I-CAR® PDP-EE

Professional Development Program™ – Education Edition

USER GUIDE

TABLE OF CONTENTS

i. Computer Requirements

ii. Terms of Agreement

iii. The Professional Development Program – Education Edition
- The Intro to Collision Repair Series
  - Providing Intro to Collision Repair Series Access to Students
  - School Data Required
  - Using Training Manager
  - Launching Intro to Collision Repair Series
  - Intro to Collision Repair Series Course Sequence

iv. I-CAR Non-Structural ProLevel 1 & Refinish ProLevel 1 Curriculum

v. Instructor Technical Support Site

vi. Accessing the Instructor Technical Evaluations

vii. I-CAR Course Supporting Documents

viii. I-CAR Recognition and Course Credit for Graduates

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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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 *my*I-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 *my*I-CAR accounts. Please use the following documents:
  - Creating students *my*I-CAR accounts:
    - I-CAR New User Registration Guide
  - How to use *my*I-CAR accounts:
    - The *my*I-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.

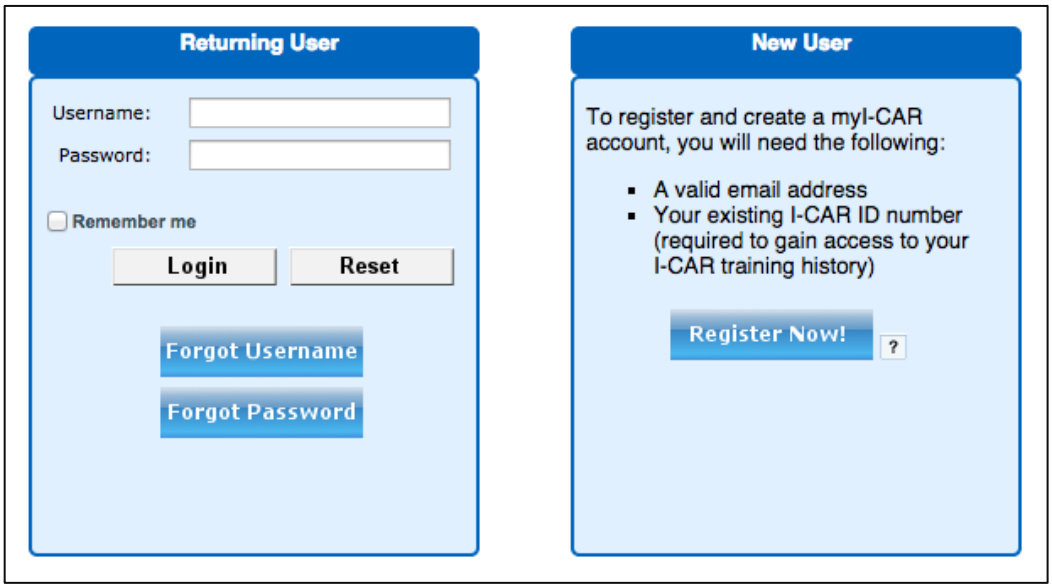
  - In return, I-CAR will reply via e-mail to confirm to Educators when access has been provided to each student. Please allow up to 48 hours to apply Intro Series to each students myI-CAR account.

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

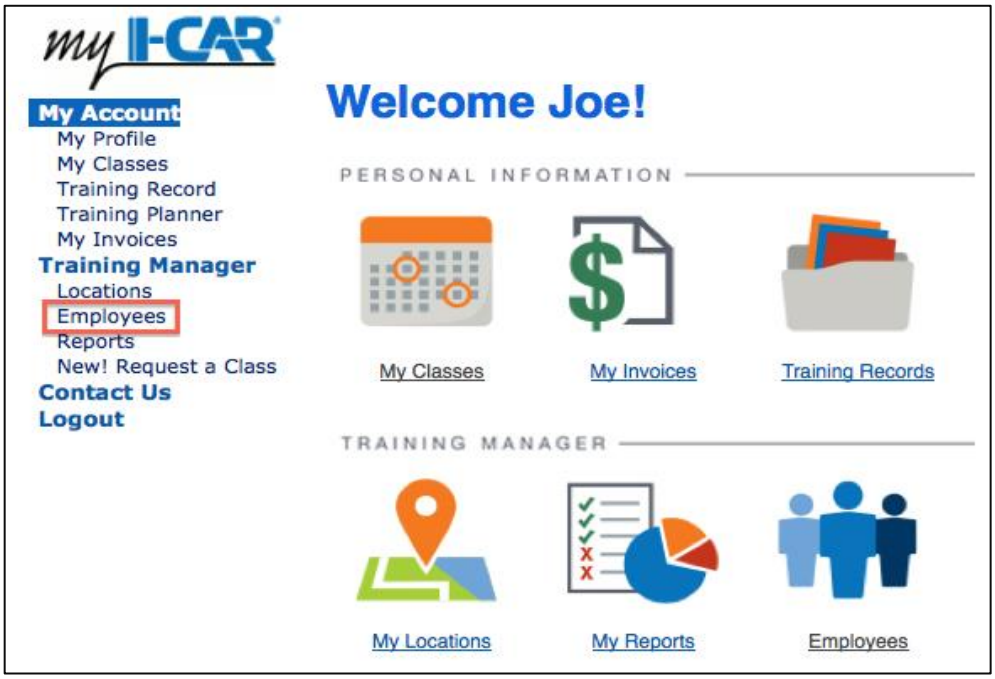
Using I-CAR Training Manager

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:

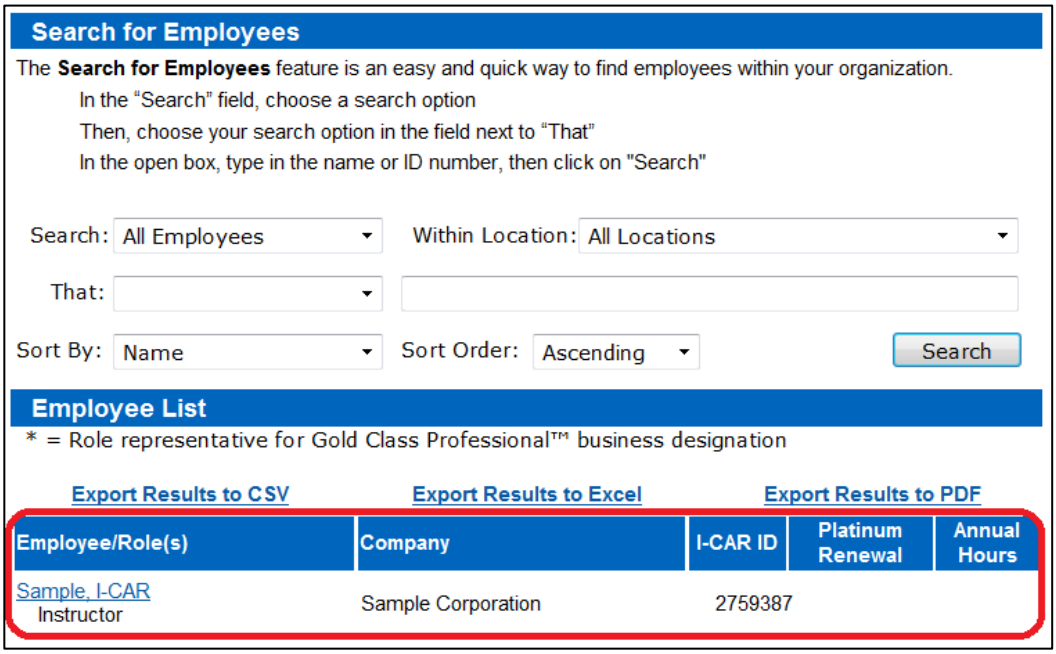
1) Visit www.i-car.com/MyICAR and login to your *my*I-CAR account



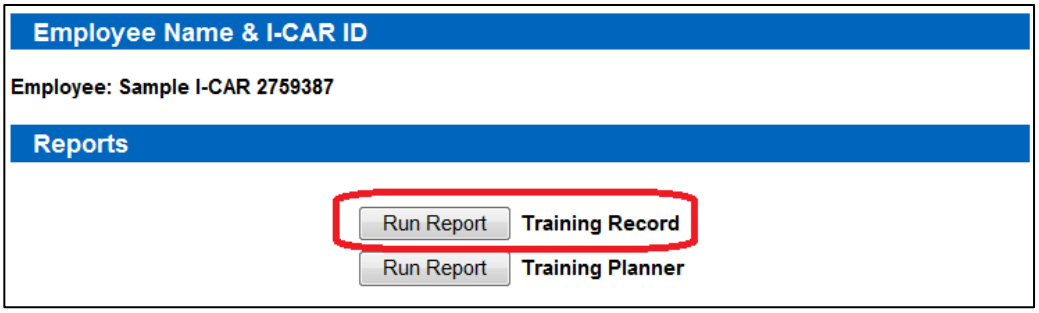
2) Select “Employees” from the left-hand navigation bar



