Application Packet

SOUTHLAND/CERRITOS CENTER FOR TRANSPORTATION TECHNOLOGIES

Cerritos College
11110 Alondra Blvd.
Norwalk, California 90650
www.cerritos.edu/auto

...where community college education combines with industry
Import Technician Training Program
ITTP/Cerritos College

The Import Technician Training Program (ITTP) is a two year automotive program designed to upgrade the technical competency and professionalism of the incoming dealership technician. The curriculum is designed by various corporations and Cerritos College. The program involves not only attending classroom lecture and laboratory on import products at Cerritos College, but also requires the student to work at an import automotive dealership.

The total program lasts about two years (six semesters) with approximately half of the time spent at Cerritos College and the remaining time spent at a sponsoring dealership. Each specialized subject is dealt with in the classroom and the laboratory on campus for a number of weeks and is then followed by related work experience in the dealership. For example a typical 18 week semester is involves 9 weeks at Cerritos College followed by 9 weeks work experience at a dealership. After the dealership work experience is completed, the student returns to Cerritos College for another 9 weeks of courses followed by 9 more weeks at the dealership. Summer semesters are 12 weeks in duration; sessions are 6 weeks at Cerritos and 6 weeks at the dealership. This rotation system continues until completion of the program.

All tuition fees and textbook costs are the responsibility of the student. Currently, California community college tuition is $26.00 per unit. Additional fees may apply i.e. student ID, health, parking, and lab fees.

Since the student earns while he/she learns, a considerable portion of the costs involved in the program are offset therefore, the program is practically free! Earn while you learn. However, the program requires much effort on the part of the student. And the efforts are well worth the benefits. The skills, knowledge, and potential of those who complete the program are far superior to most automotive programs. The balance of qualities obtained forms a basis for development and progress with the dealer’s organization.

Remember,
Cerritos College ITTP helps import dealers train their future technicians.
That could be you!

This cooperative training program is allowed by Education Code 55252, Alternate Work Experience.

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Import Technician Training Program

Application Procedure & Checklist

1. Complete the ITTP student application form (page 10) and submit to:
   CERRITOS COLLEGE
   Automotive Technology
   Attention: Leonard Glick
   11110 Alondra Blvd.
   Norwalk, CA 90650

2. Complete the Cerritos College application form. Available online. Use 806 as your major code, and submit it to:
   CERRITOS COLLEGE
   Admissions and Records
   11110 Alondra Blvd.
   Norwalk, CA 90650

   Note: After your application has been processed by the admissions office you will receive a student number. Keep you student number in a safe place; you will need it many times.

3. Take the assessment test at the assessment center.

4. Make an appointment to see a technology counselor in the counseling office. For an appointment call – Phil Salazar, Counselor. (562) 860-2451 at Extension 2144

5. Get the dealer representative’s signature on your dealer approval form.

6. Take the dealer approval form to the automotive office.

Note: If you are accepted to the ITTP Program, you will be notified by the automotive department. You should then contact the sponsoring dealer to reach an agreement on a trial employment period prior to the start of classes. You should also reach an agreement with the dealer on wage and uniform policy for the duration of the program.

For further information contact:

Leonard Glick Instructor/Coordinator
Import Technician Training Program
(562) 860-2451 Ext. 3085
lglick@cerritos.edu

Cerritos College Automotive Department
(562)860-2451 Ext. 3084
Department Fax (562) 467-5095
Auto-info@cerritos.edu
www.cerritos.edu/auto
Import Technician Training Program

Cerritos College-Typical Two Year Schedule

Each 18 week semester is broken into two 9 week sessions; the 1st 9 weeks learning and the 2nd 9 weeks earning. Summer session is 12 weeks therefore broken into two 6 week sessions.

