



I-CAR® PDP-EE: QUICK-START GUIDE

The I-CAR® Professional Development Program™ - Education Edition (PDP-EE) curriculum provides collision repair training for you and your students. Upon successful completion of the program, your graduates will earn certificates documenting the industry-recognized **I-CAR Platinum** designation!

PDP-EE SET-UP AND ANNUAL LICENSING

- Begin the set-up process by contacting the I-CAR Career & Technical School Hotline at 888.422.7211 or email Schools@I-CAR.com.
- Purchase the annual PDP-EE Curriculum License for \$1,100.
- I-CAR Career & Technical Education (CTE) Support Team will promptly contact new PDP-EE educators to begin the onboarding process, including set up of an electronic gradebook to monitor students' progress and an Instructor Support Website (ISW) account for access to live course curriculum.
- New PDP-EE educators should complete required online classes and the Instructor Training Evaluation (ITE) exams for all required live classes, before or while teaching the PDP-EE.

STUDENT “STARTS:” *myI-CAR*® STUDENT REGISTRATION

- Inform new students to begin the new user registration process for a *myI-CAR* account at www.I-CAR.com.
- Complete the “Student Starts Order Form and Invoice” and submit to I-CAR.
- A one-time fee of \$50 is charged for each new student.
- Within 5 business days following processing of the enrollment and payment form, students will have access to the online courses, as well as live course support materials such as objective worksheets, handouts and textbooks.

TEACHING THE PDP-EE CURRICULUM

- Teach all PDP-EE course materials required during your one-year or two-year program (listed on page 2 of this Quick-Start Guide).
- Students can locate all course materials in their individual *myI-CAR* accounts.

STUDENT “GRADS:” REGISTERING STUDENTS FOR END OF PROGRAM EXAMS

- Students are required to complete all online courses before access is allowed to both exams in the End of Program Exam Bundle.
- Instruct students to change their role in their *myI-CAR* account from “Student” to “Refinish Technician” and “Non-Structural Technician” roles.
- Complete the “End of Program Exam Order Form and Invoice” and submit to I-CAR.
- Student “Grad” fee for End of Program Exams: \$100/student includes both Non-Structural and Refinish ProLevel 1 exams.
- Students have access to the “End of Program Exams” within 5 business days after the form and invoice are processed.
- The exams may be proctored, if required by your local school district.
- Exam results are available immediately in students' *myI-CAR* accounts and educators' online gradebooks. Within 7 days, any earned certificates (Platinum for 2019/20 students; ProLevel 1 for future classes) are mailed to the address on record in *myI-CAR*.

I-CAR® PDP-EE Curriculum: Base Package for 2019-2020 Academic Year

All classes listed below are included in the Base Package and must be taught for students to register for the End-of-Program Exam.

REQUIRED CLASSES:

INTRO TO COLLISION REPAIR SERIES – 14 Modules *(Classes offered online only)*

- Intro to Collision Repair Process Overview (IRP00e)
- Intro to Personal Safety (IPS00e)
- Intro to Vehicle Construction Materials (ICM00e)
- Intro to Vehicle Parts Terminology – Part 1 (IVT01e)
- Intro to Vehicle Parts Terminology – Part 2 (IVT02e)
- Intro to Safety Systems (ISS00e)
- Intro to Tools, Equipment, and Attachment Methods – Part 1 (ITM01e)
- Intro to Tools, Equipment, and Attachment Methods – Part 2 (ITM02e)
- Intro to Industry Repair Terms (IRT00e)
- Intro to Mechanical Systems Terminology – Part 1 (IMT01e)
- Intro to Mechanical Systems Terminology – Part 2 (IMT02e)
- Intro to Mechanical Repair Terms and Vehicle Protection (IMV00e)
- Intro to Refinishing and Corrosion Protection – Part 1 (IRC01e)
- Intro to Refinishing and Corrosion Protection – Part 2 (IRC02e)

NON-STRUCTURAL PROLEVEL® 1 *(Live and online classes)*

- Hazardous Materials, Personal Safety, and Refinish Safety (WKR01)
- Trim and Hardware (TRM02e and TRM03e)
- Non-Structural Supplement (STS01 required; EDS01 optional)
- Bolted-On Part Replacement (EXT03e and EXT04e)
- Movable Glass (GLA01)
- Corrosion Protection (CPS01)
- Plastic and Composite Repair (PLA03)
- Lighting, Starting, and Charging Systems (LSC04e)
- Automotive Foams (FOM01)
- Vehicle Construction Material Types (GE010E01)
- Vehicle Technology and Trends 2016 (NEW16)

REFINISH PROLEVEL 1 *(Live and online classes)*

- Hazardous Materials, Personal Safety, and Refinish Safety (WKR01)
- Refinish Supplement (REF01e and REF02e required; EDS02 optional)
- Detailing (REF04)
- Trim and Hardware (TRM03e)
- Corrosion Protection (CPS01)
- Waterborne products, Systems and Application (REF07)
- Hazardous Airborne Pollutant Reduction (HAP01e)
- Liquid and Solid Hazardous Waste Storage and Disposal Overview (HWD01e)
- Vehicle Technology and Trends (NEW16)

For more information, please contact the I-CAR Career and Technical School Hotline at **888.422.7211** or email **Schools@I-CAR.com** to get started.