

I-CAR[®] PDP-EE

Professional Development Program[™] – Education Edition

USER GUIDE



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Computer Requirements

Laptop and Desktop Platforms Supports

- PC (Windows XP, Vista, 7, or 10)
- Intel-based Mac (OS X 10.4 and later)
- 512 MB of RAM or higher
- Built-in sound or sound card with speakers
- Preferred Internet browsers: latest version of Mozilla Firefox, Internet Explorer, Chrome, or Safari
- Internet connection requirements
- Valid email address

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Product Information:

QuickTime and the QuickTime logo are trademarks used under license.

Adobe, Acrobat, and the Acrobat Logo are trademarks of Adobe Systems Incorporated. The goal for the I-CAR Professional Development Program[®] – Education Edition (PDP - EE) is for career and technical schools and colleges to produce students with the knowledge to be productive on their first day of employment.

The Professional Development Program – Education Edition

The program allows schools to produce I-CAR ProLevel technicians to align with collision repair businesses that are maintaining or looking to become I-CAR Gold Class Professionals. The program starts with the Intro to Collision Repair Series curriculum which provides students with the fundamental knowledge needed to grow and become successful in the collision industry. This online program allows students to learn at their own pace at school or other locations with internet access.

The next step of the PDP – EE focuses on a set of courses in the Non-Structural ProLevel 1 and Refinish ProLevel 1 roles and includes new Instructor Guide that will help school Educators apply the curriculum by combining and enhancing the supporting classroom documents and the Instructor Manual . The supporting documents include existing and additional activities and demonstrations, performance evaluation tool guides, prop builds in sequential order by course module. This program provides opportunities for students to become competent in skill areas required by the collision repair industry.

You can learn more about the I-CAR Gold Class Professionals by clicking, here.

Links to: http://www.i-car.com/html_pages/recognition/cr_gold_class.shtml

The Intro to Collision Repair Series

The Intro to Collision Repair Series includes a set of 14 one-hour online courses that cover topics such as vehicle parts terminology, mechanical repair terms and vehicle protection, tools, equipment and attachment methods, and collision repair process overview. Upon purchase, the courses remain in the students secure online *myI-CAR* account.

As a result of completing the Intro to Collision Repair Series, students will have the knowledge needed to understand certain aspects of collision repair technology, the ability to more clearly explain the collision repair process, field customer questions about vehicle repairs, and efficiently interact with customers when working in the field.

The Intro Series is the first step for students before taking on the ProLevel curriculum courses. I-CAR will mail a certificate to students for the successful completion of the full Intro Series

Providing Intro to Collision Repair Series Access to Students

School data required:

- Educator will assist students with creating *myI-CAR* accounts. Please use the following documents:
 - Creating students *myI-CAR* accounts:
 - [I-CAR New User Registration Guide](#)
 - How to use *myI-CAR* accounts:
 - [The *myI-CAR* User Guide](#)

Note: The above documents can be found on the I-CAR website www.i-car.com > I-CAR Training > Applications and Downloads > my.I-CAR Help.

- Educators need to take students to the computer lab to create their very own *myI-CAR* account. Students will visit the I-CAR website, www.i-car.com, and click on the “register” link located at the upper-right corner, under the I-CAR logo.

Note: a valid e-mail is required. Upon sign up, a confirmation e-mail, containing a link to click and validate their new I-CAR account will be sent to each student. They have 7 days to confirm their new account.

- Educators need to collect students I-CAR ID numbers and use the “Intro to Collision Repair Series” form located in their support site.
- Educators need to forward the list of students to I-CAR via e-mail to: schools@i-car.com with a Purchase Order for \$50 per student.
- In return, I-CAR will reply via e-mail to confirm to Educators when access has been provided to each student. Please allow up to 48 hours to apply Intro Series to each students *myI-CAR* account.

Continue to see how students can begin accessing the Intro Series:

Using I-CAR Training Manager

Each Educator has access to students Intro Series and online courses results using the I-CAR Training Manager tool. You can access this tool by taking the following steps:

- 1) Visit www.i-car.com/MyICAR and login to your *myI-CAR* account

The screenshot shows two side-by-side panels. The left panel, titled "Returning User", contains a login form with fields for "Username:" and "Password:", a "Remember me" checkbox, and "Login" and "Reset" buttons. Below the form are links for "Forgot Username" and "Forgot Password". The right panel, titled "New User", contains a registration form with the text "To register and create a myI-CAR account, you will need the following:" followed by a bulleted list: "A valid email address" and "Your existing I-CAR ID number (required to gain access to your I-CAR training history)". Below the list is a "Register Now!" button with a question mark icon.

- 2) Select "Employees" from the left-hand navigation bar

The screenshot shows the myI-CAR dashboard. The top left features the myI-CAR logo. Below it is a navigation bar with sections: "My Account" (My Profile, My Classes, Training Record, Training Planner, My Invoices), "Training Manager" (Locations, Employees, Reports, New! Request a Class), "Contact Us", and "Logout". The "Employees" link is highlighted with a red box. The main content area is titled "Welcome Joe!" and is divided into two sections: "PERSONAL INFORMATION" and "TRAINING MANAGER". The "PERSONAL INFORMATION" section contains three icons: a calendar for "My Classes", a dollar sign for "My Invoices", and a folder for "Training Records". The "TRAINING MANAGER" section contains three icons: a location pin for "My Locations", a checklist and pie chart for "My Reports", and a group of people for "Employees".

