



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 access
4. Dealer candidate has a valid email account which they can access on their phone?
 - a. Note there is significant travel 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**
 - a. Post-secondary school: _____
 - b. Location: _____
 - c. Graduation date: _____
 - d. If candidate had a Public CRC transcript, submit CRCsupport 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. Dealer candidate **must not** have previously attended an instructor led VW or Audi course.
8. Dealer and candidate understand prerequisite requirements must be completed 10 days before any ILT is started.

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

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