



ITTP

Import Technician Training Program



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Southland/Cerritos Center for Transportation Technologies

...where community college education combines with industry

Program Summary

What is the ITTP program? 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. Various corporations and Cerritos College design the curriculum. 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.

What skills should technicians have? Technicians need to possess a strong understanding of the mechanical components that make up a vehicle and the computer control systems that can cause them to malfunction. You will need excellent diagnostic and problem-solving skills, good hand-eye coordination and manual dexterity to make repairs. You will also need to learn how to use an array of tools, equipment and instruments associated with the trade. Welding and customer service skills could also be beneficial.

What do automotive technicians do for a living? Technicians are responsible for inspecting, repairing and maintaining vehicles. In recent years, the systems and components of these vehicles have become more complex. Technicians need the skills to work not only with special tools and diagnostic equipment, but also with sophisticated electronics and computer systems. As a technician, you may find yourself performing tune-ups, flushing fuel systems, testing ignition and emission systems, installing air conditioning systems, replacing brakes and even repairing engines and transmissions.

When does the ITTP program begin? The ITTP Program always starts in the Spring – which is in January or March. See the department website at <http://cms.cerritos.edu/auto/ittp.htm> for exact start dates.

When do I attend school and when do I go to work? You do not work and go to school at the same time. During the regular 18 week semesters (fall and spring), you will be at Cerritos College for 9 weeks and on the job for 9 weeks. During the Summer 12 week semester, you will be at Cerritos College for 6 weeks and on the job for 6 weeks. This rotation system continues for 2 years or until completion of the program.

What would my class and work schedule be? Classes can run Monday thru Thursday from 12:30-5:30PM and work schedules vary based-on employers' needs. In short, this is a full time program and you should be available for school and work during regular business hours.

What costs are associated with the program? As of 2012, tuition for California residents is \$46.00 per unit. Additional costs include student ID fees, health fees, parking fees, lab fees, tools, books and transportation to and from work. All tuition and other fees are the responsibility of the student. Financial aid is available for those who qualify. Non-residents and international students should consult the Cerritos College catalog for accurate tuition fees at www.cerritos.edu/catalog.

What is sponsorship and how does it apply to me? To successfully complete the ITTP program, students must complete 5 semesters of work experience. Securing sponsorship or a job is solely up to the student, however, guidance and support is available through Cerritos College faculty coordinators. Interns are typically paid hourly, rates vary depending on experience. Unpaid internship hours can be used for your work experience classes.

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

Application Procedure

1. Complete the Cerritos College Application at www.cerritos.edu.
Note: After your application has been processed by the admissions office, you will receive a student number by email. Keep your student number in a safe place; you will need it many times.
2. Complete the ITTP Application online at <http://cms.cerritos.edu/auto/ittp.htm>
All applications must be turned in by the deadline. See the department website for details.
3. Take the Math, English and Reading placement exams at the Assessment Center. Download a testing schedule or study guide at <http://cms.cerritos.edu/assessment-center/>.
4. If you are a new student at Cerritos College, attend the New Student Orientation in-person or online thru MyCerritos. In-person appointments can be made by calling the Counseling Office at (562) 860-2451 x2231 *Continuing and transfer students are waived from this requirement*.
5. If you are a new student at Cerritos College, you must see a counselor. Attend the New Student Orientation to meet this requirement or make an appointment with the Counseling Center by calling (562) 860-2451 x2231. *Continuing and transfer students are waived from this requirement*.
6. Have your resume and DMV driving record ready for dealer interviews.
7. Attend a mandatory ITTP orientation; there may be multiple meetings. Times and locations TBA.
8. Once sponsored, turn in your Dealer Approval Form to your ITTP Coordinator on the first class meeting.
9. Pay for your classes at the time of registration. Students who do not pay within 5 days are automatically dropped from their classes. NO EXCEPTIONS.
10. Apply for financial aid at www.fafsa.gov.

Candidate Selection Process

How are students selected for the ITTP Program? Students who secured sponsorship are enrolled first. Students who have all their requirements met are enrolled (by application date) second. Students who have missing requirements are enrolled (by application date) last.

What happens if I do not finish my requirements in time? *New students who HAVE NOT taken their assessment exams, attended a new student orientation and met with a counselor CANNOT be registered.*

Registration

How do I register for the first semester of the program?

First semester class: Auto 151 – Automotive Alignment, Brake and Suspension is reserved for ITTP applicants only. *ITTP Coordinators register students for this class on the first day of class.* Plan to pay for the class on this day.