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**Semester** | **Courses** | **Units**
--- | --- | ---
(1) Spring | AUTO 151 Brake & Alignment | 6
| AUTO 73 Work Experience | 3
(2) Summer | AUTO 111 Engines | 4
| AUTO 73 Work Experience | 3
(3) Fall | AUTO 161 Electrical/Electronics | 7
| AUTO 73 Work Experience | 3
(4) Spring | AUTO 181 Tune-up/Emission Control | 6
| AUTO 73 Work Experience | 3
(5) Summer | AUTO 179 A/C and Accessories | 4
| AUTO 73 Work Experience | 3
(6) Fall | AUTO 121 Power Train/Transmissions | 6

**Total Units** | **48**
Import Technician Training Program

Responsibilities of Participants

Prospective Student, Sponsoring Dealership, Import Motors Corporations, and Cerritos College

Cerritos College
- Provide on-campus instruction
- Provide academic advisement
- Assist with dealership coordination
- Keep sponsoring dealership apprised of student’s academic progress
- Maintain student scholastic records
- Furnish program information when requested

Prospective Student
- Fulfill all employment requirements of sponsoring dealership
- Maintain academic standards
- Participate in all learning activities at the scheduled times
- Be responsible for program costs: tuition, fees, books, tools, housing, mileage, etc.
- Wear sponsoring dealership uniform during both college and cooperative work experience phases of the program

Import Motors Dealership
- Indicate interest in being a sponsoring dealership
- Interview and select prospective student(s)
- Provide “dealership-coordinated work experience” in accordance with the program schedule and for the duration of the curriculum
- Appoint an in-dealership coordinator to help develop trainee to full productivity level and to work with The Cerritos College ITTP coordinator
- Pay trainee during periods of dealership coordinated work experience
- Provide related work experience while assigned to the dealership that supplements the trainee’s most recent instruction (when within the dealerships capacity to do so)
- Provide the new student employee with work uniforms in a manner consistent with other dealership employees

Corporations
- Furnish Cerritos College with Import vehicles and components
- Provide Cerritos College with essential training materials including: Import Vehicle training center handout materials
- Oversee and participate in student selection process
- Provide import vehicle training to involved college instructors
- Monitor all phases of ITTP to assure success
Import Technician Training Program

Uniform Requirements

The Import Technician Training Program at Cerritos College is comparable in the function and operation to the area automotive service businesses. An important part of the automotive service business, is for employees to look professional, as they represent the occupation in which they are involved. Employers also wish for their employees to wear uniforms because of safety and because they allow for neat appearance and promote customer relations.

One of the goals of the ITTP Program at Cerritos College is to help students develop their full potential to become automotive service technicians. In achieving this goal, the professional approach is stressed, part of which is wearing a uniform. Keeping in mind the need for a professional image, the following requirement has been adopted:

1. The student will wear uniforms provided by his/her dealership
2. Uniforms will be worn whenever classroom or laboratory activities are being performed. Compliance with the uniform requirement will be reflected in your evaluation received in the course and can be a reason for not allowing a student to work in the class or lab.
## General Tool List

### 1/4” Drive U.S. & Metric
- 1 Drive ratchet 4/5” in length
- 1 Drive socket set
- 1 Extension 2”
- 1 Extension 6”
- 1 Drive handle

### 3/8” Drive U.S. & Metric
- 1 Drive ratchet 8” in length
- 1 Drive extension 1”
- 1 Drive extension 3”
- 1 Drive extension 12”
- 1 Drive deep socket set 6 pt.
- 1 Drive spark plug flex socket 5/8”
- 1 Drive spark plug flex socket 3/16”
- 1 Universal joint
- 1 Drive deep metric sockets: 6-19 mm

### 1/2 Drive U.S. & Metric
- 1 Drive ratchet 10” in length
- 1 Drive socket set 7/16 thru 1”
- 1 Breaker bar 18”
- 1 Drive extension 3”
- 1 Drive extension 10”
- 1 Adapter 1/4-3/8”
- 1 Adapter 3/8-1/2”
- 1 Drive impact socket 3/4” & 13/16”
- 1 Drive impact socket 19mm