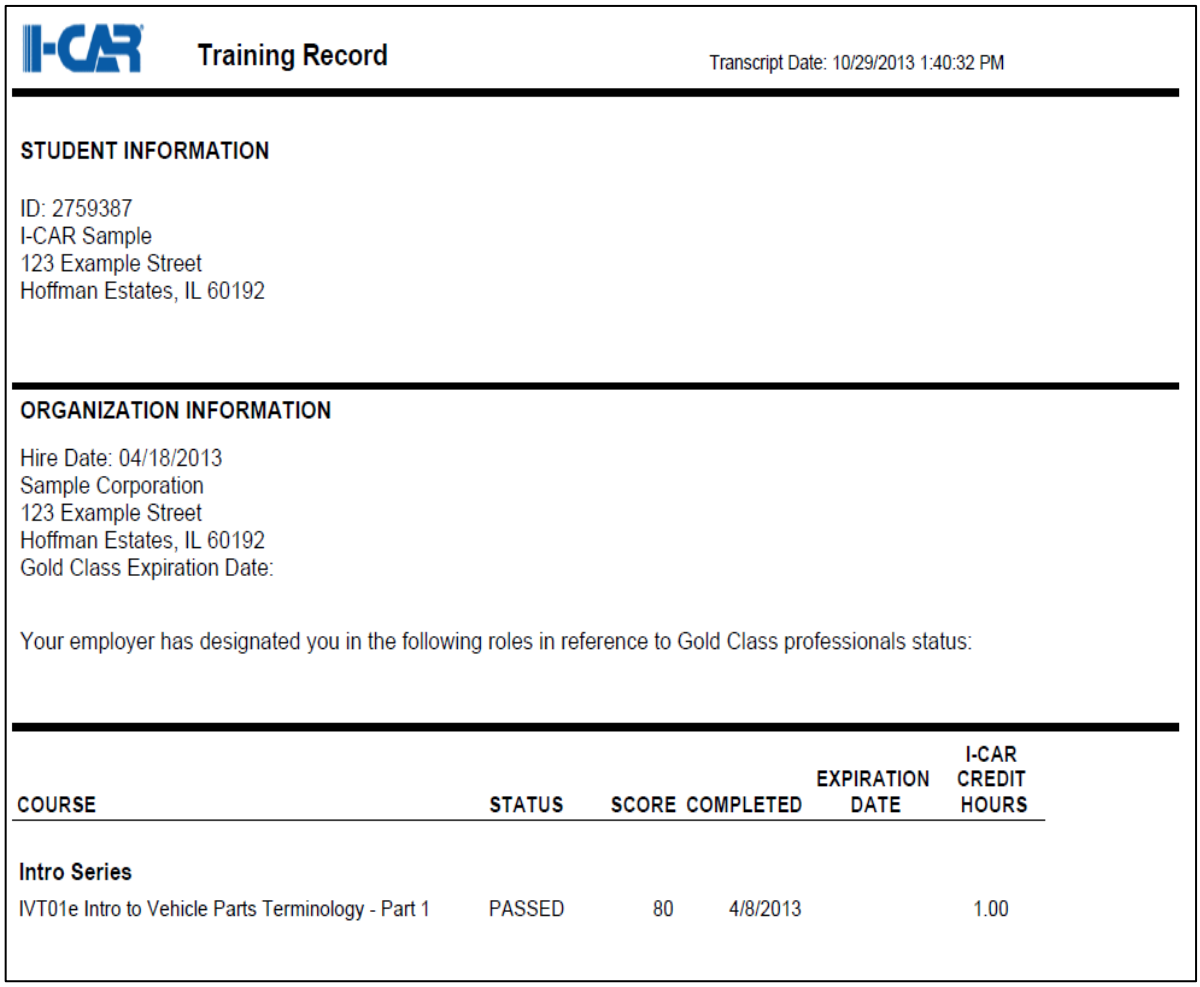
3) Click on the student's name to retrieve their training records



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



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



I-CAR **Training Record**

Transcript Date: 10/29/2013 1:40:32 PM

STUDENT INFORMATION

ID: 2759387
I-CAR Sample
123 Example Street
Hoffman Estates, IL 60192

ORGANIZATION INFORMATION

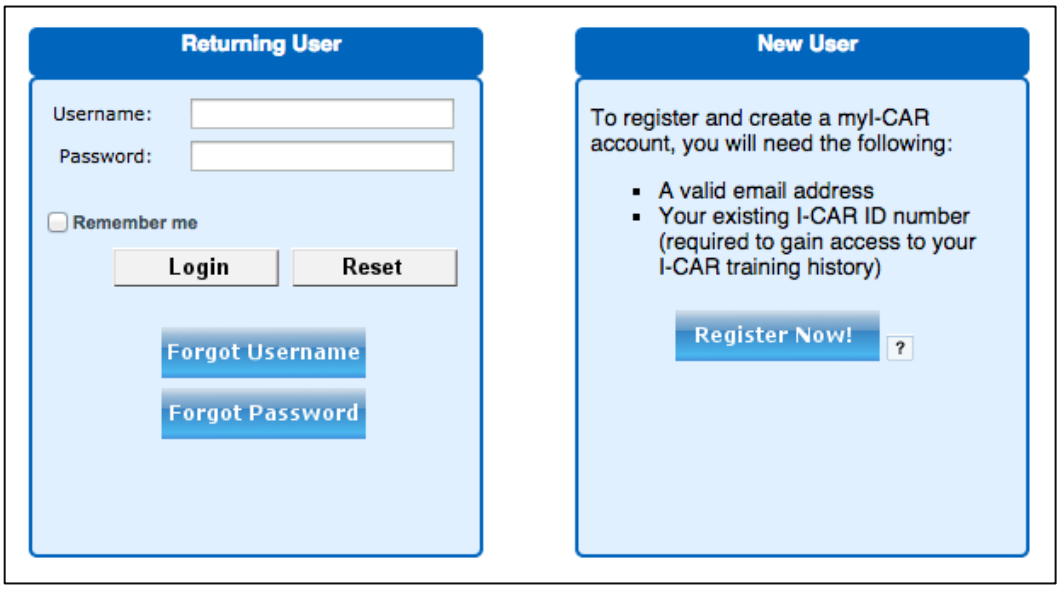
Hire Date: 04/18/2013
Sample Corporation
123 Example Street
Hoffman Estates, IL 60192
Gold Class Expiration Date:

Your employer has designated you in the following roles in reference to Gold Class professionals status:

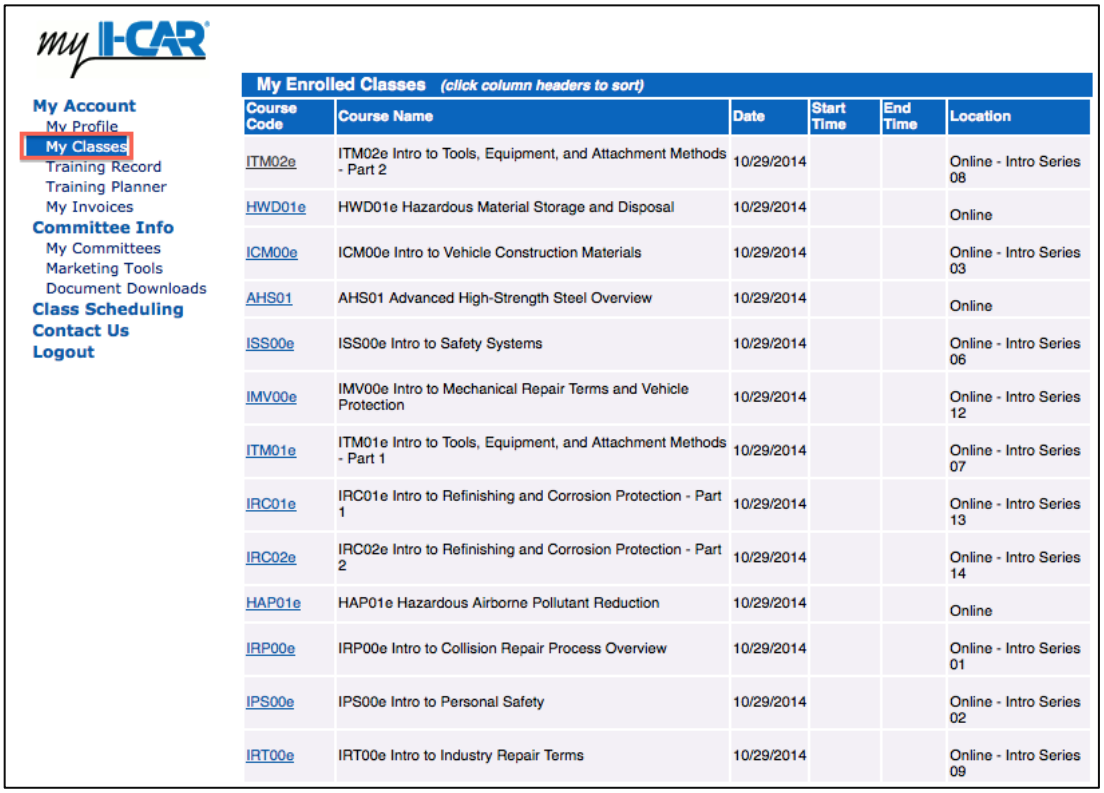
COURSE	STATUS	SCORE	COMPLETED	EXPIRATION DATE	I-CAR CREDIT HOURS
Intro Series					
IVT01e Intro to Vehicle Parts Terminology - Part 1	PASSED	80	4/8/2013		1.00

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 *my*I-CAR login page (www.i-car.com/MyICAR) and log in to their *my*I-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.



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 is can be revisited at any time.

