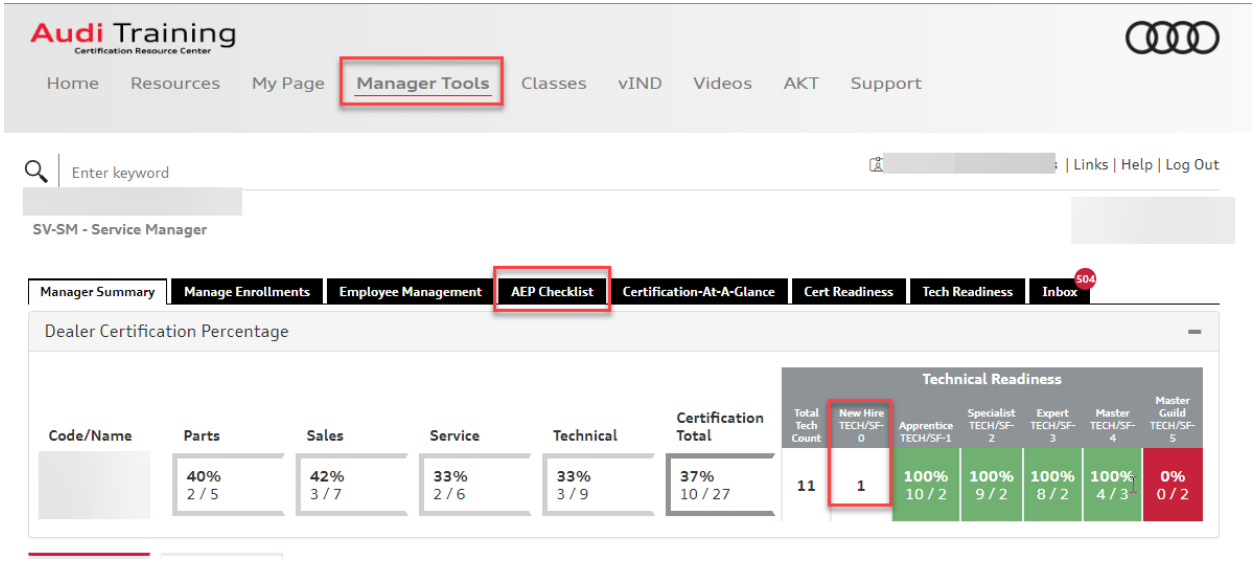
Dealer Process - AEP Apprentice Technician candidate Approval Process

With the popularity of the Audi Education Program, our Audi Technical Training team needed a more streamline way for dealers to enter an eligible AEP Apprentice into the AEP program.

The following guide will show the Service Manager steps to fill out the AEP checklist, submit for approval and once approved be able to register that Apprentice (SV-TECH-AEP) into an upcoming AEP Program which has available openings.

Only those assigned to CRC “Manager Tools” status for their Service Department are able to add AEP technicians to the program.

