



**Chrysler CAP, Honda PACT, & IMPORT
Automotive Technology
Associate of Applied Science
Program Information & Application
Fall 2012 Entry**

APPLICATION OPEN AND CLOSE DATES:

- Open date: November 1, 2011 – applicants may begin submitting program applications.
- Close date: Open until filled

Please mail all application materials to:

Mt. Hood Community College
Admissions, Registration, and Records
Chrysler CAP, Honda PACT & IMPORT Application
26000 SE Stark Street
Gresham, OR 97030

Applicants will need to obtain an email address if they do not already have one. Mt. Hood Community College's Admissions, Registration and Records office will send all application notification by email. If email is not an option, please contact the Chrysler CAP, Honda PACT, and IMPORT program admissions evaluator at 503-491-7256.

Dear Prospective Student:

Thank you for your interest in the Chrysler CAP, Honda PACT and IMPORT Automotive Technology program at Mt. Hood Community College. We hope you will find the enclosed information helpful.

The Chrysler CAP, Honda PACT and IMPORT Automotive Technology program is designed to upgrade the technical competency and professional level of incoming dealership technicians. Students selected for the program work alternate terms in dealerships during the two-year training program. Students in the Chrysler CAP, Honda PACT and IMPORT program learn from Chrysler CAP, Honda PACT and IMPORT certified instructors and are often paid for on-the-job experience.

Admission into these programs is a two part process. The first part consists of completing the application by providing all items on the included application checklist. The second part is finding a sponsorship. The sponsor will provide you with on-the-job training during the internship phases of the 2-year program.

This packet includes the following:

- Admissions Guidelines and Criteria
- Application Checklist
- MHCC CAP, PACT, IMPORT Admission Form
- Chrysler CAP, Honda PACT, IMPORT Application
- Program Outline
- Program Curriculum
- Required Tool List
- Program Cost Sheet

Please contact me if you have any questions about the program. If you have questions about the application process, please call the Admissions, Registration and Records Office at 503-491-7256. Again, we thank you for considering the Chrysler CAP, Honda PACT and IMPORT Automotive Technology program at Mt. Hood Community College.

Sincerely,

Steve Michener
Faculty Advisor for the 2012 fall start
503-491-7148
steve.michener@mhcc.edu

PROGRAM OUTLINE

FACULTY ADVISER:

Steve Michener: 503-491-7148 Email: steve.michener@mhcc.edu

CAREER DESCRIPTION: There is good reason why Chrysler, Honda, and many Import dealerships and independent repair facilities have chosen the MHCC Automotive department to provide them entry-level technicians. With “state of the art” facilities, over 30 late-model training vehicles and ASE Master Certified instructors and curriculum, no other college in the state grants more Automotive AAS degrees than MHCC.

PROGRAM OBJECTIVES: to train future Automotive Technicians from introductory to advanced automotive diagnosis and repair in the areas of engine repair, automatic transmission/transaxles, manual drive train & axles, suspension and steering, brakes, electrical/electronic systems, heating and air conditioning, and engine performance.

PROGRAM START: The program begins summer term on odd numbered years and fall term on even numbered years.

LENGTH OF PROGRAM: Two years

MID-YEAR ENTRY: The program begins once a year. Mid-year entrance into a class or classes is by faculty permission only. Faculty permission does not guarantee admissions into the program. Students must apply and be accepted into the program to have their major changed to CAP, PACT or IMPORT.

CORE CLASSES TIME SCHEDULE: 8:00 a.m. to 2:30 p.m.

STUDENT ENROLLMENT LIMIT PER YEAR: 24

DEGREE AWARDED WITH COMPLETION OF REQUIRED COURSEWORK:

Associate of Applied Science (AAS) Automotive Technology

TRANSFER CONSIDERATIONS TO FOUR-YEAR INSTITUTIONS: There are several institutions that will accept transfer students. Please talk to one of the faculty advisors if you are interested in transferring to a four-year institution.

NATIONAL CERTIFICATION: All instructors are certified by the National Institute for Automotive Service Excellence (ASE). All Mt. Hood Community College Automotive programs are certified by the National Automotive Technicians Education Foundation (NATEF).

