

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.

The screenshot shows the Audi Training Certification Resource Center interface. The top navigation bar includes 'Home', 'Resources', 'My Page', 'Manager Tools' (highlighted with a red box), 'Classes', 'vIND', 'Videos', 'AKT', and 'Support'. Below the navigation bar is a search bar with the text 'Enter keyword' and a search icon. The user is logged in as 'SV-SM - Service Manager'. The main content area features a horizontal menu with tabs: 'Manager Summary', 'Manage Enrollments', 'Employee Management', 'AEP Checklist' (highlighted with a red box), 'Certification-At-A-Glance', 'Cert Readiness', 'Tech Readiness', and 'Inbox' (with a red notification badge showing '504'). Below the menu is a section titled 'Dealer Certification Percentage' which contains a table with the following data:

| Code/Name | Parts | Sales | Service | Technical | Certification Total | Technical Readiness | | | | | | |
|-----------|--------------|--------------|--------------|--------------|---------------------|---------------------|--------------------|----------------------|----------------------|------------------|------------------|------------------------|
| | | | | | | Total Tech Count | New Hire TECH/SF-0 | Apprentice TECH/SF-1 | Specialist TECH/SF-2 | Expert TECH/SF-3 | Master TECH/SF-4 | Master Guild TECH/SF-5 |
| | 40% 2 / 5 | 42% 3 / 7 | 33% 2 / 6 | 33% 3 / 9 | 37% 10 / 27 | 11 | 1 | 100% 10 / 2 | 100% 9 / 2 | 100% 8 / 2 | 100% 4 / 3 | 0% 0 / 2 |

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.

AEP Apprentice Candidate Checklist

Dealer looking for a potential candidate for the AEP program?

By checking each box, you are confirming that the items are done.

AEP Candidate:



- 1. Dealer must be signed up as an AEP partner.
 - a. Dealer code:
 - b. Dealer Name:
 - c. Dealer contact name:
 - d. Dealer contact email:
 - e. Dealer contact phone:
- 2. Dealer understands their contract requirements – especially section 3.4 ILT schedule statement shown below?

3.4 Student Attendance: Dealer agrees to release student for all scheduled ILT course training. Every priority should be given to allow the student to maintain ILT schedule.
- 3. Dealer vetted potential candidate and is someone to invest in?
 - a. Candidate is visible in the CRC
 - b. Candidate has their own GEKO ID
 - c. Candidate has their own ELSA & Elsa2Go access
 - d. Candidate has access to GRP/AKT (Group Retail Portal)/(Audi Knowledge Tank)

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

AEP Apprentice Candidate Checklist

Dealer looking for a potential candidate for the AEP program?

By checking each box, you are confirming that the items are done.

AEP Candidate: **Eligible SV-TECH-0** -- Select a Candidate --

1. Dealer must be signed up as an AEP partner.

| | |
|--------------------------|----------------------|
| a. Dealer code: | <input type="text"/> |
| b. Dealer Name: | <input type="text"/> |
| c. Dealer contact name: | <input type="text"/> |
| d. Dealer contact email: | <input type="text"/> |
| e. Dealer contact phone: | <input type="text"/> |

2. Dealer understands their contract requirements — especially section 3.4 ILT schedule statement shown below?

3.4 Student Attendance: Dealer agrees to release student for all scheduled ILT course training. Every priority should be given to allow the student to maintain ILT schedule.

3. Dealer vetted potential candidate and is someone to invest in?

- a. Candidate is visible in the CRC
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- d. Candidate has access to GRP/AKT (Group Retail Portal)/(Audi Knowledge Tank)

4. Dealer candidate has a valid email account which they can access on their phone?

a. Note that there is significant travel associated with this program and, therefore, it is imperative there is a valid email for communication regarding the program, travel, scheduling items, etc.

b. Candidate name: **Eligible SV-TECH-0**

c. Candidate email: **Valid email address**

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".

5. Dealer candidate must have completed an ASE accredited automotive program with degree or certificate. This could be high school or post-secondary school/college. If not, skip to line 6 & 7.
- a. Post-secondary school:
- b. Location:
- c. Graduation date:
- d. If candidate had a Public CRC transcript, submit CRC Support inquiry to merge Public profile with Dealer profile.
- e. Click [HERE](#) to attach the certificate or diploma.
6. In lieu of automotive program completion as directed on line 5, a passing result of the following ASE tests is required: A1 Engine Repair, A4 Suspension & Steering, A5 Brakes, A6 Electrical/Electronic Systems, A7 Heating & Air Conditioning, A8 Engine Performance.
- a. Dealer candidate must have ASE requirement uploaded to CRC.
- b. See dealer communication: "Audi CRC and ASE Records Match" for further instructions. Concerns? Select CRC support tab and explain concern.
7. In lieu of automotive program completion, or ASE certifications as directed on line 5 or 6, a US military DD form 214, or certificate of training completion from any branch is acceptable. All acceptable position codes shown [HERE](#) are accepted.
- Click [HERE](#) to attach your military form/certificate.
8. Dealer candidate must not have previously attended an instructor led VW or Audi course.
9. Dealer and candidate understand prerequisite requirements must be completed 10 days before any ILT is started.

Any exceptions to the above requirements must be agreed upon between the Dealership and the Audi Field Team representing that Dealership.

Program details can be found at: <https://aep.audiusa.com>

A copy of this information will be sent to the technical training team for review / approval.



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'.