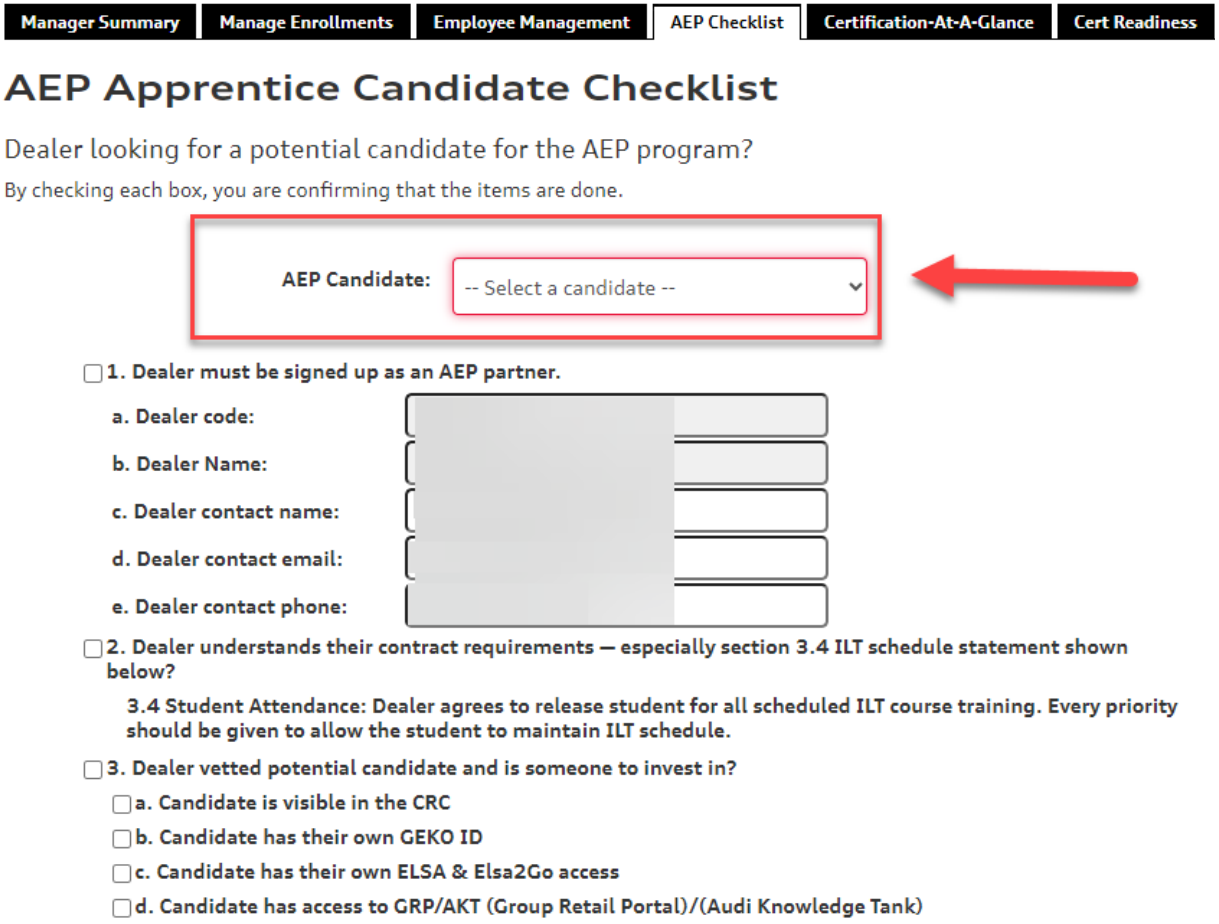
From CRC Home page click “Manager Tools” and you will see the “AEP Checklist” tab.



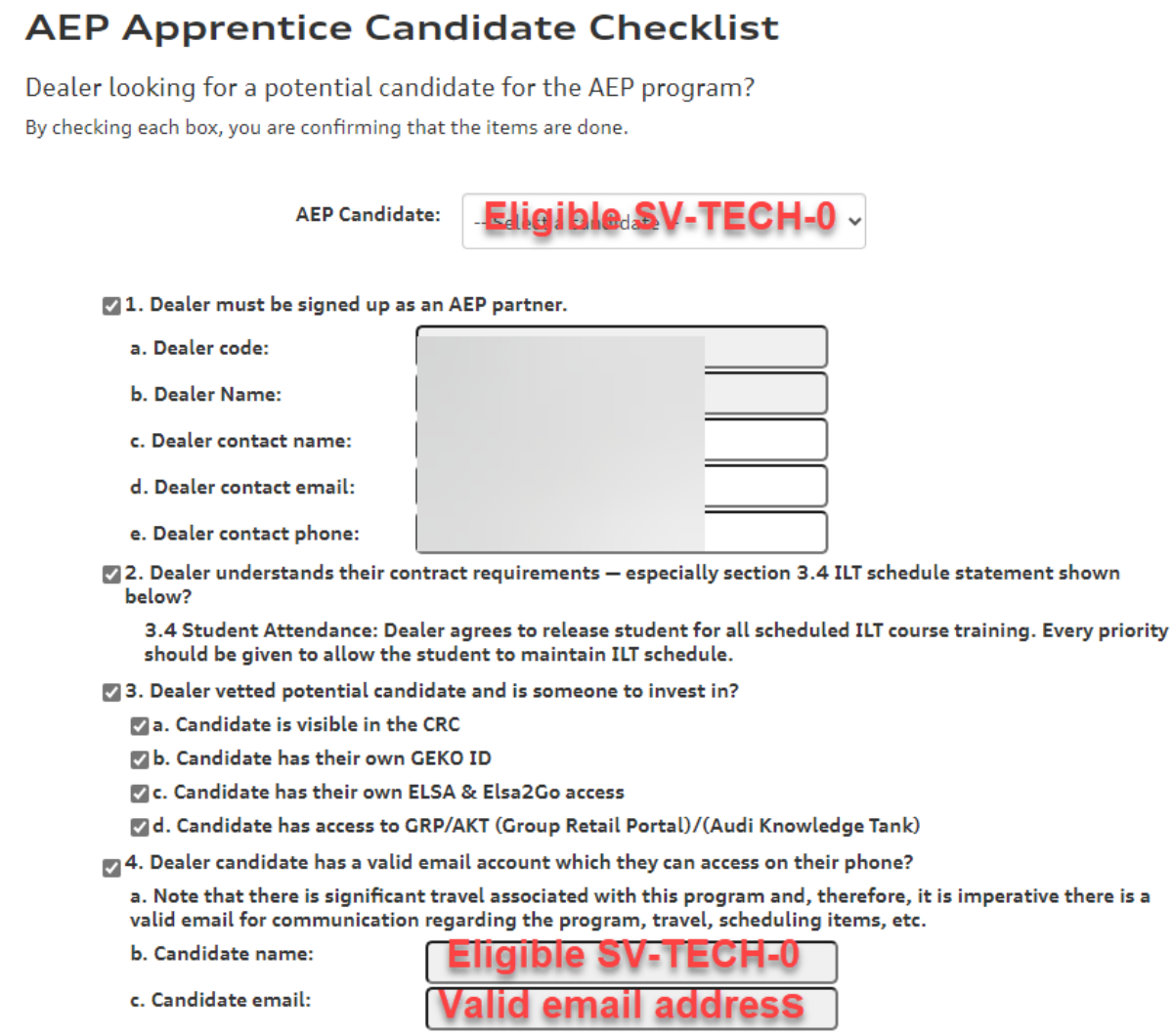
Click on “AEP Checklist” to view the form with your dealership details pre-populated.