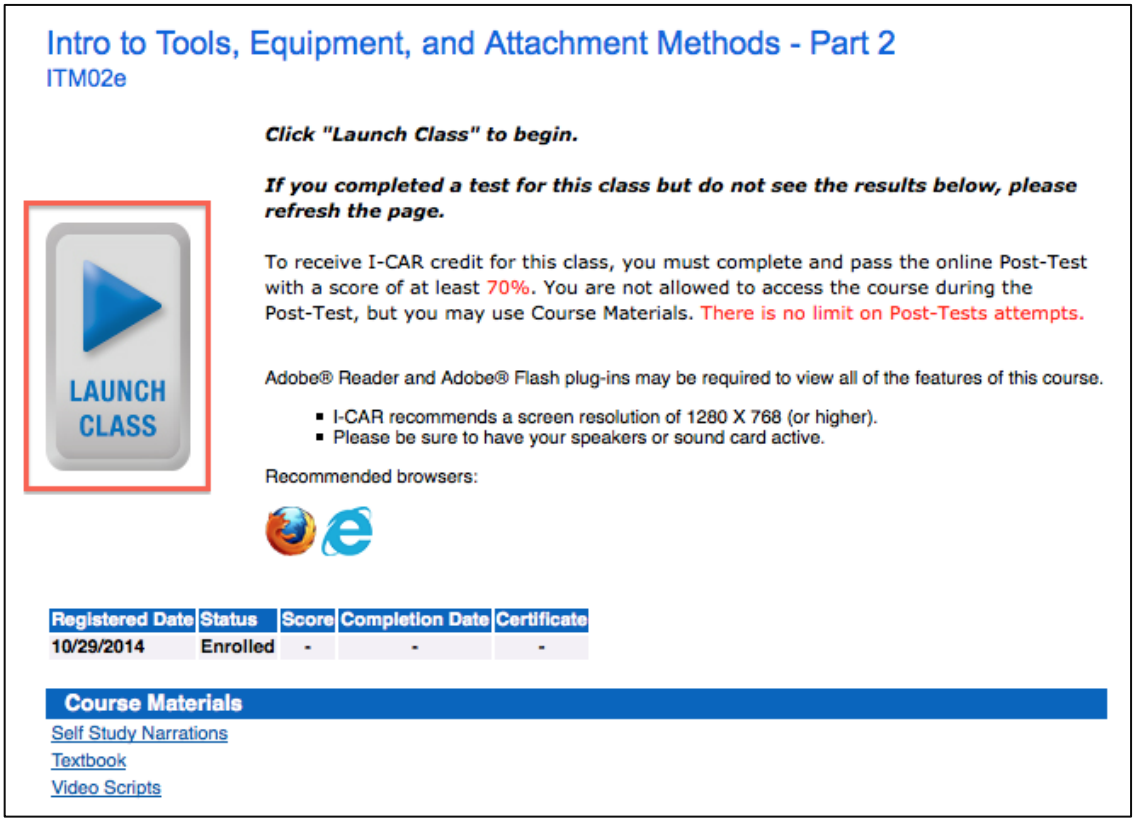
My Enrolled Classes *(click column headers to sort)*

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

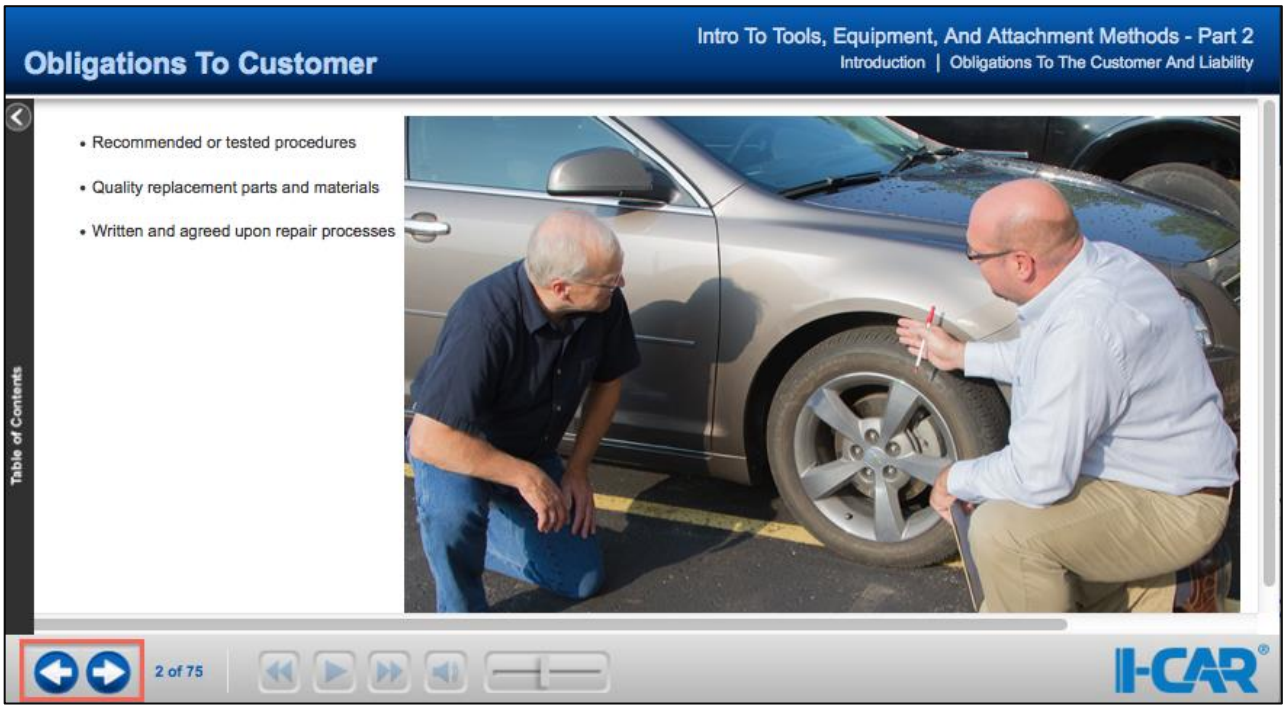
My Training History *(click column headers to sort)*

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.



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).



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

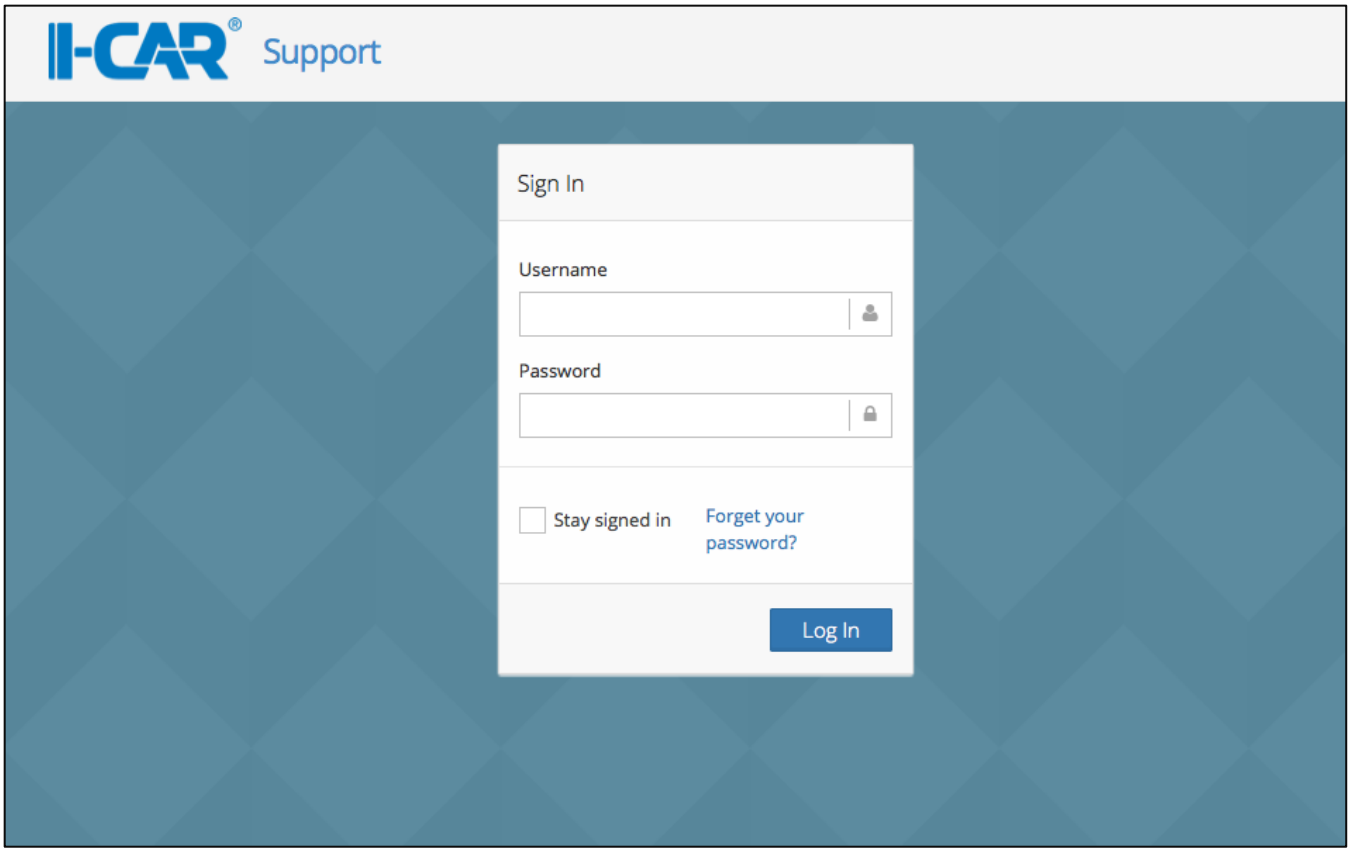
Students are expected to have the following knowledge as they complete the I-CAR Refinish ProLevel 1:

- 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.