How do I register for the remainder of the program? *ITTP students are given priority registration starting the 2nd semester of the program and are responsible for signing-up for all their classes using MyCerritos.* To find out which classes to take and when you can register, visit the Corporate Student Center at <http://cms.cerritos.edu/auto/ittp.htm>

Classes & Schedule

Schedule. ITTP students follow a structured class schedule. In the Fall and Spring, you will be at Cerritos College for 9 weeks and on the job for 9 weeks. Summer semesters are shorter. You will be at Cerritos College for 6 weeks and on the job 6 weeks. When on campus, plan to be here Monday thru Thursday from 12:30PM-5:30PM. During your work experience term, your hours will vary. Typical work schedules are Monday thru Friday 8-5PM, but some employers may only need you part-time or on weekends.

Semester	Courses		Units
(1) Spring	AUTO 151	Alignment/Brakes/Suspension	6
	AUTO 73	Work Experience	3
(2) Summer	AUTO 111	Engines	4
	AUTO 73	Work Experience	3
(3) Fall	AUTO 161	Automotive Electricity	7
	AUTO 73	Work Experience	3
(4) Spring	AUTO 121	Drivetrain Transmissions/Axles	6
	AUTO 73	Work Experience	3
(5) Summer	AUTO 179	Automotive Air Conditioning	4
	AUTO 73	Work Experience	3
(6) Fall	AUTO 181	Electronic Engine Mgmt. Sys.	6
		Total Units	48

Sponsorship

Sponsorship. To successfully complete the ITTP program, you must take 5 semesters of work experience (Auto 73). The purpose of work experience is to give you an opportunity to apply the skills you learn at Cerritos College to real life situations. As an apprentice, it is ideal that you work side by side with a seasoned technician repairing and maintaining vehicles. However, there may be times when your employer will want to see how you conduct yourself as an employee before taking you on as an apprentice. They may start you as a porter washing cars or changing oil on the lube rack. If you are offered a position, TAKE THE JOB! In just a few months, with a little experience under your belt, you will be qualified to do much more than washing cars or changing oil.

Do I get paid to work? Interns are typically paid between \$8.00 and \$12.00 an hour depending on experience. However, unpaid internship hours can be used for your work experience classes.

Do I find my own sponsor? Securing sponsorship is solely up to you, however, guidance and support is available through Cerritos College faculty coordinators.

How do I find a sponsor/job? You will need a resume, interview skills and a DESIRE to find a job. The very first thing you need to do is to get motivated and excited. Many of our graduates are *still* working for their sponsoring dealers. They are making good money and love what they do. THAT COULD BE YOU! Second, you need to be equipped with all the right tools and skills that are going to help you land that job. Here are some tips to help you along the way.

- 1) **Develop a resume that outlines your educational background and work experience.** Do not forget to include any automotive experience you have, even if it is personal projects or classes you have taken. Employers want to know that you have an interest in automotive and that you are capable of using your hands and mind to solve technical problems.
- 2) **Be able to show that you are responsible and qualified to work at a dealership.** Go to the DMV and get a printout of your driving record. Employers cannot hire you unless you have a driver's license and clean driving record. Also, if you are proud of your previous grades include in a copy of your unofficial transcripts in your packet.
- 3) **Practice your interview skills before talking with a service manager.** You never know when you will get your interview. Your first meeting may be the only opportunity you have to impress a potential employer. Think about what they may want to know when you ask for a sponsorship. Come up with some good responses. If you feel that your first meeting did not go well, write down the questions you were asked and practice better responses. It is likely that the next service manager will ask similar questions.
- 4) **Plan to dress for the job you want.** Cerritos College automotive shirts should be worn to your interviews. You can purchase an automotive shirt at the Cerritos College bookstore.
- 5) **More jobs are found in person than over the phone.** The culture of the industry demands that you drive down to a dealership and talk with a service manager about being sponsored. He or she wants to meet you. They want to know how you come across as a potential employee and what skills or interests you already possess. They may also want to talk with you about your desire of becoming a technician. Do you really have the skills and mindset of being a good tech? In addition, the ability to hand them a packet (resume/DMV record/transcript) about yourself and the program gives them time to review your credentials after your brief meeting. They are more likely to review a printed packet than an email they can easily delete from their inbox.
- 6) **Do not give up.** On your way out of the dealership, you should have grabbed the service manager's business card—or at least their name. You can always call the dealership's receptionist to get the service managers contact information. Within 2-3 business days of meeting, send a thank you email to the service manager. Thank them for their time. Attached electronic copies of your credentials so they can review them if they have not had a chance to. If they give you any indication that they may be able to hire you or promise to call you back but don't, follow up with a phone call in a few weeks. Sometimes, service managers may not be able to hire you. They may not have the money or space. Use good judgment when handling these situations. You do not want to pester the service managers.