3) Click on the student's name to retrieve their training records

Search for Employees

The **Search for Employees** feature is an easy and quick way to find employees within your organization.
In the "Search" field, choose a search option
Then, choose your search option in the field next to "That"
In the open box, type in the name or ID number, then click on "Search"

Search: Within Location:

That:

Sort By: Sort Order:

Employee List

* = Role representative for Gold Class Professional™ business designation

[Export Results to CSV](#) [Export Results to Excel](#) [Export Results to PDF](#)

Employee/Role(s)	Company	I-CAR ID	Platinum Renewal	Annual Hours
Sample, I-CAR Instructor	Sample Corporation	2759387		

4) Select "Run Report" next to "Training Record"

Employee Name & I-CAR ID


Employee: Sample I-CAR 2759387

Reports

Training Record

Training Planner

5) A copy of this student's Training Record will populate

	Training Record	Transcript Date: 10/29/2013 1:40:32 PM		
<hr/>				
STUDENT INFORMATION				
ID: 2759387 I-CAR Sample 123 Example Street Hoffman Estates, IL 60192				
<hr/>				
ORGANIZATION INFORMATION				
Hire Date: 04/18/2013 Sample Corporation 123 Example Street Hoffman Estates, IL 60192 Gold Class Expiration Date:				
Your employer has designated you in the following roles in reference to Gold Class professionals status:				
<hr/>				
COURSE	STATUS	SCORE COMPLETED	EXPIRATION DATE	I-CAR CREDIT HOURS
Intro Series				
IVT01e Intro to Vehicle Parts Terminology - Part 1	PASSED	80	4/8/2013	1.00

Launching Intro to Collision Repair Series

In order for students to access the 14 Intro to Collision Repair courses, they will be required to visit the *myI-CAR* login page (www.i-car.com/MyICAR) and log in to their *myI-CAR* account as shown in the image below.

Once logged in, click on the link titled “My Classes” as shown on the left-hand navigation tool bar.

my I-CAR

My Account
[My Profile](#)
[My Classes](#)
[Training Record](#)
[Training Planner](#)
[My Invoices](#)

Committee Info
[My Committees](#)
[Marketing Tools](#)
[Document Downloads](#)

Class Scheduling
[Contact Us](#)
[Logout](#)

My Enrolled Classes *(click column headers to sort)*

Course Code	Course Name	Date	Start Time	End Time	Location
ITM02e	ITM02e Intro to Tools, Equipment, and Attachment Methods - Part 2	10/29/2014			Online - Intro Series 08
HWD01e	HWD01e Hazardous Material Storage and Disposal	10/29/2014			Online
ICM00e	ICM00e Intro to Vehicle Construction Materials	10/29/2014			Online - Intro Series 03
AHS01	AHS01 Advanced High-Strength Steel Overview	10/29/2014			Online
ISS00e	ISS00e Intro to Safety Systems	10/29/2014			Online - Intro Series 06
IMV00e	IMV00e Intro to Mechanical Repair Terms and Vehicle Protection	10/29/2014			Online - Intro Series 12
ITM01e	ITM01e Intro to Tools, Equipment, and Attachment Methods - Part 1	10/29/2014			Online - Intro Series 07
IRC01e	IRC01e Intro to Refinishing and Corrosion Protection - Part 1	10/29/2014			Online - Intro Series 13
IRC02e	IRC02e Intro to Refinishing and Corrosion Protection - Part 2	10/29/2014			Online - Intro Series 14
HAP01e	HAP01e Hazardous Airborne Pollutant Reduction	10/29/2014			Online
IRP00e	IRP00e Intro to Collision Repair Process Overview	10/29/2014			Online - Intro Series 01
IPS00e	IPS00e Intro to Personal Safety	10/29/2014			Online - Intro Series 02
IRT00e	IRT00e Intro to Industry Repair Terms	10/29/2014			Online - Intro Series 09

The full list of online courses for the Intro to Collision Repair Series will populate. Clicking on the Course Code will open each individual course. Students should start and end with the sequence as shown. Once a course has been completed, it will move from “My Enrolled Classes” to “My Training History” where it can be revisited at any time.

My Enrolled Classes <i>(click column headers to sort)</i>						
Course Code	Course Name	Date	Start Time	End Time	Location	
ITM02e	ITM02e Intro to Tools, Equipment, and Attachment Methods - Part 2	10/29/2014			Online - Intro Series 08	
HWD01e	HWD01e Hazardous Material Storage and Disposal	10/29/2014			Online	
ICM00e	ICM00e Intro to Vehicle Construction Materials	10/29/2014			Online - Intro Series 03	
AHS01	AHS01 Advanced High-Strength Steel Overview	10/29/2014			Online	
ISS00e	ISS00e Intro to Safety Systems	10/29/2014			Online - Intro Series 06	
IMV00e	IMV00e Intro to Mechanical Repair Terms and Vehicle Protection	10/29/2014			Online - Intro Series 12	
ITM01e	ITM01e Intro to Tools, Equipment, and Attachment Methods - Part 1	10/29/2014			Online - Intro Series 07	
IRC01e	IRC01e Intro to Refinishing and Corrosion Protection - Part 1	10/29/2014			Online - Intro Series 13	
IRC02e	IRC02e Intro to Refinishing and Corrosion Protection - Part 2	10/29/2014			Online - Intro Series 14	
HAP01e	HAP01e Hazardous Airborne Pollutant Reduction	10/29/2014			Online	
IRP00e	IRP00e Intro to Collision Repair Process Overview	10/29/2014			Online - Intro Series 01	
IPS00e	IPS00e Intro to Personal Safety	10/29/2014			Online - Intro Series 02	
IRT00e	IRT00e Intro to Industry Repair Terms	10/29/2014			Online - Intro Series 09	
My Training History <i>(click column headers to sort)</i>						
Course Code	Course Name	Completion Date	Status	Score	Course Type	
IMT01e	IMT01e Intro to Mechanical Systems Terminology - Part 1	04/30/2012	Passed		Online - Intro Series 10	Print Certificate
IMT02e	IMT02e Intro to Mechanical Systems Terminology - Part 2	04/30/2012	Passed		Online - Intro Series 11	Print Certificate
IVT01e	IVT01e Intro to Vehicle Parts Terminology - Part 1	04/30/2012	Passed		Online - Intro Series 04	Print Certificate
IVT02e	IVT02e Intro to Vehicle Parts Terminology - Part 2	04/30/2012	Passed		Online - Intro Series 05	Print Certificate


Once a course is selected, click on the “Launch Class” button to begin.

