INFORMATION

- Automotive Technology students learn from a veteran ASE Master Technician through classroom lecture, computer/simulation lab and hands-on experience in our ASE certified lab/shop.
- **This 900-hour program helps students prepare for Automotive Service Excellence (ASE) Certification Exams.** Students who complete the 900-hour program gain up to six months credit toward the two-year work experience requirement for ASE certification. Once a student passes an ASE exam and obtains two years of related work experience, he or she will be ASE certified in a particular area. *For more information, ASE registration booklets are available in the Adult Career Center Office. Students are required to complete 40 hours of job shadowing (outside of scheduled classroom hours or during breaks)*

## SCHEDULE

**Mon. through Thurs. 5:00pm - 10:00 pm**  
Students may begin the program on 7/18/11 or 9/19/11. Students beginning on 9/19/11 will return in 2011-12 to complete their program and will need to re-apply for financial aid for 2011-12.

**7/18/11 – 9/15/11**

- Engine Diagnostics/Repair
- Ignition & Fuel Systems Diagnostics/Repair
- Engine Performance

**9/19/11 – 10/6/11**

- Brake Systems, Repair & Diagnostics/Repair

**10/10/11 – 10/27/11**

- Steering & Suspension Systems Diagnostics/Repair

**10/31/11 – 11/22/11**

- Manual Transmissions/Drive Trains & Axles

**11/28/11 – 1/12/12**

- Automatic Transmissions/Drive Trains & Axles
- Rear & Front Wheel Drive

**1/17/12 – 3/22/12**

- Heating & Air Conditioning
- Electrical Systems
- Lighting Systems
- Computer Systems Diagnostics/Repair

**3/26/12 – 6/28/12**

- Shop Safety & Operations
- Customer Service
- Professionalism

## GRADUATION

All students completing this program will be invited to participate in the Madison Adult Career Center Graduation Ceremony to be held **Friday evening, June 22, 2012.**

## EXPECTATIONS

- ✓ **Students complete out-of-class lab assignments every week.** Failing to complete required assignments counts against student attendance and grades.
- ✓ **Students are required to maintain 90% attendance and a 2.0 (C) grade point average.** Students who miss 90 hours or fall below a 2.0 G.P.A. will be dismissed.
- ✓ **Students are expected to maintain professional behavior in the classroom, lab, and with Madison Adult Career Center students and staff.** Classroom interruptions (*including texting*) will not be tolerated and may result in program dismissal.
- ✓ **Students will receive tools as part of their fees for this program.** Tools will remain at Madison Adult Career Center at all times until students graduate from the program.

## FEES

<b>Tuition</b>	<b>\$5,850</b>
<b>Estimated Fees*</b>	<b>\$ 1,660</b>
<b>TOTAL</b>	<b>\$7,510</b>

*\*Fees are estimated and include Books, tools, lab fees, ASE certification assessments and personal/career counseling services. Fees may change before the start of class.*

## FINANCIAL AID INFORMATION

To complete the financial aid process:

1. Complete FAFSA financial aid application (Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) Our school code is 030237)
2. If you need assistance with FAFSA, call the Adult Career Center office to schedule an appointment
3. Check on additional financial aid resources (WIA, BVR, GI Bill, etc.)

**\*\*Funding sources that require FAFSA application)**

### **\*\*Workforce Investment Act Funding (WIA)**

Each county has Workforce Investment Act (WIA) training funds. Students should start the application process ASAP! WIA funding is a process that takes time. To begin the process, **visit** your county's Department of Job & Family Services:

Ashland County	(419) 282-5000 ext. 5052
Crawford County	(419) 562-8066 ext. 309
Huron County	(800) 668-5175 ext. 3411
Morrow County	(419) 946-8480
Richland County	(419) 774-5300

**\*\*Pell Grant** – A federal grant for approved Adult Career Center programs 600 hours in length or longer. This grant does not need to be repaid unless a student withdraws from a program. Note: Students who are currently in default on a federal student loan are not eligible for a Pell Grant until their loan is in good standing.

**\*\*TAA** – A state grant available for a company closing/downsizing, for employees who were approved for TRA. An application must be submitted for training approval about two months before training begins.

*continued*

## FINANCIAL AID *(continued)*

**\*\*Veterans' Training Benefits** – Veterans may use their VA benefits (*Montgomery GI Bill, etc.*) to attend Career Development programs.

**\*\*Bureau of Vocational Rehabilitation (BVR)**  
Persons with a documented disability may be eligible for assistance through the Mansfield BVR office. Call 419.747.3000 for more information.

**\*\*Stafford Student Loans** – Can be applied to approved programs 375 hours or greater. Students must complete a Master Promissory Note (MPN) and entrance/exit counseling. Student loans need to be repaid after a student leaves a program.

**Student Payment Plan** – For programs 375 hours or greater. Payment must be made in full by program completion. Students are required to sign a payment contract and make the first payment before class. Payments are interest free, but late fees are charged for delinquent payments.

**Delinquent Payment Policy** – Delinquent payments are charged a late fee of \$5.00. Once payment is over 30 days delinquent, a letter will be sent notifying student of the upcoming date the account will be sent to collections. If payment is not received by collection deadline, the account will be submitted to collections. The student will be dismissed and billed any additional charges that may occur due to financial aid that could not be collected because of dismissal date.

### **Madison Adult Career Center offers:**

Administrative Office Technology  
Automotive Technology  
Clinical Care Specialist  
Cosmetology  
Customized Training for Business & Industry  
Dental Assisting/Radiography  
Nurse Aide Training (*STNA*)  
Precision Machining/CNC Programming  
Phlebotomy/EKG Training  
Welding Technology (*AWS Certification*)

# AUTOMOTIVE TECHNOLOGY

## Program Information 2011-12

### Instructor

**John Fort, ASE Master Certified**

*Microsoft Office Specialist  
Test Center  
A.A.P.C Certification  
Test Site  
ASE Certification  
Test Center  
American Welding Society  
Certification Testing  
ACT WorkKeys  
Test Site  
NJMS Test Site  
STNA Test Site*