To begin filling out the form, select “AEP Candidate” to view the dropdown list of technicians at your dealership. SV-TECH-0 Technicians are eligible for AEP and will be highlighted in green.

Select the candidate you would like to register.



Once the eligible technician is selected their name and email are populated.



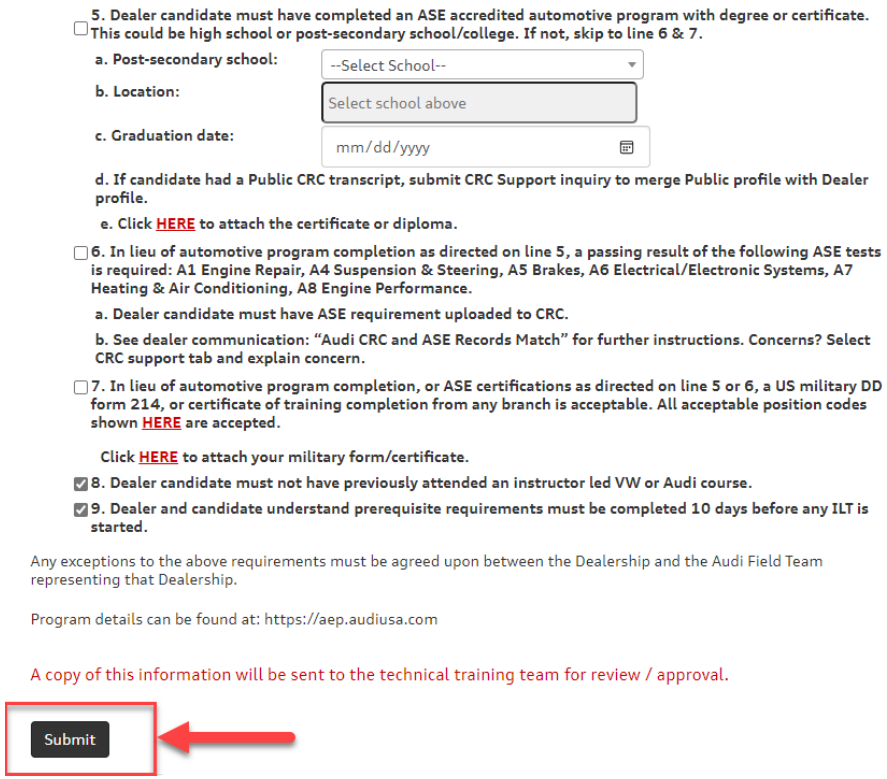
Next steps: Review the checklist and check boxes 1-4. Checking the boxes means that you agree with each statement.

Items 5, 6 and 7 are all optional paths to be filled out. You must complete one of these options.

- Check box 5 for those that have completed an ASE accredited automotive program.
- Check box 6 for those that have all listed ASE's.
- Check box 7 for those that have the correct military credentials.

Be sure to attach the diploma or DD form 214 for verification.

Once all required boxes are checked click "Submit".



Once you receive an approval confirmation, the eligible technician's job code will change to SV-TECH-AEP. At this point, you will be able to enroll them in an upcoming AEP program offering. Check schedule under 'Classes'.