Sponsorship – Continued

- 7) **Follow through.** Once you get a job, do what you can to keep your job. Show up on time, be responsible, learn as much as you can and make some friends. Always remember, your employer hired you and is paying you to do a job.
- 8) **What if I don't find a sponsor in time?** It is typical for someone with little or no automotive background to experience having trouble finding a sponsor right away. Stay in the program and keep looking for work regularly.
- 9) **Our faculty and staff are available to answer any questions you or your future employer may have.** Leonard Glick, ITTP Coordinator. (see cover page for contact information)
- 10) **We have a Job Placement Office on campus that helps students create resumes and prepare for interviews.** Call (562) 860-2451 x2356 for a personalized resume building session, interview skills and/or a mock interview session with a career counselor. Appointments must be made 2 weeks in advance. If you already have a resume, you can bring it by for a professional review and tips. You may drop your resume and pick it up during office hours. The reviewing process takes seven business days.

Office Hours:

Monday & Thursday	8:00 a.m. to 4:30 p.m.
Tuesday & Wednesday	8:00 a.m. to 7:00 p.m.
Friday	8:00 a.m. to 12:00 noon (Closed on Fridays in June & July)
(562) 860-2451 x2366	http://cms.cerritos.edu/job-placement/

Information about resume writing and interview skills can also be found on their website at <http://cms.cerritos.edu/job-placement/student-services/resume-assistance.htm>

CERRITOS COLLEGE DEALER SPONSORSHIP AGREEMENT

Applicant name: _____ Date: _____

Student number: _____ Birthdate: _____

1. DEALER INTERVIEW: Discuss the following subjects with applicant. Satisfy yourself that the applicant meets your standard.
2. EDUCATION & EXPERIENCE: Every applicant will have a unique background. Prior training or experience is not essential for success, but may be valuable in certain instances.
3. SCHOLASTIC APTITUDE: Review the applicant's potential to complete the academic work required for graduation. This can be determined by interview, testing, and consultation with the college or high school.
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 automobile technician. Are his/her goals consistent with the dealership's needs for the next few years?

DEALER APPROVAL: I recommend this applicant for the Cerritos College Manufacturer Specialty Program and agree to provide sponsorship should he/she be accepted into the program.

Dealer/Authorized Representative Title

Dealership Telephone

Address City State Zip

Scholarships

Scholarships. Several scholarship opportunities are available to Cerritos College automotive students. Visit the Scholarship Opportunities webpage at <http://cms.cerritos.edu/auto/scholarships.htm> for more information.

How can I apply for scholarships? General and automotive scholarship applications are electronic and can be found on the websites below.

General Scholarship Application

<https://cms.cerritos.edu/foundation/scholarships/>

Automotive Scholarship Applications

<https://cms.cerritos.edu/foundation/scholarships/automotive.htm>

Other Automotive Related Scholarships Sites

www.sema.org/scholarships

Important Policies

Uniform Policy. It is important for students/employees to look professional, as they represent the occupation in which they are involved. Uniforms are required at both school and work for safety reasons and to promote a neat appearance while working with customers.

One of the goals of the ITTP Program is to help students develop their full potential in becoming an automotive service technician. To achieve this goal, the professional approach is stressed, part of which wearing a uniform is required. To that end, the following requirements have been adopted:

1. The student must wear a Cerritos College Automotive Uniform or a uniform provided by his/her dealership
2. Uniforms will be worn whenever classroom or lab activities are being performed

Attendance. It is the responsibility of student to attend classes regularly and apply themselves to the classes in which they are enrolled. Students should report planned and unplanned absences directly to their instructors. Students who are absent in excess are subject to drop. *Students who are absent or tardy on the first day of class are also subject to being dropped from the class.*

Drops. It is the responsibility of the student to drop classes when desired. Consult the schedule of classes or the College Calendar at <http://www.cerritos.edu/default/calendar.aspx> for deadlines.

Corporate Student Center

The Corporate Student Center is a place online where you can access all the tools and information you need to be a successful student—view your upcoming school schedule, find out when to register, register for classes, locate another department on campus, and much more. You can access the center by visiting us online at <http://cms.cerritos.edu/auto/corporate.htm>.

MyCerritos

MyCerritos is an online program where students can register for classes, pay tuition, download unofficial transcripts, view financial aid related information and much more.

How do I get a MyCerritos account? Your MyCerritos account is automatically set-up once your college application is processed. You will know your application has been accepted once you receive an email from the school with your student ID number. Applications generally take 48 business hours to process.

How do I login to MyCerritos? Go to www.cerritos.edu. Click on the MyCerritos link. To sign in, enter your 7-digit student number as your *User ID* and your 6-digit birthdate (MMDDYY) as your *Password*.