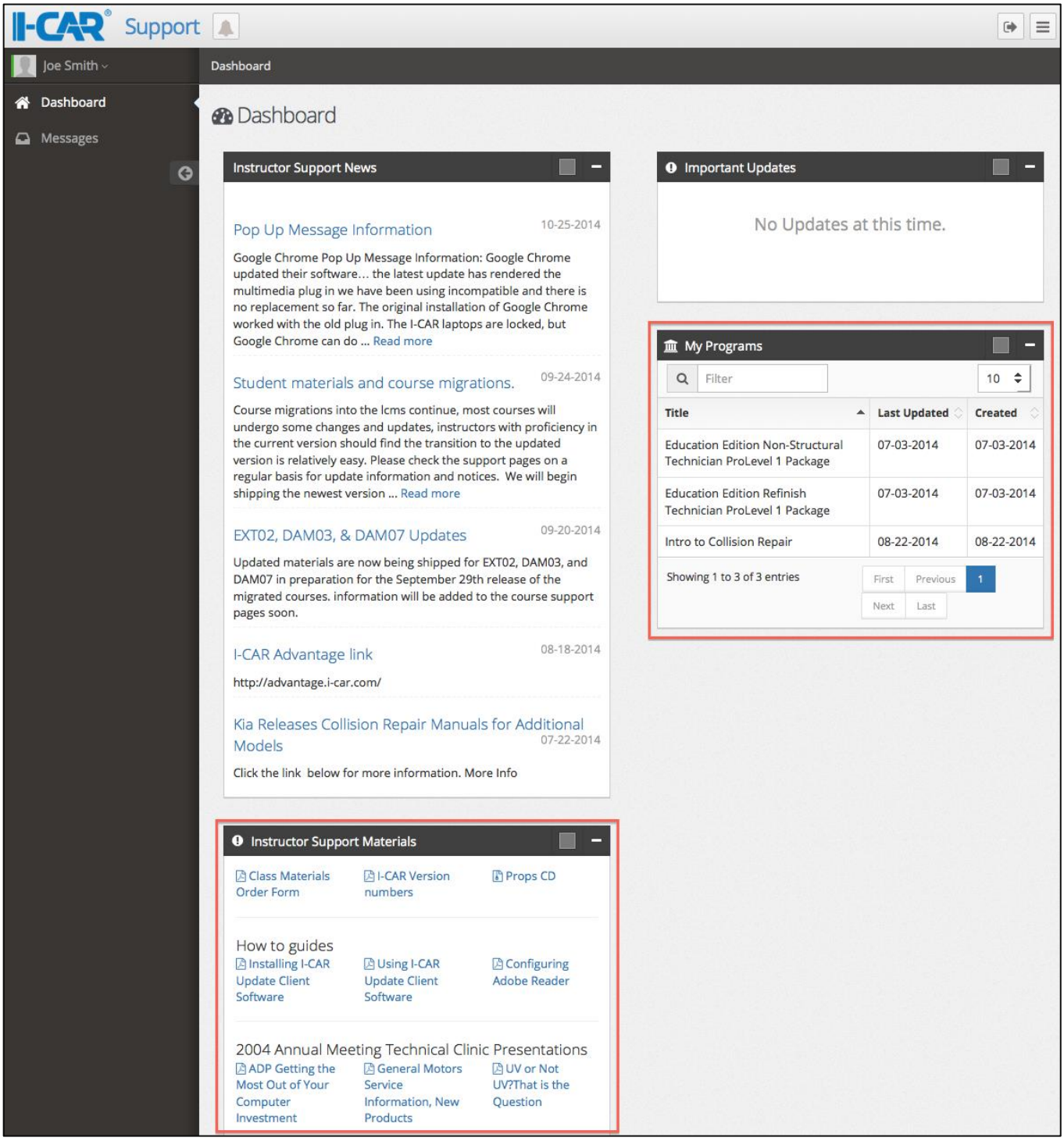
Instructor Support Site

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



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.

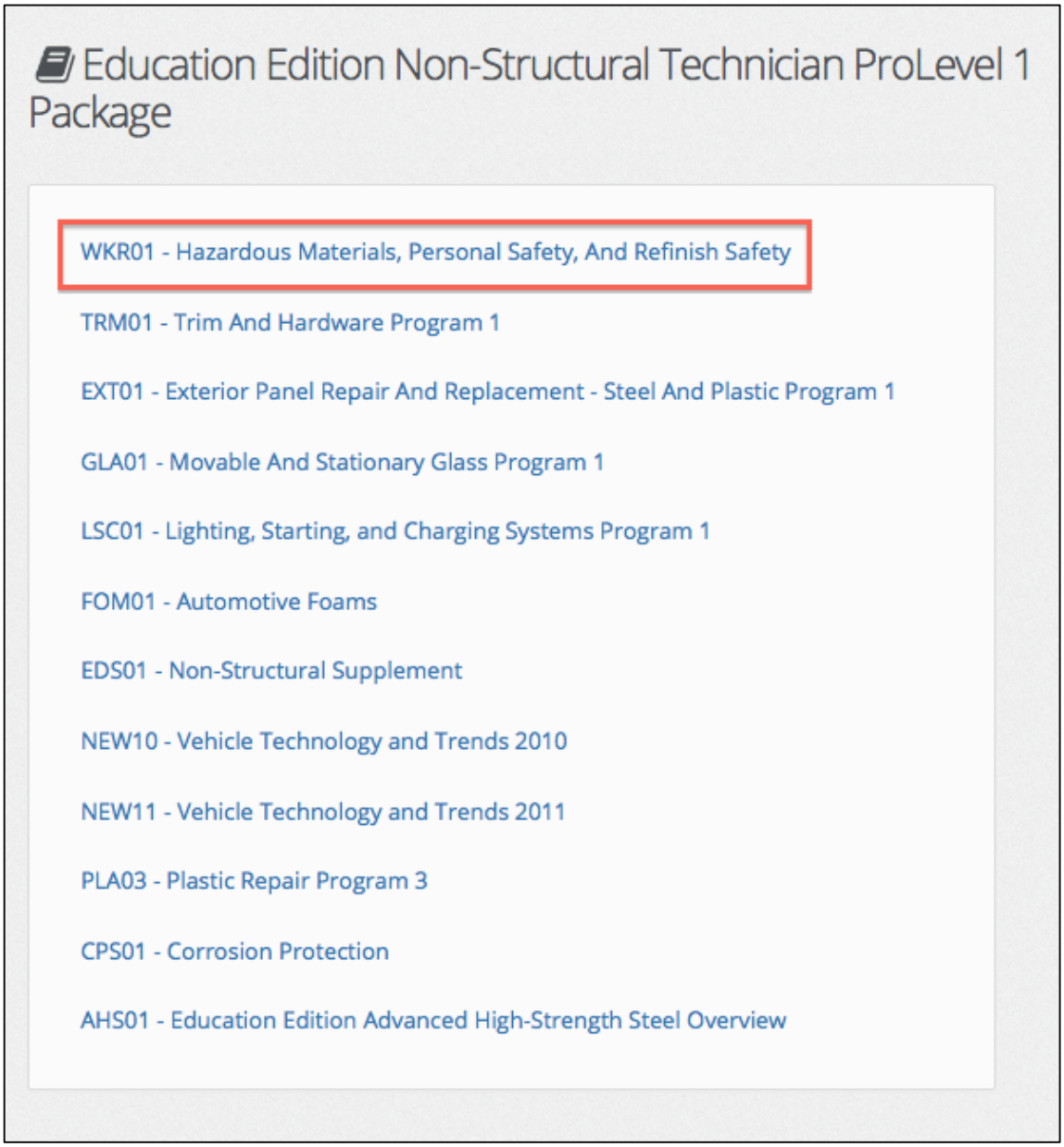
Once logged in, you will see the list of curriculum packages the school has purchased in the “My Programs” section of your Dashboard, located on the upper right side of the page. You can click on any of your available programs to access the classroom materials.