DEALER SPONSORSHIP

The Chrysler CAP, Honda PACT and IMPORT Program includes dealer sponsorships. These dealer sponsorships provide students with hands-on learning internships every other term. Some internships may include paid co-operative work experience.

Applicants who have met all other admission criteria need to contact the program adviser for current information regarding available sponsorship sites. With the guidance of the program adviser, students are expected to contact dealers and repair shops to arrange interviews, until a suitable sponsorship site has been found.

Typically the sponsorship will not begin until late January 2012 and finish when all 24 slots have been filled. Please contact the program adviser for additional details.

NOTE: It is the applicant's responsibility to set their 'spam filter' system to accept email addresses containing @mhcc.edu. Do this even if currently receiving emails from MHCC. We are not responsible for notices which are not received due to spam or junk mail handling.

ADMISSION GUIDELINES

Admission of all students is centralized in the Admissions, Registration, and Records office. Admission to the college does not guarantee admission to the Chrysler CAP, Honda PACT and IMPORT Program. The Admission, Registration and Records Office has the final authority on what constitutes equivalency for all admission criteria and has the sole authority to inform students of their admission status.

If you have questions regarding admissions procedures please contact the Admissions, Registration, and Records Office at 503-491-7256.

DATE OF APPLICATION

Students may submit applications beginning November 1, 2011. Once applicants have met all program criteria, including dealer sponsorship, they are admitted on a first come, first served basis until the program is full.

APPLICANT PRIORITY CONSIDERATION

Preapproved sponsorship – The Chrysler CAP, Honda PACT and IMPORT program works in partnership with industry dealerships. As such, dealerships have the option of pre-approving sponsorship of applicants. In most cases these students have priority for admission. This can reduce the number of positions available to the non-presponsored applicants each year.

If you are currently working at a dealership in another position, see the Service Manager/Director for possible sponsorship into the program. If he/she is not familiar with the program have him/her contact one of the faculty advisers for information.

Applicants who have priority consideration must meet the same requirements as the other applicants in terms of the admissions criteria. In the event a priority applicant does not meet minimum skill proficiency they may be admitted on a “conditional” basis. Skill proficiency must be demonstrated within two terms of conditional acceptance to remain in the program.

FURTHER CONSIDERATIONS

- Some dealers require pre-employment drug testing.
- Students who lose dealer sponsorship will be dropped from the program.
- Students who are not accepted into the Chrysler CAP, Honda PACT or IMPORT program, but do meet admissions criteria, may choose to apply for one of the other automotive programs available at MHCC: the Fall 2013 Ford ASSET and/or the Winter 2013 Automotive Technology – Degree.

ADMISSION CRITERIA

- **COMPLETED Chrysler CAP, Honda PACT and IMPORT Automotive Technology ADMISSION FORM**
(Please see [Application Packet Checklist](#))

- **APPLICATION PACKET CHECKLIST**

- **PROGRAM APPLICATION**

Students must submit the Chrysler CAP, Honda PACT and IMPORT Program Application with their application materials to be considered for the program.

- **AGE REQUIREMENT**

Students admitted to the Chrysler CAP, Honda PACT and IMPORT program must be at least 18 years of age at the time of their first dealership experience.

- **DRIVER'S LICENSE & DRIVING RECORD**

Each applicant is required to have a valid driver's license and a good driving record. In the course of the dealership experiences, students test drive vehicles to verify customer concerns and needed repairs. Dealer insurance carriers also require students in the program to have valid driver's license and good driving records for insurance coverage. A clear and legible photocopy of your valid driver's license must be included in the packet.

Applicants must submit a "Court Print" of their driving record. This can be obtained by going to any DMV office with your driver's license. There is a **\$3.00** fee. Have the DMV fax the Court Print to the Admissions, Registration and Records Office, attention: Chrysler CAP, Honda PACT and IMPORT Program, and 503-491-7388. Please also obtain and keep a copy of the Court Print for your records, as dealerships will ask to see the Court Print as part of their interview process.