Intro to Tools, Equipment, and Attachment Methods - Part 2

ITM02e

Click "Launch Class" to begin.

If you completed a test for this class but do not see the results below, please refresh the page.




To receive I-CAR credit for this class, you must complete and pass the online Post-Test with a score of at least **70%**. You are not allowed to access the course during the Post-Test, but you may use Course Materials. **There is no limit on Post-Tests attempts.**

Adobe® Reader and Adobe® Flash plug-ins may be required to view all of the features of this course.

- I-CAR recommends a screen resolution of 1280 X 768 (or higher).
- Please be sure to have your speakers or sound card active.

Recommended browsers:



Registered Date	Status	Score	Completion Date	Certificate
10/29/2014	Enrolled	-	-	-

Course Materials

- [Self Study Narrations](#)
- [Textbook](#)
- [Video Scripts](#)

Students are able to learn the course material by reading the content from each screen or by using the narration arrows located at the bottom left of the screen (if applicable).

Obligations To Customer

Intro To Tools, Equipment, And Attachment Methods - Part 2
Introduction | Obligations To The Customer And Liability

- Recommended or tested procedures
- Quality replacement parts and materials
- Written and agreed upon repair processes






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Intro to Collision Repair Series Course Sequence

I-CAR recommends each module to be taught in the following sequence.

1) Intro to Collision Repair Process Overview (ISP00e)

- a) Damage Analysis and Vehicle Repair Preparation
- b) Structural Repair
- c) Non-Structural Repair
- d) Refinishing and Corrosion Protection
- e) Post-repair Inspection and Delivery

2) Intro to Personal Safety (ISP00)

- a) General Protection
- b) Structural Repairs
- c) Non-Structural Repairs
- d) Hybrids

3) Intro to Vehicle Construction Materials (ICM00e)

- a) Steel
- b) Aluminum and Magnesium
- c) Plastics and Carbon Fiber
- d) Collision Energy Management

4) Intro to Vehicle Parts Terminology – Part 1 (ICT01e)

- a) Bumpers, Front Body, and Roof Panels
- b) Doors
- c) Rear Closure Panels, Box Assemblies, and Exterior Trim
- d) Lighting

5) Intro to Vehicle Parts Terminology – Part 2 (IVT02e)

- a) Front Unibody Structures and Full Frames
- b) Side and Rear Unibody Structures
- c) Interior
- d) Glass

6) Intro to Safety Systems (ISS00e)

- a) Airbags
- b) Seat Belts and Child Safety Seats
- c) Occupant Classification
- d) Additional Systems

7) Intro to Tools, Equipment, and Attachment Methods – Part 1 (ITM01e)

- a) Basic Tools – Part 1
- b) Basic Tools – Part 2
- c) Mechanical Fastening
- d) Glass and Trim
- e) Estimating Tools and Processes

8) Intro to Tools, Equipment, and Attachment Methods – Part 2 (ITM02e)

- a) Measuring and Straightening
- b) Welding
- c) Welding Methods
- d) Panel Bonding
- e) Capital Equipment

9) Intro to Industry Repair Terms (IRT00e)

- a) Non-Structural
- b) Structural
- c) Structural Part Replacement
- d) Glass
- e) Damage Report Writing

10)Intro to Mechanical Systems Terminology – Part 1 (IMT01e)

- a) Steering
- b) Wheels and Tires
- c) Brakes
- d) Stability Control

11)Intro to Mechanical Systems Terminology – Part 2 (IMT02e)

- a) Suspension
- b) Drivetrain
- c) Heating and Cooling
- d) Air Conditioning

12)Intro to Mechanical Repair Terms and Vehicle Protection (IMV00e)

- a) Electrical
- b) Mechanical
- c) Steering and Suspension Systems
- d) Protecting Electronic Systems
- e) Preventing Vehicle Damage During Repair

13)Intro to Refinishing and Corrosion Protection – Part 1 (IRC01e)

- a) Vehicle Maker Processes
- b) Refinishing Terms
- c) Refinish Materials
- d) Personal Safety

14)Intro to Refinishing and Corrosion Protection – Part 2 (IRC02e)

- a) Refinishing Tools
- b) Refinishing Preparation
- c) Refinishing Defects
- d) Corrosion Protection

I-CAR Non-Structural ProLevel 1 & Refinish ProLevel 1

After students have completed the Intro to Collision Repair Series, the next step is to start the curriculum courses for Non-Structural ProLevel 1 and Refinish ProLevel 1. The curriculum courses in the I-CAR ProLevels are online or CD-based and the classroom supporting materials are accessible through the I-CAR website. Educators should use the new Instructor guide in conjunction with the Educator Manual and presentation screens for curriculum delivery.



NON-STRUCTURAL TECHNICIAN



REFINISH TECHNICIAN

The list below reflects the courses in the I-CAR Non-Structural Technician ProLevel 1 role in the sequential order they should be taught:

Non-Structural ProLevel 1

Hazardous Materials, Personal Safety, and Refinish Safety	WKR01
Trim and Hardware	TRM01
Automotive Foams	FOM01
Bolted-On Part Replacement	EXT01
Movable Glass	GLA01
Cosmetic Straightening Steel	STS01
Plastic and Composite Repair	PLA03
Lighting, Starting, and Charging Systems	LSC01
Advanced High-Strength Steel Overview	AHS01
Vehicle Technology and Trends 2010	NEW10
Vehicle Technology and Trends 2011	NEW11

Students are expected to have the following knowledge as they complete the I-CAR Non-Structural ProLevel 1:

- Remove and install trim and hardware
- Identify various vehicle materials, bolt-on parts, and movable glass
- Perform steel cosmetic straightening, and plastic repair

The list below reflects the courses in the I-CAR Refinish Technician ProLevel 1 role in the sequential order they should be taught:

Refinish ProLevel 1

Refinishing Equipment and VOC Regulations	REF01
Surface Preparation and Masking	REF02
Detailing	REF04
Hazardous Airborne Pollutant Reduction	HAP01
Liquid and Solid Hazardous Waste Storage and Disposal Overview	HWD01

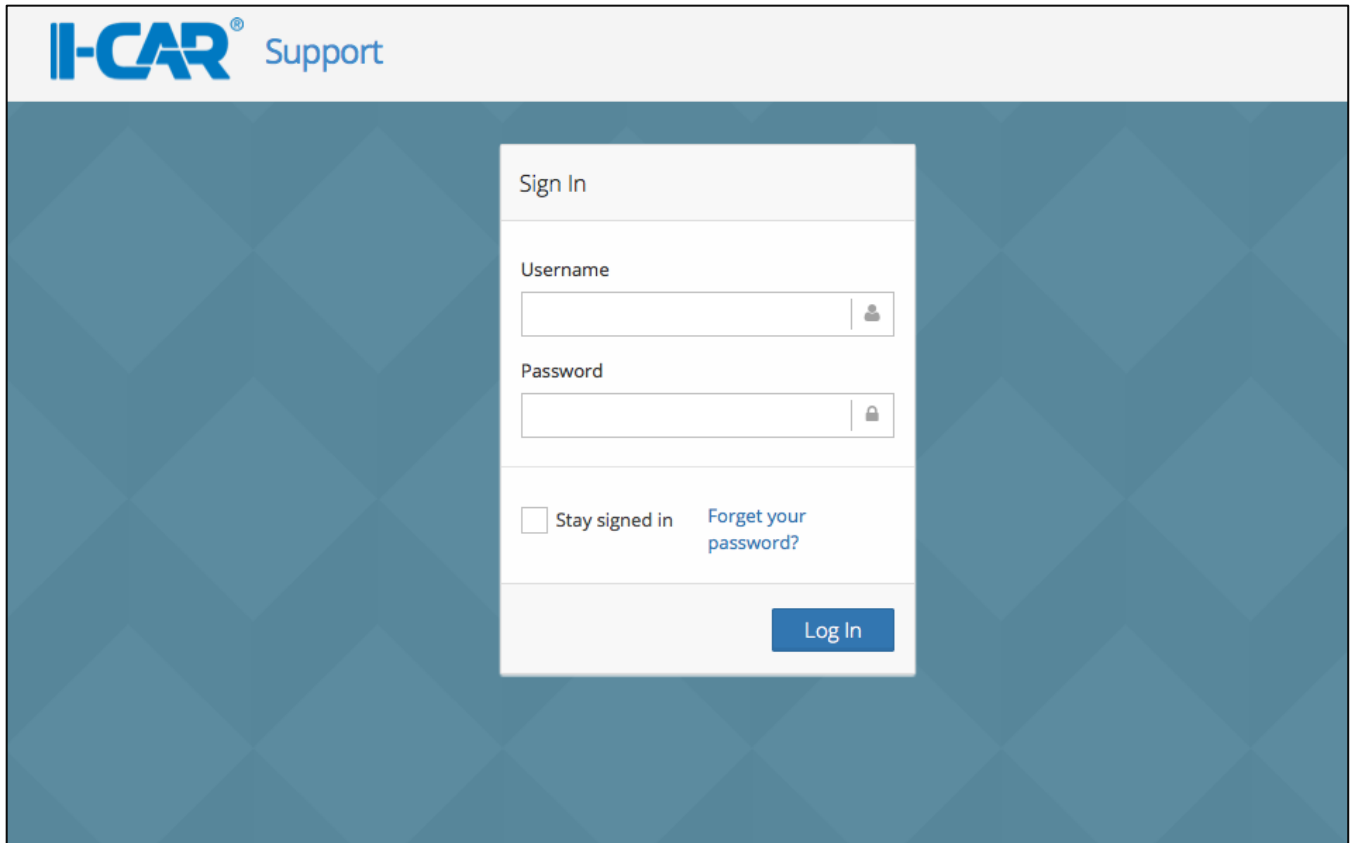
Students are expected to have the following knowledge as they complete the I-CAR Refinish ProLevel 1:

- Remove trim and hardware
- Prepare and prime vehicles and vehicle parts
- Use and maintain a spray gun
- Mix, store, and dispose of hazardous materials
- Understand the corrosion protection process
- Sand, buff, and detail a refinished vehicle

The online courses will be provided to students once the educator requests it via e-mail to schools@i-car.com. The CD-based courses will continue to be instructor-led and grading the quizzes is done manually by the school.

Instructor Support Site

To access the Instructor Support Site, visit coursesupport.i-car.com/login and enter your username and password.



The screenshot shows the I-CAR Support Sign In page. At the top left, the I-CAR logo is displayed next to the word "Support". The main content area features a white sign-in form centered on a blue background with a diamond pattern. The form is titled "Sign In" and contains the following elements:

- A "Username" label above a text input field with a user icon on the right.
- A "Password" label above a text input field with a lock icon on the right.
- A checkbox labeled "Stay signed in" followed by a blue link "Forget your password?".
- A blue "Log In" button at the bottom right of the form.

Note: Educators should have received an assigned login. If not, please contact an I-CAR Education Representative at 888.422.7211 or e-mail schools@i-car.com.

Once logged in, you will see the list of curriculum packages the school has purchased in the “My Programs” section of your Dashboard, located on the upper right side of the page. You can click on any of your available programs to access the classroom materials.

The screenshot shows the I-CAR Support Dashboard for user Joe Smith. The dashboard is divided into several sections:

- Instructor Support News:** Contains three news items:
 - Pop Up Message Information** (10-25-2014): A notice about Google Chrome updates rendering a multimedia plug-in incompatible.
 - Student materials and course migrations.** (09-24-2014): A notice about course migrations into the I-CAR system.
 - EXT02, DAM03, & DAM07 Updates** (09-20-2014): A notice about updated materials for specific courses.
- Important Updates:** A section that currently displays "No Updates at this time."
- My Programs:** A table listing purchased curriculum packages. It includes a search filter, a page size selector (set to 10), and a table with columns for Title, Last Updated, and Created.

