AEP Apprentice Candidate Checklist

Dealer looking for a potential candidate for the AEP program?

1. ☐ Dealer must be signed up as an AEP partner.
    a. Dealer code:_____
    b. Dealer contact name:_____
    c. Dealer contact email:_____
    d. Dealer contact phone:_____
2. ☐ Dealer understands their contract requirements— especially section 3.4 ILT schedule?
    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)
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:_____
    c. Candidate email:_____
    d. ☐ Candidate under the age of 21? If so, additional travel arrangements will be made.
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. ☐ Please attach certificate or diploma to email.
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 on page 2 are accepted.
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

Please email completed checklist and diploma or certificate to your AASM or TFM. For candidate consideration, please allow up to 24 hour response.

Acceptable Military Job Title Equivalents for AEP

Army

AFSC/MOS	JOB TITLE
91B	Wheeled Vehicle Mechanic
91G	Fire Control Repairer
91H	Track Vehicle Repairer
91K	Armament Repairer
91L	Construction Equipment Repairer
91M	Bradley Fighting Vehicle System Maintainer
91P	Artillery Mechanic
120A	Construction Engineering Technician
915A	Automotive Maintenance Warrant Officer

Air Force

2T3X1	Mission Generation Vehicular Equipment Maintenance
2A6X2	Aerospace Ground Equipment

Navy

AS	Aviation Support Equipment Technician
CM	Construction Mechanic

Marines

3521	Automotive Maintenance Technician
2147	Light Armored Vehicle Technician
2146	Battle Tank Technician
2141	Assault Amphibious Vehicle Repairer
1341	Engineer Equipment Mechanic
1142	Engineer Equipment Electrician Systems Technician

Coast Guard

MT	Machinery Technician