



The ASEP Associate Degree Program requires 48 college credit hours of hands-on work experience to be completed in the dealership. The dealership provides the ASEP trainee with the hands-on lab work experience and guidance. The student must assume the same responsibilities as all other employees.

The dealership will agree to the following:

1. Provide hands on work experience in accordance with the GM/PCC ASEP program, furnishing work experience every other term during the two-year program. Students are to learn technical skills at the dealership. ASEP students are NOT to be Lube Techs.
2. Assign an in-dealership technician to assist the ASEP trainee in his/her hands on experience.
3. Assign work to the ASEP student, which will match the theory courses completed in the last term on campus.
4. Provide the college with documentation regarding student progress. Assist the ASEP coordinator in grading the student for his/her co-op work experience term. Supply IDL training during the work experience term and support ASEP student in obtaining ASE certification.
5. Pay the student tech and provide full time (40-hour week) employment during the four terms of work experience.
6. Provide the student with a uniform. The uniform is required classroom wear during the terms on campus.
7. Notify the ASEP coordinator regarding any work-related problems.
8. Dealership is responsible for pre-employment and background checks.

Dealer Approval: I recommend this applicant for the PCC/GM Automotive Service Educational Program and agree to the above terms.

Applicant Name: _____ Date: _____

Dealer representative: _____ Title: _____

Dealership: _____ Telephone: _____

Please return completed application to:

Portland Community College
Attn: GM ASEP - SY AM 210
12000 SW 49th Ave.
Portland, OR 97219