

## Did You Know...



You can complete almost 100% of your I-CAR® ProLevel™ 1 training requirements online.



I-CAR offers several courses that can be applied for continuing education credit. Check the I-CAR website as the program continues to grow.



Businesses can save money by registering online and using a credit card for payment.



I-CAR adds new training to its course catalog continually. You can search for training in your area from the I-CAR website homepage by using the Live Event Search function.

More information is available on [www.i-car.com](http://www.i-car.com) or by calling I-CAR Customer Care at 800-422-7872, Monday – Friday, 7:00 a.m. – 6:00 p.m. (CST).



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TRAINING &  
RECOGNITION FOR  
INSURANCE  
PROFESSIONALS



## Who is I-CAR®?

I-CAR is the Inter-Industry Conference on Auto Collision Repair, an international, not-for-profit organization dedicated to training the collision repair inter-industry. Through I-CAR training, individuals, and businesses are recognized with the I-CAR Platinum Individual® and I-CAR Gold Class Professionals® designations.

## Recognition for Insurance Professionals

The Insurance I-CAR Gold Class Professionals® business designation is the highest training level recognized in the inter-industry and was developed through research and industry feedback.

Earning the Insurance I-CAR Gold Class Professionals® business designation provides individuals and businesses with the knowledge and skills needed to increase CSI scores, improve operational efficiencies, and minimize repair mistakes.

## Training for Insurance Professionals

The I-CAR Gold Class Professionals® business designation is aligned with the I-CAR® Professional Development Program™ and provides a training program uniquely tailored to the insurance industry professional.



THE INSURANCE I-CAR GOLD CLASS PROFESSIONALS® BUSINESS DESIGNATION RECOGNIZES BUSINESSES AT TWO LEVELS:

- Office, Business Location, or Department Level
- Corporate or Company Level

**GOLD CLASS PROFESSIONALS®**  
**INSURANCE**

## Training Overview

As individuals in a business train toward the I-CAR Platinum Individual® designation, they will be recognized each step of the way. The I-CAR® Professional Development Program™ has three successive levels, each referred to as an I-CAR® ProLevel™ that build upon the previous level of training.

Once all members of a business have completed their training requirements, the business will be recognized as an I-CAR Gold Class Professionals® business.

## Training as an Insurance Professional

The Insurance I-CAR Gold Class Professionals® business designation offers training for the following roles:

- Auto Physical Damage Appraiser
- Independent Appraiser



An individual will be recognized as an I-CAR Platinum Individual® when he/she meets the required training.



An insurance organization will be recognized as an Insurance I-CAR Gold Class Professionals® business when it meets the requirements of training for its staff.

## Insurance I-CAR Gold Class Professionals® Transition Timeline

I-CAR has designed a transition plan for the I-CAR® Professional Development Program™ (PDP) that has organized training into phases through 2014. This will ensure that businesses are able to achieve Gold Class designations and meet the I-CAR Platinum Individual® staffing requirements of the PDP.

