

# **I-CAR® Gold Class Professionals™**

## **Program Requirements for Collision Repair Businesses**



### **I-CAR® Platinum Individual™ Role Representatives**

- I-CAR® Platinum Individual™ level knowledge must be represented in the four key roles of the collision repair process.
- The individual(s) representing these roles are established as Role Representatives.
- These four roles may be represented by the same individual or up to four individuals who have achieved I-CAR® Platinum Individual™ level status as Estimator, Non-Structural Technician, Steel Structural Technician, and Refinish Technician.
- Those identified as I-CAR® Platinum Individual™ professionals will have their expiration dates adjusted to coincide with their businesses I-CAR® Gold Class Professionals™ expiration date.

### **Employees in roles with and without annual training requirements**

- All other employees must have roles declared and if in a role that has training requirements, they must complete a minimum of six (6) I-CAR credit hours of training per year.
- Employees in roles not directly involved in the repair process will not have training requirements, including office support and porters/lot staff.

### **Collision facility role percentages**

- For a repair facility to be considered for the I-CAR® Gold Class Professionals™ program, it must disclose all employees and accurately reflect job roles.
- A minimum of 55% of the employment of a collision repair facility must be identified in the roles of Estimator, Non-Structural Technician, Steel and/or Aluminum Structural Technician, and Refinish Technician.

### **Additional I-CAR® Gold Class Professionals™ recognition opportunities**

- Additional I-CAR® Gold Class Professionals™ recognition may be achieved in Aluminum Repair Technician and Electrical/Mechanical Technician.
- To achieve one or both of these additional recognitions a repair facility must identify a technician that has achieved I-CAR® Platinum Individual™ level status as an Aluminum Structural Technician and/or Electrical/Mechanical Technician.

# **I-CAR® Gold Class Professionals™**

## **Employee Roles for Collision Repair Businesses**



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### **I-CAR® Platinum Individual™ Role Representatives positions**

Individuals representing I-CAR® Platinum Individual™ level knowledge for their business in the four key roles of the collision repair process will need to meet and maintain the I-CAR® Platinum Individual™ designation in the role they represent. These roles include: Estimator, Non-Structural Technician, Steel Structural Technician, and Refinish Technician.

### **Optional roles**

By declaring the following roles and meeting the I-CAR® Platinum Individual™ level requirements, a collision repair business will have additional I-CAR® Gold Class Professionals™ recognitions of I-CAR® Gold Class Professionals™ Aluminum Repair trained and I-CAR® Gold Class Professionals™ Electrical/Mechanical trained. These roles include: Aluminum Structural Technician and Electrical/Mechanical Technician.

### **Employees in roles with annual training requirements**

Individuals in the following roles that are not I-CAR® Platinum Individual™ Role Representatives for their collision repair business will be required to complete a minimum of six (6) credit hours of training per year. These roles include: Estimator, Non-Structural Technician, Steel Structural Technician, and Refinish Technician.

### **Employees in roles without annual training requirements**

Employees in roles not directly involved in the repair process will not have training requirements. These roles include: Office Support Personnel, Porters, Detailers, and Lot Personnel.



# I-CAR® Gold Class Professionals™ Application

## PLEASE CHECK BELOW

- New Applicant
- Renewing Applicant - Provide Current Gold Class # \_\_\_\_\_

### BUSINESS INFORMATION (PLEASE PRINT)

Credits may not be awarded for up to 45 days after training has been completed. Please consider this before submitting your application.

Name to be listed in the I-CAR® Gold Class Professionals™ International Directory \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Business \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Type of Business \_\_\_\_\_ Website Address \_\_\_\_\_ Number of employees  
(collision repair, non-collision repair, etc.) at this business location

### PAYMENT METHOD

Application Processing Fee: \_\_\_\_\_ US : \$ 150.00

Please enclose the application processing fee with your application to be considered for membership. Please note the \$50 processing fee is non-refundable. If your application is not approved, the \$100 registration fee will be refunded.

**YES! I want to order my I-CAR® Gold Class Professionals™ kit!** (Please allow 2-3 weeks for delivery).

This kit includes 1 outdoor sign, 1 custom wooden plaque, and 200 document holders. Include mailing instructions below if shipping address is different than billing address. Additional items sold separately at [www.i-car.com](http://www.i-car.com).



Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

US Gold Class Kit: \$270.00 (Includes applicable state sales tax)

### PAYMENT INFORMATION

Mail form and payment or fax form and credit card information to:

#### I-CAR Training Support Center

5125 Trillium Boulevard  
Hoffman Estates, IL 60192, USA

Phone: 800.422.7872

Fax: 888.590.5086

Email: [customercare@i-car.com](mailto:customercare@i-car.com)

Check or Money Order payable to I-CAR \_\_\_\_\_

Credit Card  Visa  Mastercard  AMEX  Send receipt

Card Holder's Name \_\_\_\_\_ \$ \_\_\_\_\_  
Amount to Charge

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Security Code \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**Both pages must be completed and returned in order to process application.**

For Internal Purpose Only:

KEY \_\_\_\_\_ AMT \_\_\_\_\_

CK# \_\_\_\_\_ REG \_\_\_\_\_



# I-CAR® Gold Class Professionals™

## Collision Repair Businesses

### Employee Information

**Both pages must be completed and returned in order to process the application.** List ALL employees below – include technical, non-technical, supervisors, managers, owners, and other related staff – their main job function and hire date. Please review “Employee Roles for Collision Repair Businesses” for definitions. It is necessary to identify your I-CAR® Platinum Individual™ Role Representatives in the four key roles of the collision process. Those roles include Estimator, Non-Structural Technician, Steel Structural Technician, and Refinish Technician. Please note, I-CAR® Platinum Individual™ Role Representatives may be held by the same person.

#### I-CAR® Platinum Individual™ Role Representatives

Name	I-CAR ID Number (or last four of the SSN)	Date of Hire Month/Year	Role or Job Title
_____	_____	_____	Estimator
_____	_____	_____	Non-Structural Technician
_____	_____	_____	Steel Structural Technician
_____	_____	_____	Refinish Technician

#### For additional I-CAR® Gold Class Professionals™ business recognition (optional)

Name	I-CAR ID Number (or last four of SSN)	Date of Hire Month/Year	Role or Job Title
_____	_____	_____	Aluminum Structural Technician
_____	_____	_____	Electrical/Mechanical Technician

#### Employees in roles with annual training requirements

Name	I-CAR ID Number (or last four of the SSN)	Date of Hire Month/Year	Role or Job Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### Employees in roles with no training requirements

Name	I-CAR ID Number (or last four of the SSN)	Date of Hire Month/Year	Role or Job Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand that by completing this application my business is subject to an I-CAR® Gold Class Professionals™ audit to confirm the accuracy of the information that I have provided. I have the right to request a complete and accurate disclosure of the nature and scope of this program audit. I understand that I-CAR® may visit my facility during this program audit process. I also understand if my employees are misrepresented this facility may lose the ability to participate in the I-CAR® Gold Class Professionals™ program for a period of two years. I waive any right or action against I-CAR®. I agree to refrain from using any I-CAR® Gold Class Professionals™ materials, if for any reason; I do not qualify for or lose my I-CAR® Gold Class Professionals™ status. Also, I understand the requirements and registration fee for being recognized as an I-CAR® Gold Class Professionals™ business is subject to change, and I will need to renew my status every year to be eligible to use the I-CAR® Gold Class Professionals™ designation. I-CAR® may also request records to validate employment of individuals listed on this application.