Title	Last Updated	Created
Education Edition Non-Structural Technician ProLevel 1 Package	07-03-2014	07-03-2014
Education Edition Refinish Technician ProLevel 1 Package	07-03-2014	07-03-2014
Intro to Collision Repair	08-22-2014	08-22-2014
- Instructor Support Materials:** A section containing various resources:
 - Class Materials Order Form
 - I-CAR Version numbers
 - Props CD
 - How to guides:
 - Installing I-CAR Update Client Software
 - Using I-CAR Update Client Software
 - Configuring Adobe Reader
 - 2004 Annual Meeting Technical Clinic Presentations:
 - ADP Getting the Most Out of Your Computer Investment
 - General Motors Service Information, New Products
 - UV or Not UV? That is the Question

Note: Instructor forms and downloads are accessible in the “Instructor Support Materials” section, located on the bottom left side of the page.

Accessing Classroom Material

Once you have selected a program from the previous step, you will be taken to a page that lists all available courses within this program. Click on your course of choice to proceed.

Education Edition Non-Structural Technician ProLevel 1 Package

[WKR01 - Hazardous Materials, Personal Safety, And Refinish Safety](#)

[TRM01 - Trim And Hardware Program 1](#)

[EXT01 - Exterior Panel Repair And Replacement - Steel And Plastic Program 1](#)

[GLA01 - Movable And Stationary Glass Program 1](#)

[LSC01 - Lighting, Starting, and Charging Systems Program 1](#)

[FOM01 - Automotive Foams](#)

[EDS01 - Non-Structural Supplement](#)

[NEW10 - Vehicle Technology and Trends 2010](#)

[NEW11 - Vehicle Technology and Trends 2011](#)

[PLA03 - Plastic Repair Program 3](#)

[CPS01 - Corrosion Protection](#)

[AHS01 - Education Edition Advanced High-Strength Steel Overview](#)

Materials for this course will be accessible in the “Course Support Files” section, located on the upper left side of the page.

WKRO1 Hazardous Materials, Personal Safety, And Refinish Safety Education Edition

Take I.T.E. Training Kits Class Materials Order Form

PDP

Course Support Files

- Instructor Guide
- PDP - EE Performance Evaluations
- Instructor Manual
- Narration Scripts
- Objectives Worksheet
- Objectives Worksheet - Student
- Post-Test Version A
- Post-Test Version B
- Quizzes
- Student Handouts

Updates

Instructor Manual Update 01-16-2014
The revised OSHA Hazard Communications standard requires that the new hazard numbering system of 1 to 4 be listed on every Safety Data Sheet in Section 2, Hazards Identification. The Advantage article on the revised standard explains that the new GHS numbering system is opposite what it used to be and still opposite the system used by the National ... [Read more](#)

Objectives Worksheet and Post Test Update 08-02-2013
The Objectives Worksheet and Post Test have been revised per the OSHA revision of the Hazard Communications Standard. We will be updating the course in 2014. In the meantime, when teaching the course, use the Objectives Worksheet along with the manual, and the PDF for the Advantage article on the Hazard Communications Update, especia... [Read more](#)

OSHA Update 07-11-2013
The OSHA update of its Hazard Communications Standard requires additional revisions to the current

News

New Videos from OSHA Provide Respirator Training 04-09-2012
This article announces that OSHA has posted a series of short videos about the proper use of respirators on the job. A link to the videos is also provided.

Respiratory System Contains Particle Filter Service Life Indicator 01-26-2007
This product feature discusses a new 3M powered air-purifying respirator, or PAPR, for welding that also contains a warning system to alert the user when airflow is inadequate. Both audible and visual alarms indicate when the battery requires charging and when the airflow is getting low. The filter is a HEPA, adequate for any welding situation. Thi... [Read more](#)

Avoid a Potential Hazard 11-21-2005
This short article warns of a neurotoxin called n-hexane present in many cleaners, degreasers, glues, fuels, and spray paints

I-CAR Advantage

- 08-28-2008 - National emission standard for hazardous air pollutants
- 07-09-2007 - Developing an Emergency Evacuation Plan
- 01-22-2007 - Powered Air-Purifying Welding Respirator
- 12-26-2006 - Ford Crown Victoria Fire Suppression System
- 10-02-2006 - Eye Protection What Is Required
- 01-23-2006 - CCAR Releases Information Regarding Flood Damaged Vehicles From Hurricane Katrina
- 01-09-2006 - Lift Safety

Related Web Sites

Tech-Cor Bulletins

93-1

FAQ

Q
Is asbestos-free brake lining a health hazard?

A
Asbestos was banned because of a known health hazard. This was a reactionary ruling. No studies that we know of have cleared any other brake lining material as to classify them as non-toxic or safe. For this reason, treat all brake lining material as haza

Q
Do skin-protectant creams protect the wearer from contact with hazardous materials?

A
These materials, which are applied before handling greasy or oily parts, are designed to make clean-up easier

The first document titled “Instructor guide” will help Educators with navigating and curriculum delivery. This file includes several activities that should be considered and applied for the student’s benefit. Additional PDF supporting documents will be used as the “Instructor Guide” designates.

Instructor Training Evaluations (ITE)

Educators will be required to complete the Instructor Training Evaluations (ITE) to ensure they have the knowledge to teach each course. Completion of the ITE's is a requirement for Educators before course delivery.

To access the Instructor Training Evaluation, click on the "Take I.T.E." button located on the upper right side of the course landing page.