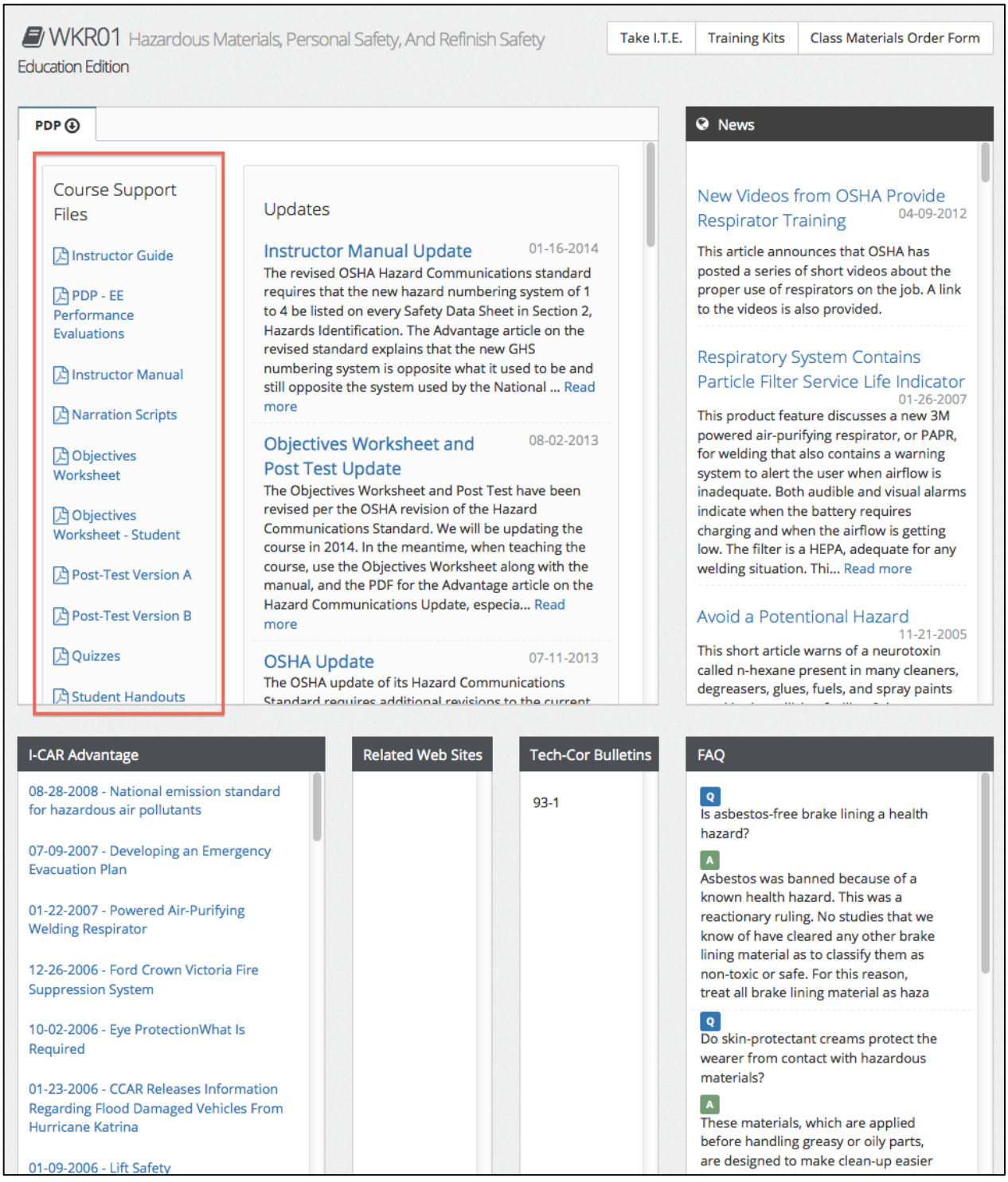
Note: Instructor forms and downloads are accessible in the “Instructor Support Materials” section, located on the bottom left side of the page.

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.



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

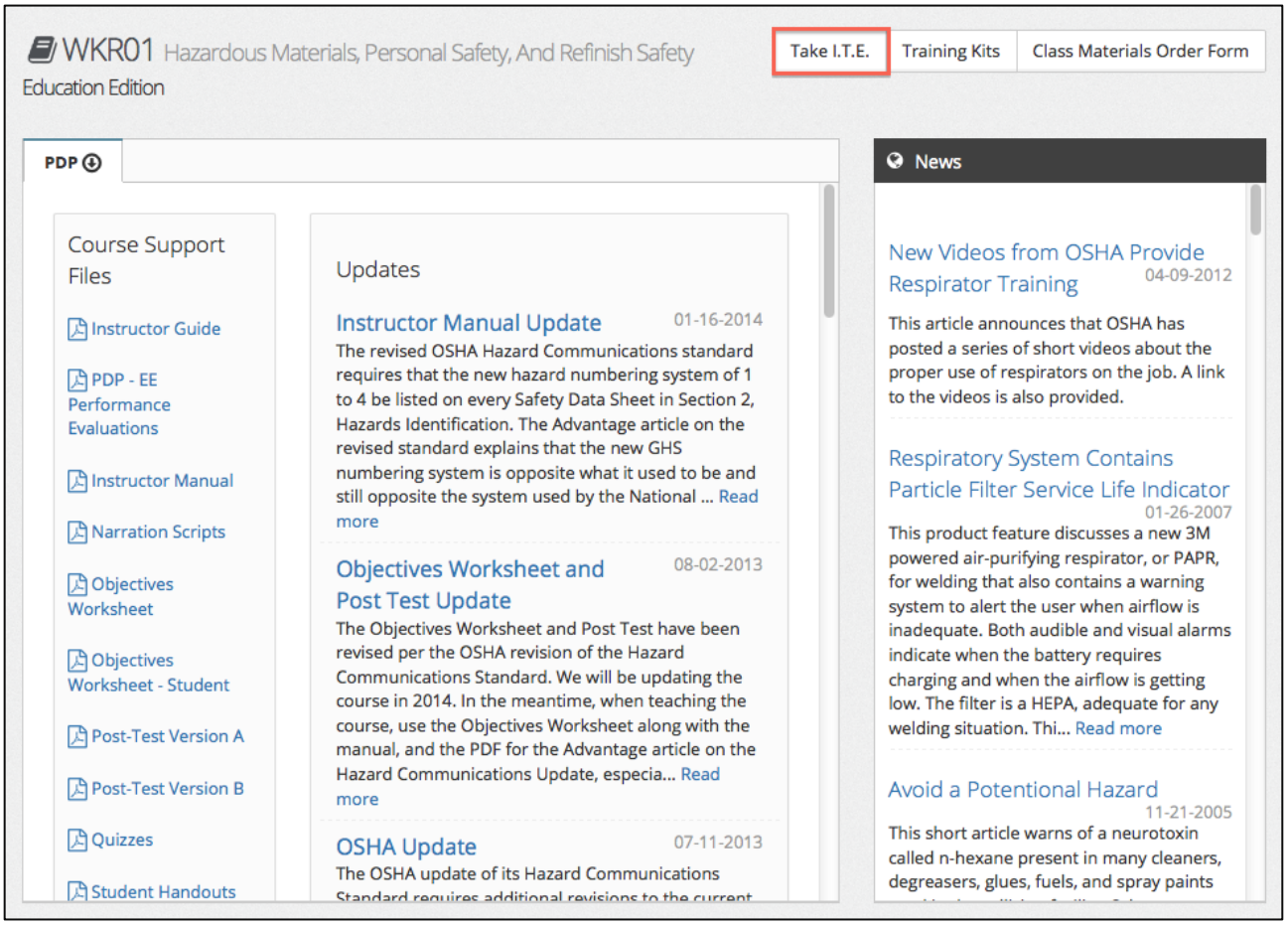


The first document titled “Instructor guide” will help Educators with navigating and curriculum delivery. This file includes several activities that should be considered and applied for the student’s benefit. Additional PDF supporting documents will be used as the “Instructor Guide” designates.

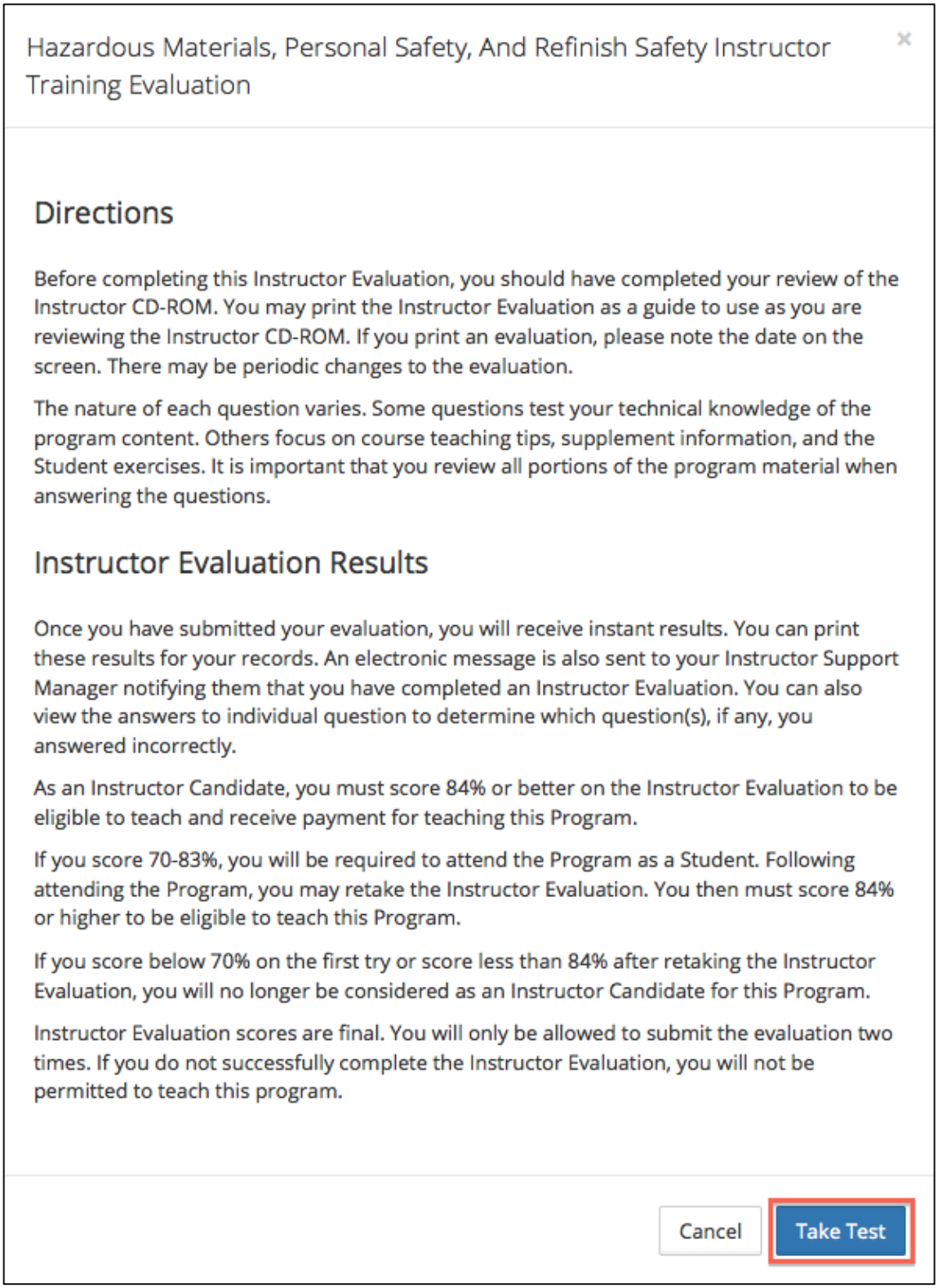
Instructor Training Evaluations (ITE)

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.