- **ACADEMIC PROGRAM COMPLETION**

Applicants must provide documentation of successful completion of a program of study. Official transcripts, G.E.D. scores or a copy of a diploma from a high school, or a copy of an Associate, Bachelor's or Master's degree are acceptable. Home-schooled applicants must meet this requirement by completion of the G.E.D. Applicants who are currently a high school senior and have met all other program criteria may be conditionally accepted to the program, contingent upon receipt of a copy of their diploma upon graduation from high school.

- **MINIMUM SKILLS COMPETENCY**

Success in the program requires specific skill levels in 3 areas: reading, writing and math.

The minimum skill proficiencies required for admission to this program are equal to:

	Placement into	Completion of
Reading:	Reading 115	or Reading 90
Writing:	Writing 101 or 115	or Writing 90
Math:	Math 60	or Math 20

Continued on next page...

You can demonstrate your skills competency through **one** of the following processes:

A. **The Mt. Hood Community College Placement Test (CPT)**

- The CPT is a non-timed skills assessment test given on a walk-in basis. There is no fee to take the CPT. Scores will be available upon completion of the test.
- CPT scores are valid for two years. If CPT scores are over two years old from the time a student submits a Chrysler CAP, Honda PACT and IMPORT Automotive Technology program application, they are not valid and applicants will need to retest for placement.
- For purposes of admission to this program, the CPT must be taken at Mt. Hood Community College. Applicants who live more than two hours away may take the test by proctor. Please call the MHCC Testing Services for more information, 503-491-7678.
- If a student is only taking portions of the CPT they need to obtain a 'waiver' form by bringing appropriate transcripts to the Academic Advising and Transfer Center.
- Students who choose to retest in reading, writing or math will need to complete a Retest Self-Referral Form, which is available in the Testing Center or Academic Advising and Transfer Center. If CPT scores indicate the student is not ready for this program, they will be advised to take a course or courses in preparation to apply to the program at a later date.

OR

B. **Prior College Coursework**

- The CPT may be waived if an applicant has completed college coursework with a "C" or higher grade in RD90, WR90 and MTH20 or higher.
- Official transcripts (unopened) must be submitted to the Admissions, Registration and Records Office. Students who have completed a bachelor's degree from an accredited school and submit authorized documentation (official transcripts or diploma) will have the CPT waived, and will be considered proficient for admission purposes for this program.

TRANSFER CREDITS

Upon acceptance to the program, students who have prior general studies college coursework applicable to their Chrysler CAP, Honda PACT and IMPORT Automotive Technology degree, may request a transcript evaluation. Transcript evaluation request forms are available on our website at <http://www.mhcc.edu/Registration.aspx?id=1174>. Previous automotive credits will not transfer into the CAP or PACT programs, as the curriculum is product-specific. Previous automotive credits may transfer into the IMPORT program with permission from one of the faculty advisers.

APPLICATION PACKET CHECKLIST

Name _____

Email _____

In order to be considered complete your application should include:

- This CAP, PACT & IMPORT Application Checklist
- CAP, PACT & IMPORT Admission Form – **this form is required as part of the limited/restricted entry application process** even if you were or are a student at MHCC.
- CAP, PACT & IMPORT application
- Photocopy of valid driver's license verifying date of birth

DMV "Court Print"

- Included Being faxed. (Fax: **503-491-7388**) Date it was ordered _____

ACADEMIC PROGRAM COMPLETION. Submit one of the following:

- Copy of diploma, GED Certificate or college degree; **or**
- Official high school or college transcripts verifying graduation

SKILLS COMPETENCY DOCUMENTATION. Submit one of the following:

- College Placement Test scores from Mt. Hood Community College
- Included On file at MHCC

or

COLLEGE COURSEWORK. Submit official (unopened) college transcripts. Transcripts must show completion of RD90, WR90 and MTH20, or higher college level coursework with a "C" grade or higher.

- Included Being mailed. They were requested on _____ On file at MHCC

EMAIL ACCOUNT:

Applicants will need to obtain an email address if they do not already have one. Mt. Hood Community College's Admissions, Registration and Records office will send all application notification by email. If email is not an option, please contact the CAP, PACT, IMPORT admissions evaluator at 503-491-7256.

NOTE: It is the applicant's responsibility to set their 'spam filter' system to accept email addresses containing @mhcc.edu. Do this even if currently receiving emails from MHCC. We cannot be responsible for notices which are not received due to spam or junk mail handling.