The screenshot shows a course landing page for WKRO1 Hazardous Materials, Personal Safety, And Refinish Safety Education Edition. The page is divided into several sections:

- Top Navigation:** Includes the course title "WKRO1 Hazardous Materials, Personal Safety, And Refinish Safety Education Edition" and three buttons: "Take I.T.E." (highlighted with a red box), "Training Kits", and "Class Materials Order Form".
- Left Sidebar (PDP):** Lists various course support files such as "Instructor Guide", "PDP - EE Performance Evaluations", "Instructor Manual", "Narration Scripts", "Objectives Worksheet", "Objectives Worksheet - Student", "Post-Test Version A", "Post-Test Version B", "Quizzes", and "Student Handouts".
- Main Content Area (Updates):** Contains three update entries:
 - Instructor Manual Update** (01-16-2014): Discusses the revised OSHA Hazard Communications standard requiring hazard numbering 1 to 4 on Safety Data Sheets.
 - Objectives Worksheet and Post Test Update** (08-02-2013): Announces revisions to the objectives worksheet and post-test based on the OSHA standard update.
 - OSHA Update** (07-11-2013): Mentions additional revisions to the OSHA Hazard Communications Standard.
- Right Sidebar (News):** Features three news items:
 - New Videos from OSHA Provide Respirator Training** (04-09-2012): Announces a series of short videos about respirator use.
 - Respiratory System Contains Particle Filter Service Life Indicator** (01-26-2007): Discusses a new 3M powered air-purifying respirator (PAPR) with a warning system.
 - Avoid a Potential Hazard** (11-21-2005): Warns of a neurotoxin called n-hexane in cleaners, degreasers, glues, fuels, and spray paints.

After clicking the “Take I.T.E.” button, a new page will populate that shows directions for taking the evaluation. After clicking the “Take Test” button as shown below, you will have the opportunity to take the test and submit your results. A copy of your submission will also be sent to your e-mail address for confirmation.

Hazardous Materials, Personal Safety, And Refinish Safety Instructor Training Evaluation ✕

Directions

Before completing this Instructor Evaluation, you should have completed your review of the Instructor CD-ROM. You may print the Instructor Evaluation as a guide to use as you are reviewing the Instructor CD-ROM. If you print an evaluation, please note the date on the screen. There may be periodic changes to the evaluation.

The nature of each question varies. Some questions test your technical knowledge of the program content. Others focus on course teaching tips, supplement information, and the Student exercises. It is important that you review all portions of the program material when answering the questions.

Instructor Evaluation Results

Once you have submitted your evaluation, you will receive instant results. You can print these results for your records. An electronic message is also sent to your Instructor Support Manager notifying them that you have completed an Instructor Evaluation. You can also view the answers to individual question to determine which question(s), if any, you answered incorrectly.

As an Instructor Candidate, you must score 84% or better on the Instructor Evaluation to be eligible to teach and receive payment for teaching this Program.

If you score 70-83%, you will be required to attend the Program as a Student. Following attending the Program, you may retake the Instructor Evaluation. You then must score 84% or higher to be eligible to teach this Program.

If you score below 70% on the first try or score less than 84% after retaking the Instructor Evaluation, you will no longer be considered as an Instructor Candidate for this Program.

Instructor Evaluation scores are final. You will only be allowed to submit the evaluation two times. If you do not successfully complete the Instructor Evaluation, you will not be permitted to teach this program.

Navigating the I-CAR Curriculum

The I-CAR curriculum includes a presentation, several electronic control features, icons for additional information, and videos which are explained in this section.

You may need to install or update to the latest version of Adobe Reader and QuickTime. Find recommendations here: <http://www.adobe.com/> and <http://www.apple.com/quicktime/>

Program CD-ROM Startup

With power connected to the computer, press the power button and place the CD in the CD-ROM drive. Starting up the computer without the CD-ROM will create an error message stating that “There was an error opening this document.”



NOTE: If the I-CAR presentation does not automatically start when the CD is inserted, go to “my computer”, go to “CD drive” (usually “D” drive), and click on the “Start PDF.”

Curriculum discs need passwords

For the discs that need a password, it must be entered to begin the program. It is case sensitive and be sure to type the number "0," not the letter "o." The password is the course code in lower case.



NOTE: I-CAR's newer courses (PRCD) do not require a password.

Main Menu

The "Textbook & Program Preparation" includes items required to teach the course and the "Program Presentation" begins the classroom presentation.

The image shows a software interface for a course titled "Best Practices for High-Strength Steel Repairs". The top half features the title in a blue, stylized font. Below the title is a photograph of a technician working on a car's chassis. To the right of the photo is a blue sidebar menu with the following options: "Main Menu", "Program Presentation", "Textbook & Program Preparation", and "Legal Notice". Two red arrows point to "Program Presentation" and "Textbook & Program Preparation". At the bottom center is the I-CAR logo. The bottom of the screen contains a small line of legal text and the version number "v.14.2".

Best Practices for High-Strength Steel Repairs

Main Menu

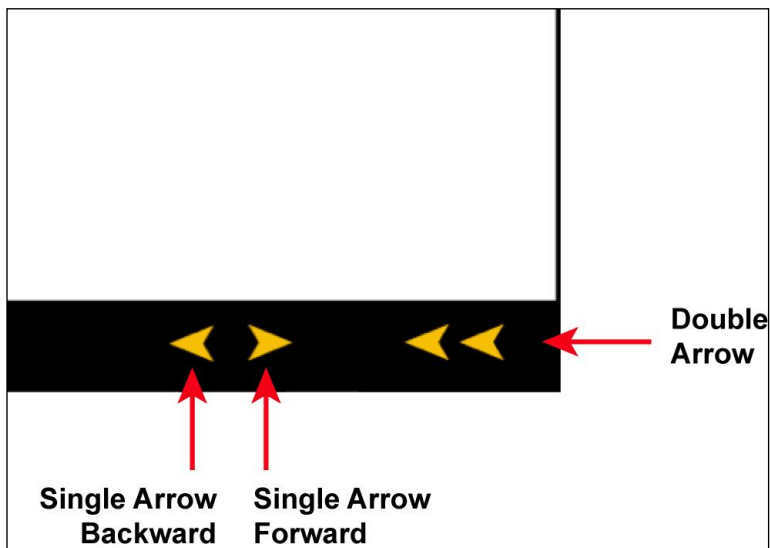
- Program Presentation
- Textbook & Program Preparation
- Legal Notice