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.



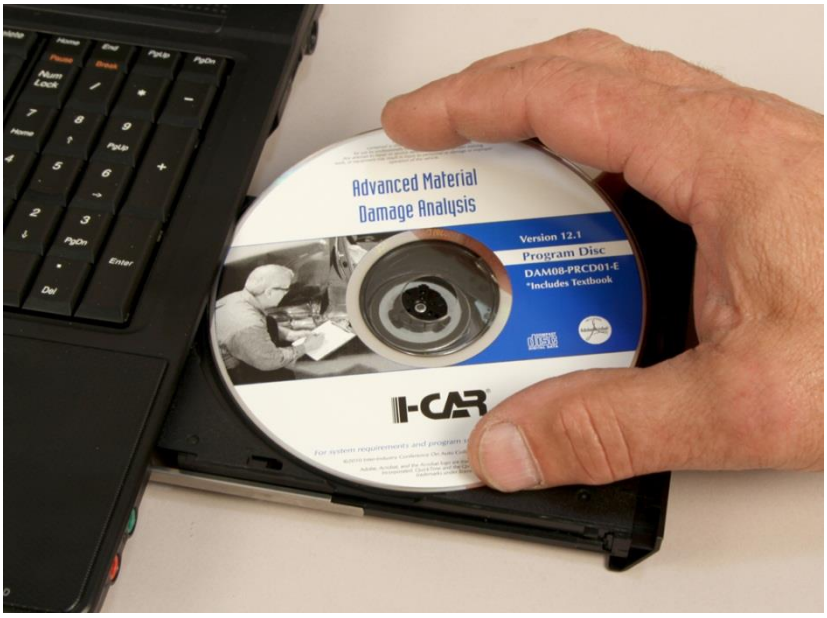
Navigating the I-CAR Curriculum

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.

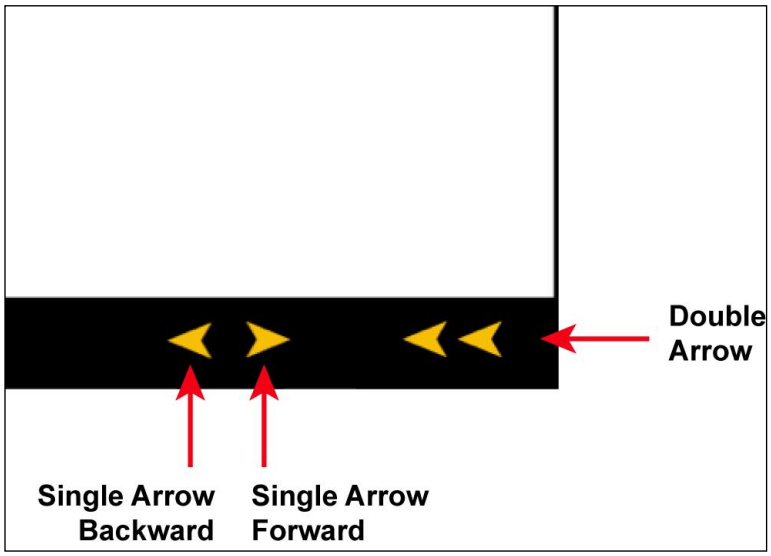
NOTE: I-CAR’s newer courses (PRCD) do not require a password.

Main Menu

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

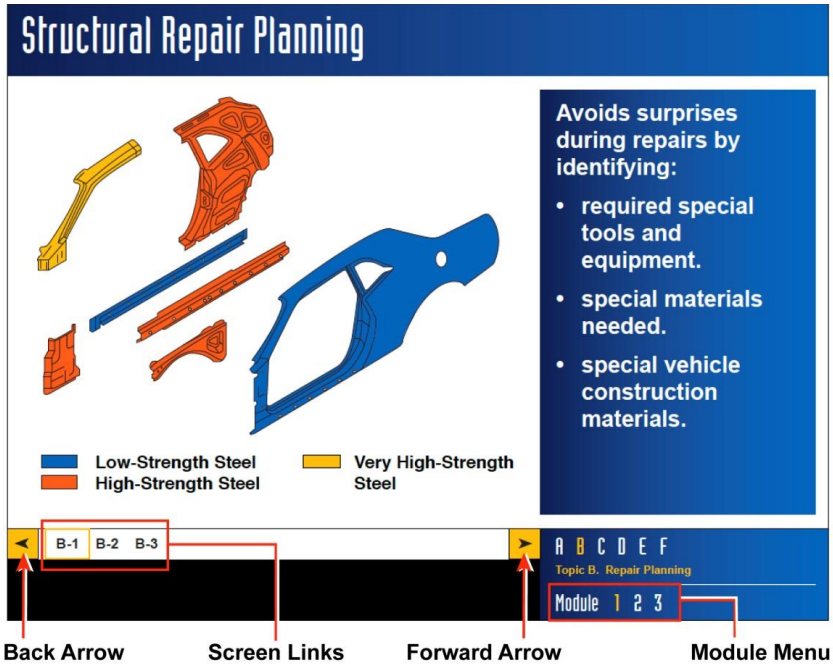
Navigation Arrows

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.



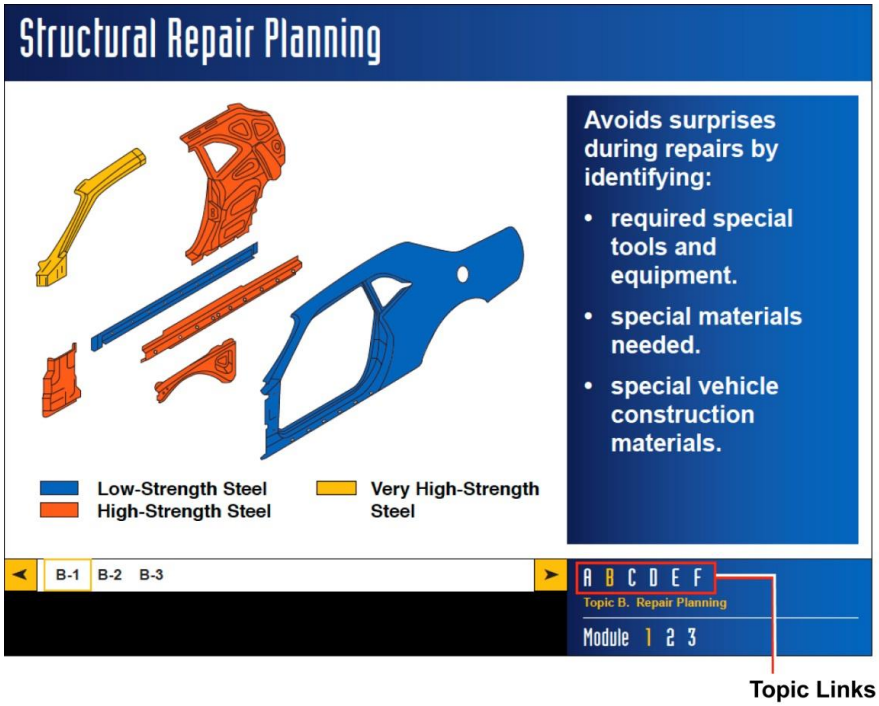
Navigation Arrows Continued

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.