Applicant's signature

Date

Return your completed application materials to:
MHCC - Admissions, Registration & Records
CAP, PACT, IMPORT Program Application
26000 SE Stark Street
Gresham, OR 97030



Chrysler CAP, Honda PACT, IMPORT Student Admission Form

Admissions, Registration and Records Office, 26000 S.E. Stark Street, Gresham, OR 97030

For new students and students returning after four terms or more. Please fill out and return by one of the following ways: fax to 503-491-7388, mail to the address above or bring to the Student Services Office at the Gresham Campus. For questions, call 503-491-7393.

*Providing your social security number (SSN) is voluntary. If you provide it, Mt. Hood Community College (MHCC) will use your SSN for keeping records, doing research, reporting, extending credit, and collecting debts. MHCC will not use your number to make any decision directly affecting you or any other person. Your SSN will not be given to the general public. If you choose not to provide your SSN, you will not be denied any rights as a student. Please refer to the Disclosure Statement listed on the MHCC Web site at www.mhcc.edu/ssn, which describes how your number will be used. Providing your SSN means that you consent to the use of your number in the manner described. **It will be necessary for you to provide your SSN if applying for federal financial aid, tax credits and the MHCC Student Installment Note.**

Returning Students: MHCC ID Number _____

* Social Security Number _____ - _____ - _____

Name _____
LAST FIRST M.I.

Previous name(s) _____

Address _____ Apt# _____

CITY _____ STATE _____ ZIP _____

COUNTY (i.e. Multnomah) _____

E-mail _____

MHCC Major Chrysler CAP, Honda PACT, IMPORT
(see www.mhcc.edu/programs)

Phone _____ Gender: M F

Racial / Ethnic Information: (Your response is voluntary)
Do you consider yourself to be Hispanic or Latino:
 Yes No

In addition, select one or more of the following racial categories to describe yourself:
 -American Indian or Alaskan Native -Asian
 -African American or Black -White
 - Native Hawaiian or Other Pacific Islander

Date of Birth _____ / _____ / _____

Mother's Maiden Name _____

Residency Status – required for assessing tuition charges.
 Will you have lived in Oregon 90 days prior to the 1st day of the term?
 -yes -no **AND, check one below:**

- Permanent resident of Oregon, CA, ID, WA or NV
- Permanent resident outside of Oregon, CA, ID, WA or NV
- International Student (requires an I-20)
- International Visitor (B, J, H or other non-student Visa)
 Please tell us your Visa type: _____

Student Signature _____ Date: _____

Read before submitting: I acknowledge I am legally obligated to pay all charges incurred by registering. Charges may include late fees, reasonable collection costs, attorney fees, and Oregon Department of Revenue charges for the collection of all delinquent debts owed to the college. By not paying all charges at the time they are incurred, I acknowledge that this debt is considered education debt/loan and that the educational debt is non-dischargeable under Section 523 (a) (8) of the US Bankruptcy Code. There is no statute of limitation on the collection of educational debt. To have course tuition/fee charges removed, I must process a drop or withdrawal on MyMHCC or through the Admissions, Registration and Records Office within the refund period.

Term Summer Fall Winter Spring
 Year _____

Previous college(s) attended _____

What is your attendance history at MHCC?
 -New Student
 -Attended MHCC more than four terms ago

What is the date (or expected date) of your high school graduation?
 (H)-High School Graduate, Yr _____
 (S)-Still in High School, Yr _____

If GED or Adult High School Diploma, what is the date awarded or expected date?
 (D)-Adult High School Diploma, Yr _____
 (G)-GED, Yr _____

OR
 (N)-Did not complete high school
 Check here if Home Schooled

Name of last high school attended: _____
 State: _____

What is the highest level of education / training you have received beyond high school?
 (0)-None
 (1)-Some college, short-term training, private vocational school
 (2)-1-year certificate from a community college
 (3)-2-year degree from a community college
 (4)-Bachelor's degree
 (5)-Master's degree
 (6)-Ph.D. / Professional degree

A person voluntarily becomes a student at MHCC and thereby assumes the obligation of abiding by the standards prescribed in the "Student Code of Conduct" found at www.mhcc.edu/com.