I-CAR

Training information contained in this I-CAR program is intended for use by professionally trained and qualified technicians. Any attempt to repair or service vehicles without the proper training, tools, or equipment may result in injury to personnel or damage or improper operation of the vehicle. © 2012 by the Inter-Industry Conference On Auto Collision Repair (I-CAR). All Rights Reserved. **v.14.2**

Navigation Arrows

The single arrow forward will advance one screen forward and the single arrow backward will advance one screen backward. Also, the double arrow backward will return back to the main path.



Navigation Arrows Continued

The navigation arrows include forward and backward arrows, options to click on the screen of choice, and the options for main menu or leave the course.

Structural Repair Planning

Avoids surprises during repairs by identifying:

- required special tools and equipment.
- special materials needed.
- special vehicle construction materials.

Legend:
Low-Strength Steel (Blue)
High-Strength Steel (Orange)
Very High-Strength Steel (Yellow)

Navigation elements:
Back Arrow (Left arrow)
Screen Links (B-1, B-2, B-3)
Forward Arrow (Right arrow)
Module Menu (A, B, C, D, E, F)
Topic B, Repair Planning
Module 1 2 3

Top Links

The curriculum topic links are included on every screen and allow the Educator(s) an opportunity to jump back and forth within a module.

Structural Repair Planning

Avoids surprises during repairs by identifying:

- required special tools and equipment.
- special materials needed.
- special vehicle construction materials.

■ Low-Strength Steel ■ High-Strength Steel ■ Very High-Strength Steel

Navigation: B-1 B-2 B-3 A B C D E F
Topic B. Repair Planning
Module 1 2 3

Topic Links

Videos

Educators can identify videos by the “v” next to the screen number on the navigation bar. To start videos, click on the picture.

Video: Industry Comments On Heating High-Strength Steel

Navigation: A-1 A-2v A-3 A B C D E F
Topic A. Frame Equipment
Module 1 2 3

Supporting Icons

Throughout the course, there are several icons that are used to direct Educators to additional information. The information pertains to Educators, students, or both.



NOTE: All icons are not always used on every course.

A description of each follows.

	<p>The apple icon (no longer found on newer programs) is designed for Educator information and provides vehicle-specific or equipment-specific examples related to the topic or tips on how to present specific information. Specific information includes performing classroom activities and demonstrations, how to use stimulators, and when to pass out material.</p>
--	---

Disadvantages Of STRSW

• Need access to

Instructor Information

DaimlerChrysler recommends weld-bonding panels that were weld-bonded from the factory.

Additional information on vehicle maker recommendations on the use of STRSW can be found on the Instructor Technical Support Area for this Program.

There is a resistance seam welding process that uses rotating electrodes, but it is not used during vehicle production nor is the process available for repair welds.

A-1

Instructor Information

I-CAR Instructors

There is additional information on this subject in this topic included on the Student CD-ROM and in the textbook. Encourage Students to go through this information. Explain to the Students that there are no questions from this topic on the Post-Test.

All Instructors

Included on the Student CD-ROM and on this CD-ROM is an Apron Repair Procedure Summary. This summary is located in the Preparation portion of both CD-ROMs and is able to be printed.



Activities

The paper and pencil icon links to screens that provide specific information on performing a classroom activity.

Ultrasonic Tester

- Requires bare metal
- Metal must be at

Activity: Terms Handout

MODULE 7- TERMS HANDOUT

MEASUREMENTS

Pressure (P) = Force (F) / Area (A)

Force (F) = Pressure (P) x Area (A)

Area (A) = Force (F) / Pressure (P)

MEASUREMENTS (CONT'D)

Force (F) = Pressure (P) x Area (A)

Area (A) = Force (F) / Pressure (P)

STRENGTH

Yield strength

Tensile strength

Ultimate strength

MECHANICAL PROPERTIES

Yield strength

Tensile strength

Ultimate strength

MECHANICAL PROPERTIES (CONT'D)

Yield strength

Tensile strength

Ultimate strength



Demonstrations

The hand with wrench icon links to screens that show a demonstration. The demonstration screen may have a video or a picture of a pass-around prop.

Scuffing

- Minimal film

Demonstration: Scuffing Pads



Personal Safety

The red cross icon links to screens that provide recommendations on safety procedures for technicians to follow when performing a specific repair.

Advantages of STRSW

Personal Safety

Personal safety equipment that should be worn includes safety glasses with side shields or a full-face mask. Gloves should also be worn. All flammable materials should be removed before welding is performed. Fumes can be produced when welding metal requiring the use of proper respiratory protection. The STRSW equipment maker's safety guidelines should also be followed.

A-1



Hazardous Materials

The color code label icon links to screens that provide information about hazardous materials and how to handle them. This may include items such as coolant, battery acid, gasoline, oil, power steering fluid, refinish materials and solvents, etc.

Using Clay

Hazardous Materials

Ensure that the spray bottle containing the lubricant, even if it is car wash soap and water, is properly labeled to identify the contents.

B-1



Vehicle Protection

The front half of a vehicle icon links to screens that provide information about procedures that will protect the vehicle from damage commonly associated with a specific repair.



Environmental Safety

The tree icon links to screens that provide information about which materials may harm the environment and provides proper use and disposal recommendations for hazardous materials.

Damaged Rotor

Vehicle Protection



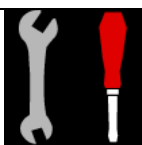
Properly torque all lug nuts in the correct order. The rotor can be bent from improper tightening of the wheel nuts. This is an example of using torque sticks. These allow use of an impact wrench, but limit the torque applied to the lug nut. To apply the correct amount of torque to the lug nuts use torque sticks or a torque wrench.