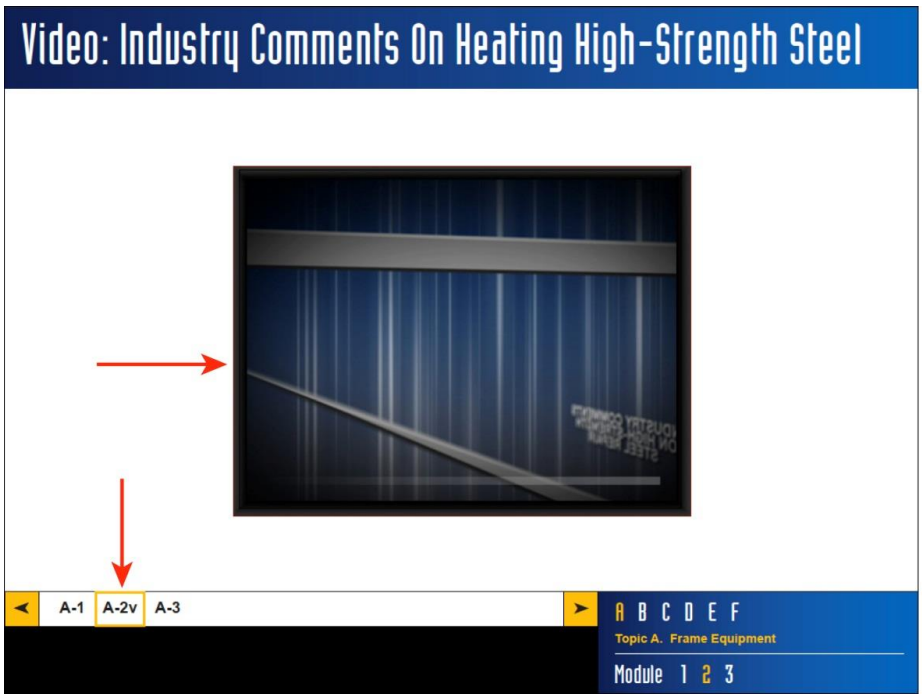
Top Links

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



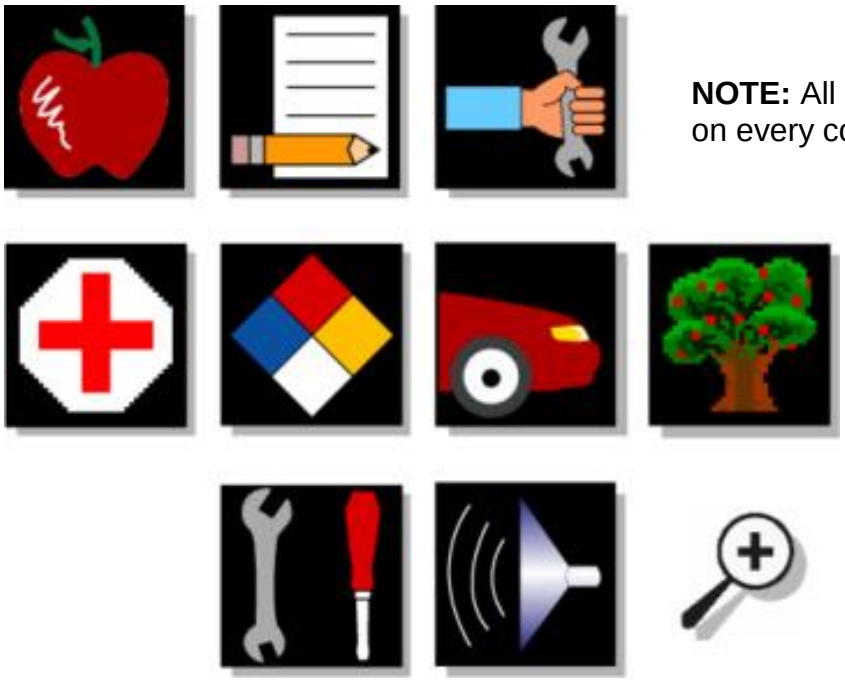
Videos

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



Supporting Icons

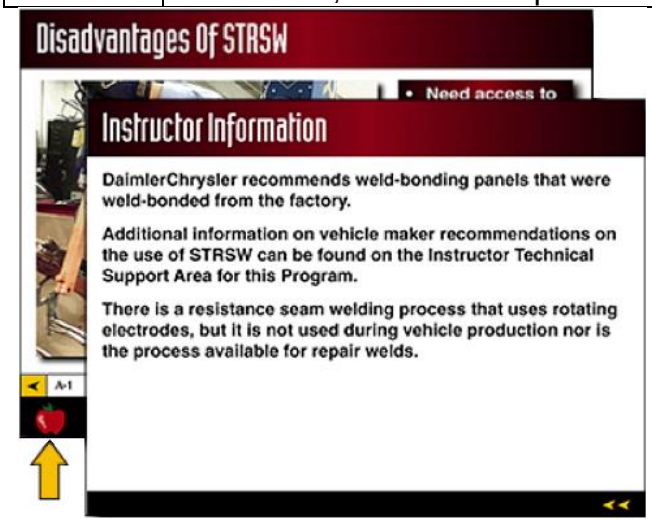
Throughout the course, there are several icons that are used to direct Educators to additional information. The information pertains to Educators, students, or both.

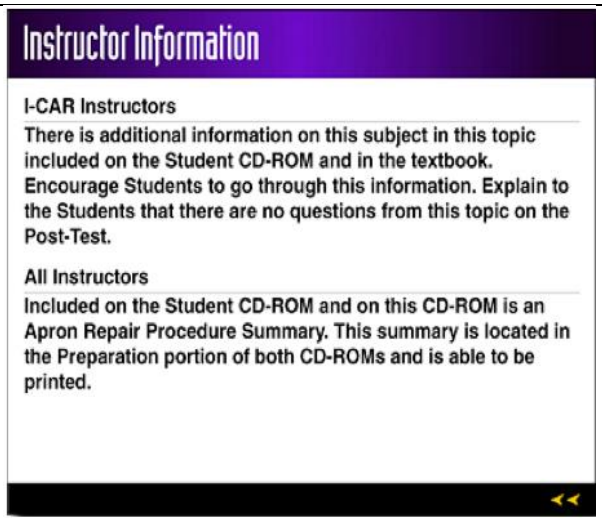


NOTE: All icons are not always used on every course.

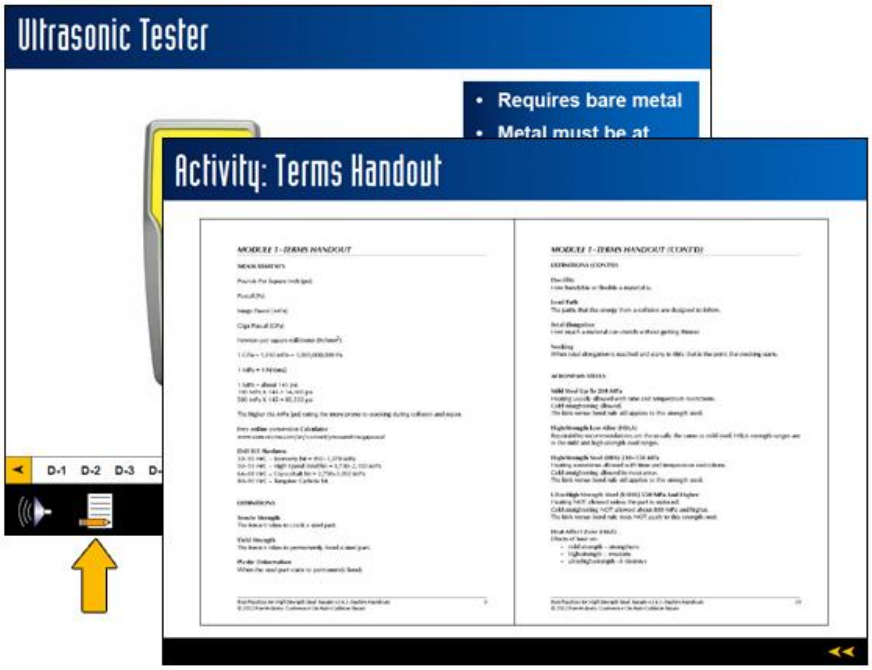
A description of each follows.

	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.



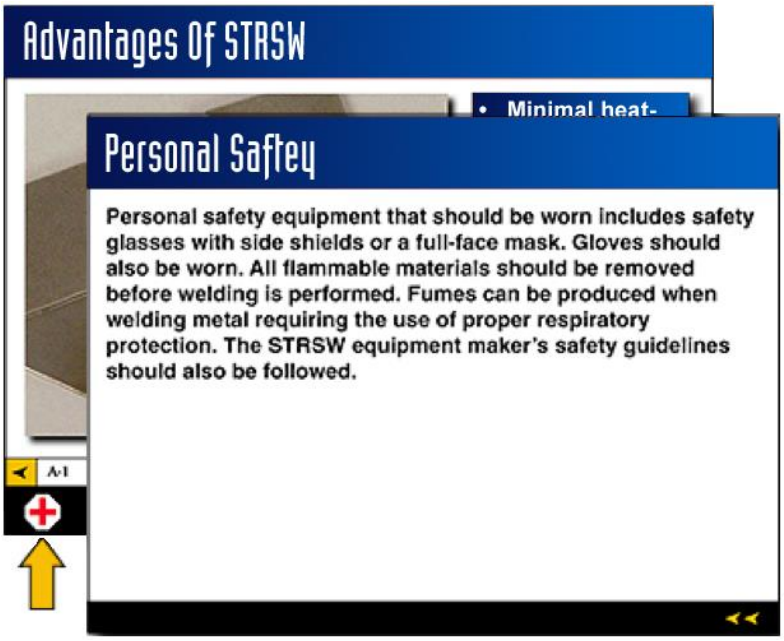


Activities
The paper and pencil icon links to screens that provide specific information on performing a classroom activity.