Do you plan to earn a degree, certificate or diploma at MHCC?
 (A)-Yes, a 1-year certificate or 2-year degree
 (B)-Yes, High School diploma or GED
 (C)-No, here to take classes
 (D)-Undecided

Select the one main reason for attending MHCC this term.
 (A)-Take classes to transfer to a 4-year college
 (B)-Learn skills to get a job
 (C)-Improve existing job skills
 (D)-Explore career or educational options
 (E)-Take classes to finish High School or GED
 (F)-Improve reading, writing or math skills
 (G)-Learn English
 (H)-Personal interest / enrichment
 (I)-Other

Will you be employed while attending classes this term?
 (F)-Yes, full-time (35+ hours per week)
 (P)-Yes, part-time (Less than 35 hours per week)
 (N)-No, not employed

Check here if you are a U.S. Veteran:
 Yes

"Student Right to Know" information is available at www.mhcc.edu/righttoknow. If you need assistance due to a disability, please contact the Disability Services Office at (503)-491-6923 or at (503)-491-7670 (TDD).



CAP, PACT, IMPORT PROGRAM APPLICATION

Name _____ Soc. Sec. No. _____

Address _____

City _____ State _____ Zip _____

Day Phone# _____ Evening Phone # _____

Cell Phone# _____ Email Address _____

Driver's License No: _____ Birth date _____

Will you be 18 years old by first work experience? Yes No

Educational Record:

High School _____ Graduation date: _____

City, State where located _____

List all colleges attended with their location and length of attendance:

List any work experience in the automotive field:

Company name	Address	Phone	Date(s) employed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

My signature on this application to the CAP, PACT & IMPORT Automotive Technology program gives my permission for Mt. Hood Community College to share all information related to this application and my performance in school with the CAP, PACT & IMPORT manufacturers, representatives, and dealer employers. This information includes but is not limited to; grades, attendance, work habits, recommendations and abilities.

Student Signature _____ Date _____

PROPOSED CURRICULUM for 2012-2013

FIRST QUARTER			FIFTH QUARTER		
Course Number	Course Name	# of Credits	Course Number	Course Name	# of Credits
AM110	Internal Combustion Engine Theory	4	AM251	Engine Performance II Theory	4
AM111	Internal Combustion Engine Lab	2	AM252	Engine Performance II Lab	3
AM118	Electrical Systems Theory	4	AM253	Steering & Suspension Theory	3
AM119	Electrical Systems Lab	2	AM254	Steering & Suspension Lab	1
AM120	Minor Vehicle Services	2	AM256	Heating & Air Conditioning Theory	3
MTH060	Beginning Algebra	4	AM257	Heating & Air Conditioning Lab	1
		18	PSY101	Psychology of Human Relations	3
					18

SECOND QUARTER			SIXTH QUARTER		
Course Number	Course Name	# of Credits	Course Number	Course Name	# of Credits
AM280	Automotive Dealership Experience	6	AM280	Automotive Dealership Experience	6
MTH065	Beginning Algebra II	4			
		10			6

THIRD QUARTER			SEVENTH QUARTER		
Course Number	Course Name	# of Credits	Course Number	Course Name	# of Credits
AM132	Automotive Electronics I Theory	4	AM152	Automatic Transmission Theory	4
AM133	Automotive Electronics I Lab	1	AM153	Automatic Transmission Lab	3
AM136	Brakes Systems Theory	3	AM156	Power Train Theory	3
AM137	Brakes Systems Lab	1	AM157	Power Train Lab	1
AM170	Automotive Project I	1	AM258	Automotive Electronics II Theory	3
AM216	Engine Performance I Theory	4	AM259	Automatic Electronics II Lab	1
AM217	Engine Performance I Lab	2	AM270	Automotive Project II	1
WR101	Workplace Communications I or			Health and Physical Education	
OR WR121	English Composition	3-4		requirement‡	3
		19-20			19

FOURTH QUARTER			EIGHTH QUARTER		
Course Number	Course Name	# of Credits	Course Number	Course Name	# of Credits
AM280	Automotive Dealership Experience	6	AM280	Automotive Dealership Experience	6
		6			6

The official curriculum will be published in the 2012-2013 College Catalog.