How do I use MyCerritos? Once you are logged into your MyCerritos account, click on the *Student Center* link to view your academic and financial information or click on one of the *Quick Links* to perform a task. If you need help using MyCerritos, download the Student Guide by clicking on the help link, which is located on the top far right side of the main page.

Schedules Plus

Schedules Plus is an online program that allows you to view all the classes that are being offered for the upcoming or current semester.

Where can I access Schedules Plus? Visit <http://www.cerritos.edu/schedule/>. Anyone can view the college class schedule.

How do I use Schedules Plus? Select the semester, term, and subject you wish to view. Then, click View Departments. Select the classes you wish to view. Then, click View Courses. The status of the class will read Open or Waitlisted, showing whether you can add the class or add to the waitlist.

Program Costs

Tuition Costs for California Residents. Tuition is determined by the state of California. As of 2012, tuition is \$46 per unit. See a list of estimated costs in the chart below; totals do not include additional prerequisite courses and tools. Tuition and fees are subject to change without notice. Plan to pay your tuition 2-3 months before each semester begins at the time of registration. For example, the spring session always starts in January. However, you will register and pay for classes in October. Tuition and fees are paid as you go, not all at once.

Semester/Start	Courses	Units	Costs
(1) Spring/January or March			
	AUTO 151	6	
	AUTO 73	3	\$414
	Other Fees (health, activity, parking, lab)		\$84
	Estimated textbook costs (new)		<u>\$200</u>
	Total semester costs		\$698
(2) Summer/May			
	AUTO 111	4	
	AUTO 73	3	\$322
	Other Fees (health, activity, parking, lab)		\$60
	Estimated textbook costs (new)		<u>\$100</u>
	Total semester costs		\$482
(3) Fall/August			
	AUTO 161	7	
	AUTO 73	3	\$460
	Other Fees (health, activity, parking, lab)		\$84
	Estimated textbook costs (new)		<u>\$185</u>
	Total semester costs		\$729
(4) Spring/January			
	AUTO 181	6	
	AUTO 73	3	\$414
	Other Fees (health, activity, parking, lab)		\$84
	Estimated textbook costs (new)		<u>\$117</u>
	Total semester costs		\$615
(5) Summer/May			
	AUTO 179	4	
	AUTO 73	3	\$322
	Other Fees (health, activity, parking, lab)		\$60
	Estimated textbook costs (new)		<u>\$100</u>
	Total semester costs		\$482
(6) Fall/August			
	AUTO 121	6	\$276
	Other Fees (health, activity, parking, lab)		\$84
	Estimated textbook costs (new)		<u>\$130</u>
	Total semester costs		\$490
Totals		48	\$3496

Books & Tools

Books. New and used textbooks for can be purchased at the bookstore on campus or online at <http://www.bkstr.com/cerritosstore/home/en>

Tools. Technicians are required to have their own tools. Below is a general list of what technicians might need. On average, students spend between \$2,000 and 3,000 collecting tools. They pay for them using their financial aid funds or money earned on the job.

It is recommended that you wait to make purchases until you are sponsored or in the second year of the program. You will figure out what you need with time. Ask your instructors for more advice on which tools to buy and when. They will also have information about the Matco, Snap-On Tools and Mac Tools student discount (up to 60% off).

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
- 1 Pair diagonal cutting
- 1 Pair needle nose
- 1 Pair adjustable joint (channel lock) 12"
- 1 Pair vise-grip 10"

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 Tape Measure
- 1 Inspection mirror
- 1 Box latex gloves
- 1 Pick-up magnet
- 1 6" steel rule graduated in 1/64"
- 1 Spark plug gapping tool

Cerritos College
Import Technician Training Program
Student Application

Name of Candidate: _____
Last First Middle

Student No: _____ Birth Date _____

Address: _____
(Include Apt. or Unit#) City State Zip

Email: _____ Phone: _____

Do you have a valid driver's license? Yes No

List any accidents or tickets your record may show: _____

Have you ever been convicted of a crime? Yes No

EDUCATIONAL BACKGROUND

High School Attended _____ Did you graduate? Yes-Year: _____ No

Did you earn a GED? Yes No

Have you attended classes at Cerritos College previously? Yes No

Have you attended another college previously? Yes No

Where? _____

Which assessment exams have you completed at Cerritos College? Math English Reading

WORK EXPERIENCE

Are you currently sponsored? Yes No

Where? _____

List other previous work experience: _____

Signature of applicant

Date

Turn in applications to the Automotive Department Office, AT-17
<http://cms.cerritos.edu/auto/ittp.htm>