### Wrenches
- 1 Set combination box-open end 1/4-1”
- 1 Set metric combination 7-19mm
- 1 Set Allen wrenches-standard shank
- 1 Set metric Allen wrenches
- 1 Set standard flare nut wrenches
- 1 Set metric flare nut wrenches
- 1 Adjustable wrench 10”

### Screwdrivers
- 5 Straight blades 1 each: stub, small, medium, medium large, and large
- 3 Phillips screwdrivers #1, #2, and #3
- 1 Set Torx drive screwdrivers

### Pliers
- 1 Par slip joint

### Miscellaneous Tools
- 1 Tool Box, with lockable drawers
- 2 Center punch
- 3 Punches 1/8, 3/16, and 5/16”
- 2 Chisels 7/16 and 5/8”
- 1 Plastic tip hammer
- 1 Set of ball-peen hammers
- 1 Rubber mallet
- 1 Pair safety goggles/glasses (instructor approved)
- 1 Tire pressure gauge
- 1 Valve core remover
- 1 Hand file, flat w/handle 10”
- 1 Gasket scraper
- 1 Knife
- 1 Pry, pinch or crowbar
- 1 12 volt test light
- 1 Flash light w/batteries
- 1 Set flat feeler gauges U.S. & Metric
- 1 Oil filter wrenches
- 1 Brake tools: return and hold down
- 1 Brass drift
- 1 Measure tape
- 1 Inspection mirror
- 1 Box latex gloves
- 1 Pick-up magnet
- 1 6” steel rule graduated in 1/64”
- 1 Spark plug gapping tool wire type
- 1 Spark plug gapping tool slide type
Import Technician Training Program

Dealer Approval Form

Applicant Name: ___________________________________ Student No.: ____________________

Dealer Interview: Discuss the following subjects with applicant. Satisfy yourself that the applicant meets your standards.

1. EDUCATION & EXPERIENCE: Review the applicants for a unique background. Prior training or experience is not essential for success in ITTP, but may be valuable in certain instances.

2. SCHOLASTIC APTITUDE: Review the applicants’ potential to complete the academic work required for graduation (if AA degree is pursued). This can be determined by interview, testing, and consultation with the college or high school.

3. COMMITMENT: ITTP is approximately two-years in duration. The ITTP student must make an honest commitment to complete all required courses.

4. EMPLOYABILITY: The applicant should be viewed as seeking permanent employment. Is this person someone you could employ full-time once the required skills are learned?

5. CAREER INTEREST: The applicant should express a strong desire to be a professional automotive technician. Are his/her goals consistent with dealership needs for the next few years?

DEALERSHIP APPROVAL: I recommend this applicant for the Cerritos College Import Technician Training Program and agree to provide sponsorship should he/she be accepted to the program.

Dealer/Authorized Representative ___________________________ Title ___________________________

Dealership ___________________________ Telephone ___________________________

Address ___________________________ City ___________________________ Zip ___________________________ Date ___________________________

Please Submit the Dealer Approval form and completed Student Application to:

ATTN: Leonard Glick
Automotive Technology
Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650
Import Technician Training Program
Student Application

Name of Candidate: ____________________________________________

Last                               First                               Middle

Student No: ________________________           Phone: ____________________________

Address:_________________________________________________________________________
Street                                   City                              State     Zip

Email:________________________________         Birth Date______________

Do you have a clear driving record?             Yes              No    .

Describe any accidents or tickets your record may show:  __________________________________

EDUCATIONAL BACKGROUND

High School Attended_____________________  Did you graduate:         Yes-Year:  _______        No

Did you participate in a high school automotive program?               Yes            No

Have you attended any college classes?               Yes               No

Where?________________    Credit hours earned_________    Dates of attendance____________

Classes taken: ___________________________________________________________________

_______________________________________________________________________________

Other educational experience (military schools, seminars, etc.): _____________________________

_______________________________________________________________________________

Work Experience: _________________________________________________________________

________________________________________________________________________________

Career interest (Write a clear, definitive statement of your career interests):  ___________________

________________________________________________________________________________

Signature of applicant     Date