‡ See the College catalog.

The course requirements for this program are subject to change each academic year. For MHCC certificate/degree requirements, a student must follow the program requirements the year the student is officially admitted to the program or the year the student is completing the program.

REQUIRED TOOL LIST

Each participant is required to purchase the tools listed below as a requirement to participate in the Chrysler CAP, Honda PACT and IMPORT Automotive Technology program. Further clarification and recommended vendors of these tools may be obtained by contacting the program advisors.

Ratchets 1/4", 3/8", 1/2"	Inspection mirror
1/4" Deep and shallow socket set 6-12mm 6pt	Magnetic pickup tool
3/8" Shallow and deep socket set 8-19mm 6pt	Flat blade screwdrivers-3/16", 1/4", 5/16" blade tip
1/2" Shallow Socket 16-24mm 6pt	Phillips head screwdrivers- #1, #2, #3
External Torx Sockets ☐ 10, 15, 20, 25, 27, 45, 50, 55	20-32 oz. Ball peen hammer
Spark Plug Sockets ☐ 5/8" and 13/16"	24-32 oz. Dead blow hammer
Socket adapters ☐ 3/8-1/4, 1/2-3/8, 3/8-1/2	18-24" Pry bar
1/4" drive extensions approx 3"	Adjustable joint (water pump) pliers
3/8" drive extensions approx 3"	Wire crimper/strippers
1/2" drive extensions approx 3"	Combination slip joint pliers
Universals ☐ 1/4", 3/8"	Needle Nose pliers
1/2" Breaker bar	Diagonal side cut pliers
Open/box combination wrenches 6-19mm	10-12" locking pliers
Metric flare nut wrench set 8-14mm	Safety glasses
Oil filter wrench (small)	Blow gun (restricted)
Oil filter wrench (standard)	Hex key set-both standard and metric
Locking Tool Box	Digital Volt/Ohm Meter (may be purchased after completion of AM118/119)
Flash light	

OPTIONAL: RECOMMENDED BUT NOT REQUIRED TOOLS:

1/4" Deep and shallow socket set 3/16" – 9/16" 6pt	3/8 shallow and deep socket set 8mm-19mm 12pt
3/8" Shallow and deep socket set 3/8" – 3/4" 6pt	½" shallow socket set 12mm-24mm 12pt
1/2" Deep socket set 12-24mm 6pt	Push pin pliers
1/2" Shallow and Deep socket set 3/8" – 1" 6pt	3/8" drive in. lb. torque wrench (ex. 50-250 in.lb)
Open/box combination wrenches- 1/4"-1"	½" drive ft. lb. torque wrench (ex. 50-250 ft. lb.)
Flare nut wrench set 1/4" – 13/16"	Punch & chisel set
Gage set	Tire pressure gauge
Gasket scraper	Feeler

PROGRAM COSTS

First Quarter	
Books/Fees	\$200.00
T184 Calculator	\$100.00
Tuition	\$1628.25
College Service Fee	\$ 30.00
Second Quarter**	
Tuition	\$917.50
College Service Fee	\$ 30.00
Third Quarter	
Books/Fees	\$200.00
Tuition	\$1670.25
College Service Fee	\$ 30.00
Fourth Quarter**	
Tuition	\$550.50
College Service Fee	\$ 30.00
Fifth Quarter	
Books/Fees	\$200.00
Tuition	\$1628.25
College Service Fee	\$ 30.00
Sixth Quarter**	
Tuition	\$550.50
College Service Fee	\$ 30.00
Seventh Quarter	
Books/Fees	\$200.00
Tuition	\$1670.25
College Service Fee	\$ 30.00
Eighth Quarter**	
Tuition	\$550.50
College Service Fee	\$ 30.00
TOTAL	\$10306.00

These costs are estimates and are subject to change without notice. The costs listed reflect tuition but not the other costs associated with general or related electives required for the Associate of Applied Science Degree in CAP, PACT & IMPORT Automotive Technology.

The minimum required tools will cost between \$1,000 and \$1,500.

Students who drive to school need to calculate in the **Parking Permit fee** of \$25 per term to the program total cost.

**Cooperative Education Internship