

AUTOMOTIVE TECHNOLOGY PROGRAM INFORMATION:

Congratulations on taking your first steps toward a rewarding career in the automotive profession. Porter and Chester Institute's Automotive Technology program is designed to provide a comprehensive education with a focus on hands-on learning. Our integrated education model encourages students to "learn by doing" as they take information learned in lectures and practice and apply it in the lab, using industry standard equipment and tools. As you explore enrollment, we'd like to share some additional information.

Porter and Chester Institute (PCI) is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the automotive technology program, like all of PCI's programs, is an approved program under this grant of accreditation. This accreditation assures students of the quality of the education they are receiving and the commitment of their school to maintaining high standards of performance and accountability. Additional information about accreditation may be found at www.accsc.org

The automotive technology field requires keen attention to safety standards. Students will be expected to observe all necessary precautions as directed by their instructors. Students must:

- Follow the catalog policy regarding uniforms, appropriate footwear, and hair restrictions
- Wear their safety glasses at all times in the lab
- Use ear and hand protection as directed by their instructor
- Follow all written and verbal classroom safety procedures and instructions

Students who fail to comply with safety requirements are subject to disciplinary procedures up to and including dismissal from their program.

Additionally, there are a number of factors which contribute greatly to a student's chances of obtaining employment in the profession after graduation. Applicants need to be aware that if they cannot answer "yes" to the following questions, they will have extremely limited employment options and are unlikely to qualify for their job of first choice. Do you have:

- A valid Driver's License?
- A driving record with no moving violations?
- The ability to pass a background check - Clean background - No felony convictions?
- The ability to pass a drug test
- The ability to safely operate manual transmission/transaxle

All PCI faculty and staff are committed to helping you achieve academic and professional success. The Campus Director of Operations and Education provides academic advising and referrals for student support services. Career Services staff will assist you with career planning, professional expectations, and job search strategies. Instructors can provide you with information about their actual work experiences in the automotive field. Please let your Career Program Specialist (CPS) know if you would like to speak with an Instructor or Career Services Advisor during your enrollment process.

By completing the acknowledgement form, I certify that the items listed above were covered with me prior to enrolling.