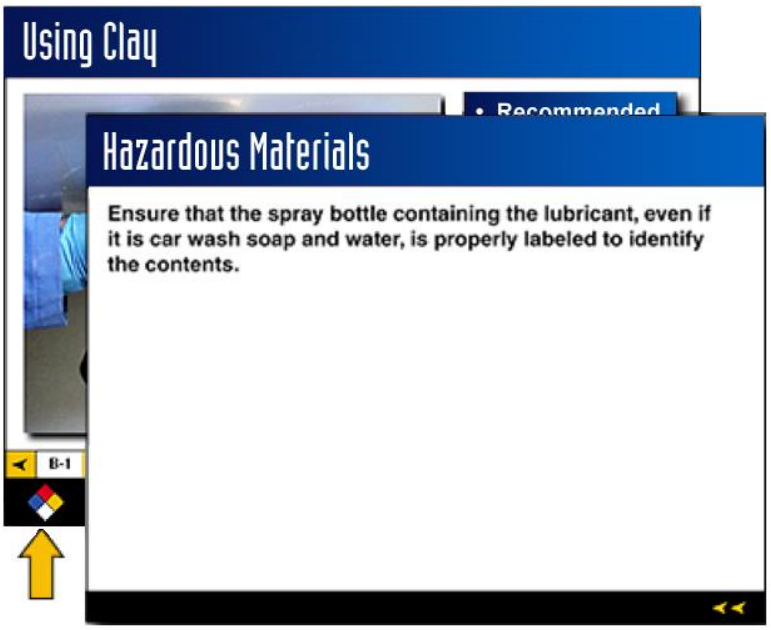


Demonstrations
The hand with wrench icon links to screens that show a demonstration. The demonstration screen may have a video or a picture of a pass-around prop.

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

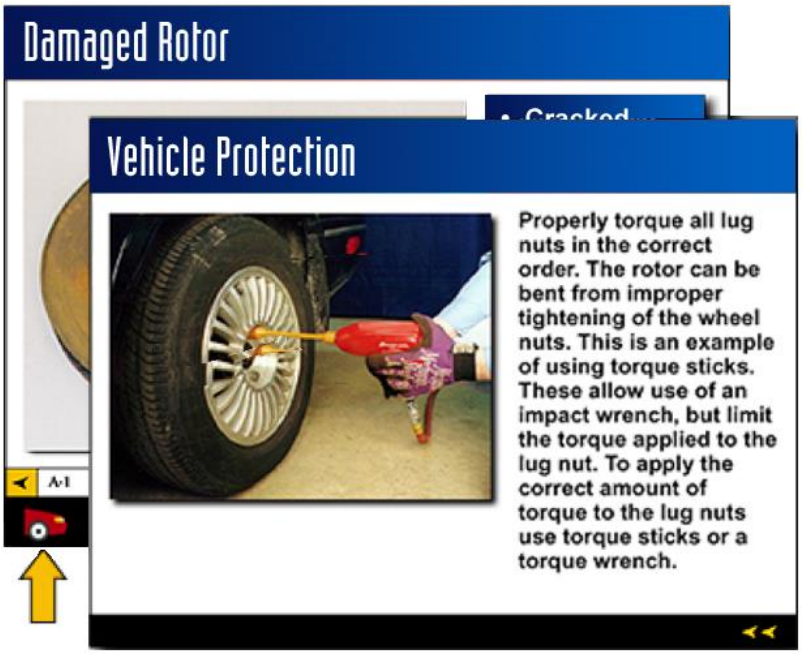


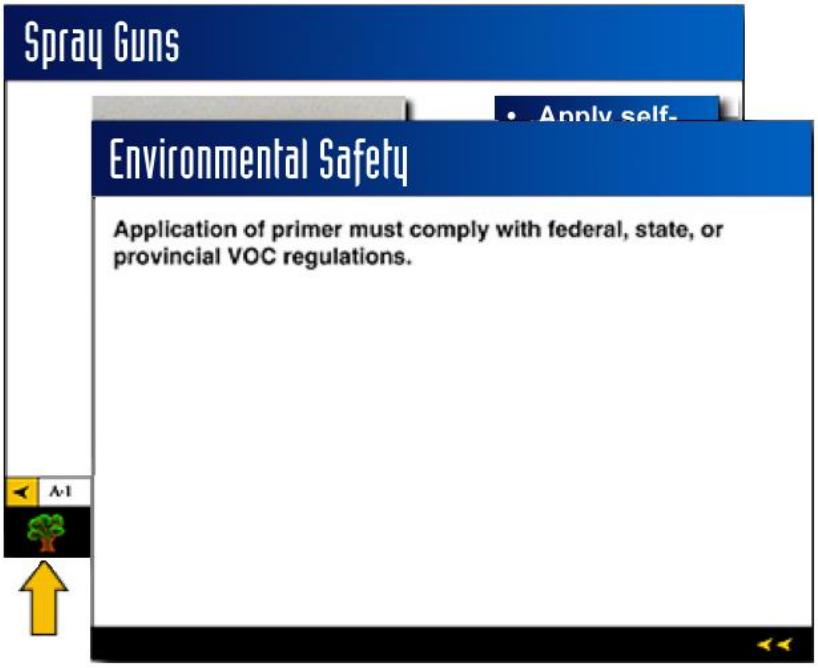
Hazardous Materials
The color code label icon links to screens that provide information about hazardous materials and how to handle them. This may include items such as coolant, battery acid, gasoline, oil, power steering fluid, refinish materials and solvents, etc.

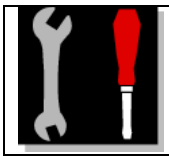


Vehicle Protection
The front half of a vehicle icon links to screens that provide information about procedures that will protect the vehicle from damage commonly associated with a specific repair.

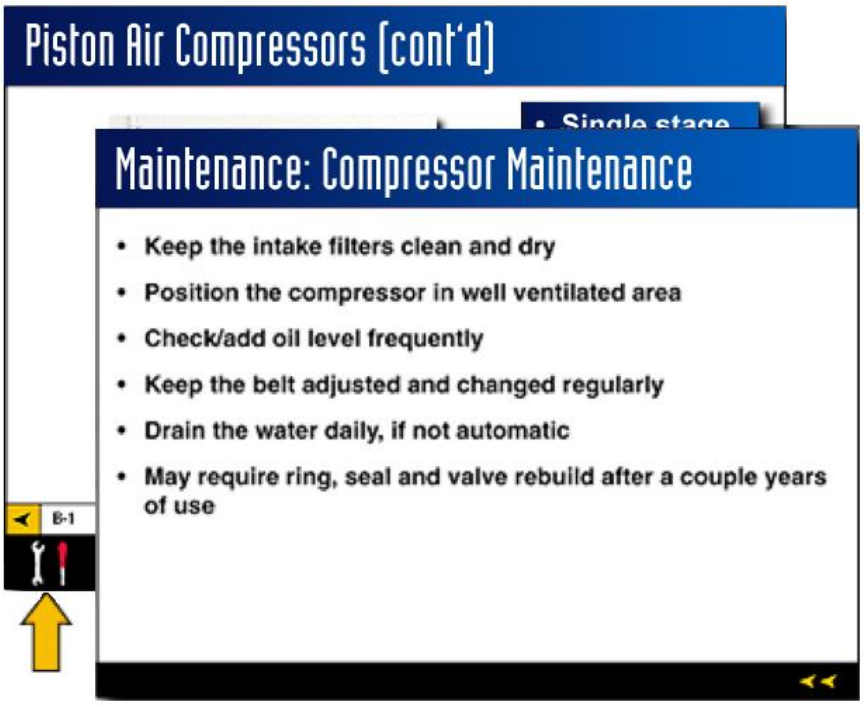
Environmental Safety
The tree icon links to screens that provide information about which materials may harm the environment and provides proper use and disposal recommendations for hazardous materials.





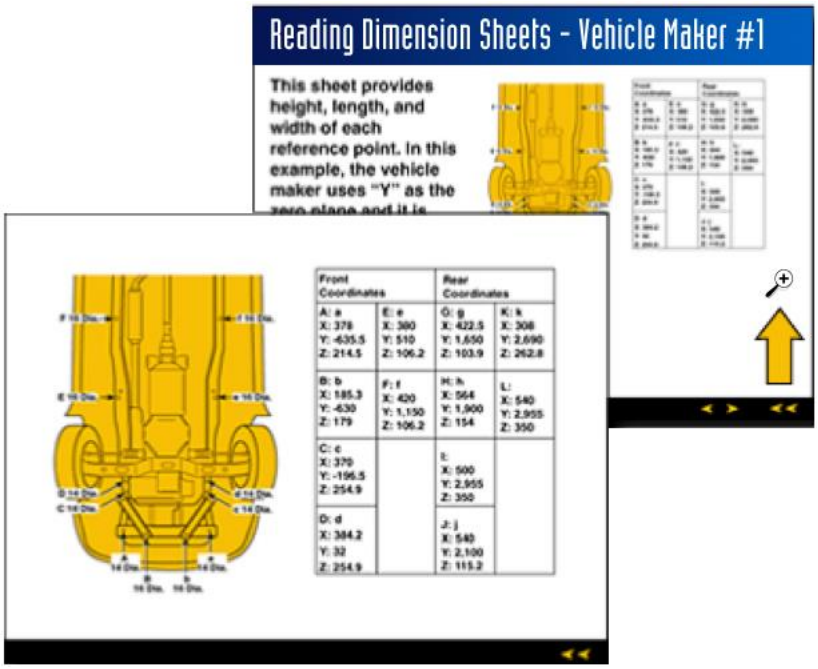


Maintenance
The wrench and screwdriver icon links to screens that provide information about how to maintain shop tools and equipment. This includes how to identify tool wear and recommended inspection intervals.



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.



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 noty 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.

I-CAR Training Support Center
5125 Trillium Blvd.
Hoffman Estates, IL 60192
Phone: 888.422.7211
Fax: 800.590.1215
www.i-car.com