Spray Guns

Environmental Safety

Application of primer must comply with federal, state, or provincial VOC regulations.



Maintenance

The wrench and screwdriver icon links to screens that provide information about how to maintain shop tools and equipment. This includes how to identify tool wear and recommended inspection intervals.

Piston Air Compressors (cont'd)

• Single stage

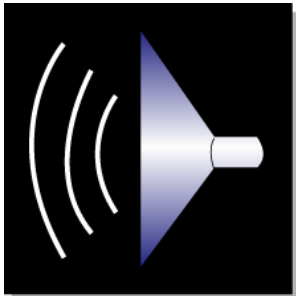
Maintenance: Compressor Maintenance

- Keep the intake filters clean and dry
- Position the compressor in well ventilated area
- Check/add oil level frequently
- Keep the belt adjusted and changed regularly
- Drain the water daily, if not automatic
- May require ring, seal and valve rebuild after a couple years of use



Self-Study Narration

The speaker icon links to audio files that expand upon information seen on the presentation screen. This is commonly used by students who are going through the CD-ROM in a self-paced environment.

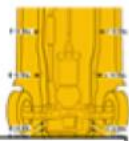


Magnify Glass

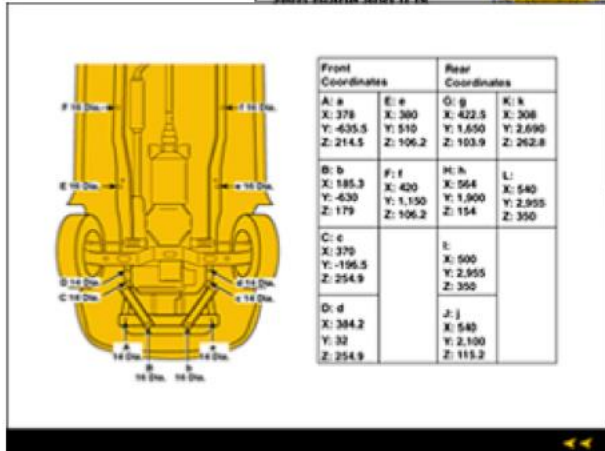
The magnify glass icons links to screens that enlarge the screen image for better clarity.

Reading Dimension Sheets - Vehicle Maker #1

This sheet provides height, length, and width of each reference point. In this example, the vehicle maker uses "Y" as the zero plane and it is



Point	Coordinates	Point	Coordinates
A	X: 378 Y: -635.5 Z: 214.5	G	X: 422.5 Y: 1,650 Z: 103.9
B	X: 185.3 Y: -630 Z: 179	H	X: 504 Y: 1,900 Z: 154
C	X: 370 Y: -196.5 Z: 254.9	I	X: 500 Y: 2,955 Z: 350
D	X: 384.2 Y: 32 Z: 254.9	J	X: 540 Y: 2,100 Z: 115.2
E	X: 300 Y: 510 Z: 106.2	K	X: 308 Y: 2,690 Z: 262.8
F	X: 420 Y: 1,150 Z: 106.2	L	X: 540 Y: 2,955 Z: 350



I-CAR Course Supporting Documents

I-CAR provides individual course documents to help support the curriculum delivery. The course documents are designed to follow the course presentation slide by slide. They include:

Presentation

The I-CAR course presentation can be found in a CD-based format.

Instructor Guide

The Instructor Guide includes several activities and demonstrations and recommended prop builds to support the lesson visually that can be applied as you progress through the course modules.

Instructor Manual

The Instructor Manual allows you to see the image you are projecting and can help you to see what the next slide will be. It provides valuable information for you to share with students if your knowledge isn't as enhanced in the subject.

Narration Scripts

This file is available to be used as needed.

Objective Worksheets

These worksheets should be passed out in class before each module. Students will need to pay attention to the presentation to ensure they fill-in the blanks.

Performance Evaluations

Using the evaluation document after each module will allow you to measure the student's hands-on knowledge during lab (shop) exercise.

Quizzes

After each module, quizzes are available to measure the student's theory knowledge.

Post-Test

After each course, post-tests are available to measure the student's theory knowledge.

Students Handouts

The student handout document provides valuable information and can be an excellent source for take-home reading material.

Textbooks

This file should be shared with students in the classroom environment or as a printed copy for immediate access to course content at any time.

Video Scripts

This file is available to be used as needed.

I-CAR Recognition and Course Credit for Graduates

I-CAR offers two methods for providing credits to students. You can choose from a one-page application or using the new I-CAR End of Program exam.

Option 1:

The one-page ProLevel application allows an Educator to validate that student(s) have successfully completed the I-CAR PDP-EE requirements and are ready to receive I-CAR credit. You can request this application by sending an e-mail to schools@i-car.com.

Note: please allow up to 1 week for credits to be applied to student's myI-CAR accounts.

Option 2:

The second option is using the I-CAR End of Program exams. I-CAR offers these exams in the Non-Structural and Paint and Refinishing roles. Each exam is 50 questions and takes about 1 hour to complete. These exams are available to schools that currently do not have an End of Program exam (or final) or wish to switch from their current provider. These exams are graded by I-CAR as a third party and educators can see each student's results through their personal myI-CAR account and using the "I-CAR Training Manager" tool. Educators do NOT have access to these exams. The student testing should be in a proctored environment in the schools computer lab.

To supply students with access to these exams, simply fill-out the form located at I-CAR website > Schools and Colleges > Instructor Technical Support (login required) > General Info - Professional Development Program – Education Edition > select the form titled "End Course Exam Form". Once the form is filled-out, send the form to schools@i-car.com. The response time is within 48 hours.

For more information visit the I-CAR website www.i-car.com and select “Schools and Colleges”.

Thank you for your continued support of I-CAR.



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