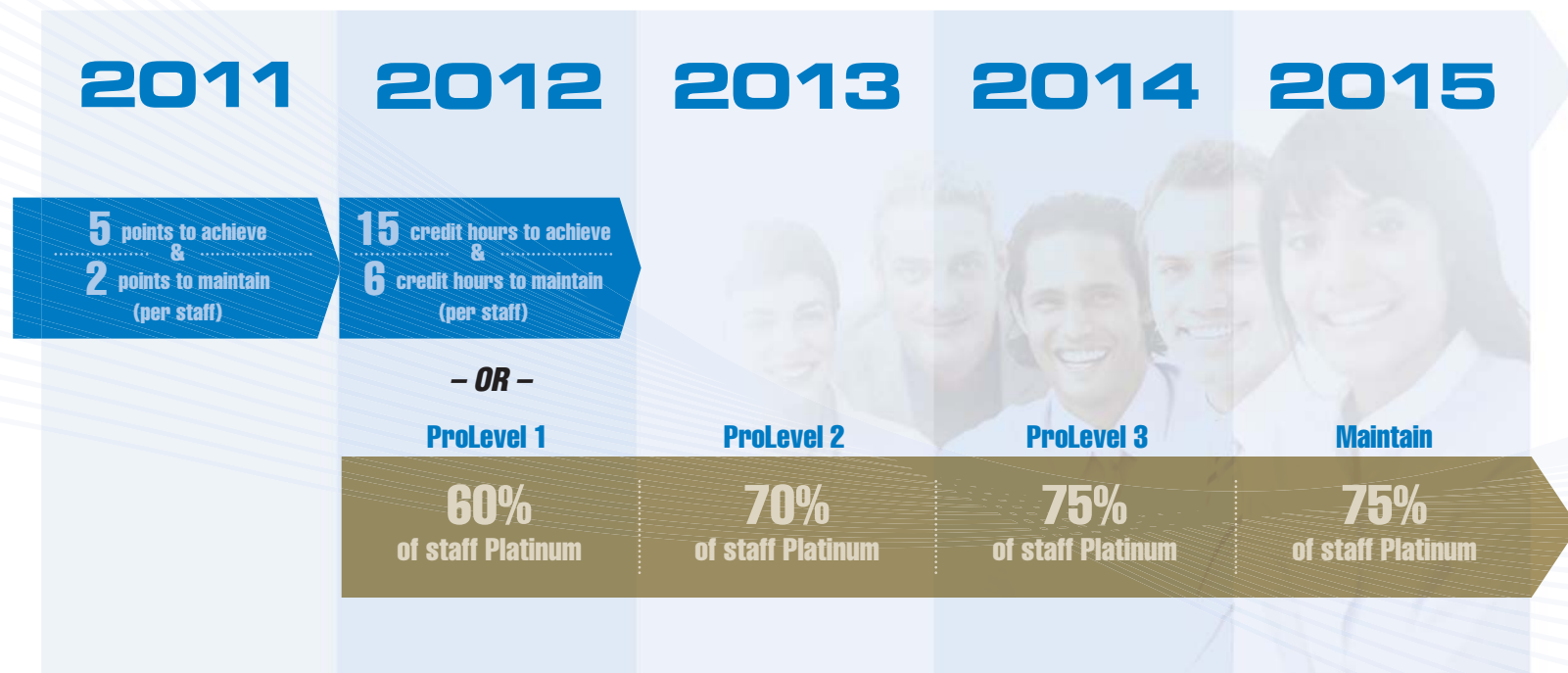
In 2011, businesses qualify for the Insurance I-CAR Gold Class Professionals® designation under the “5&2” program rules. Individuals need 5 points per staff member to achieve a Gold Class designation or 2 points to maintain one.

In 2012, I-CAR is transitioning from earning points for training to earning credit hours. Businesses will qualify for the Insurance I-CAR Gold Class Professionals® designation in two ways in 2012:

- Earn 15 credit hours (previously 5 points) per staff member to achieve Gold Class status or 6 credit hours (previously 2 points) to maintain a designation.
- OR –**
- Have 60% of staff designated as I-CAR Platinum.

The requirements for 2013 and beyond reflect what percentage of staff must have the Platinum designation for a business to retain the Gold Class status.

### Insurance Gold Class Program



## Getting Started

It's easy to begin training with I-CAR. Details can be found on [www.i-car.com](http://www.i-car.com), under the "I-CAR Training" menu, by clicking on "Registration." Here is an overview of the process:

- 1 Identify your employees' roles and submit an employee roster (available online) to I-CAR by email, fax, or by calling I-CAR Customer Care.
- 2 Next, create a *myI-CAR* account. Click on "Register" under the *myI-CAR* logo at the top of the home page on [www.i-car.com](http://www.i-car.com). Once an account is created, log in.
- 3 Individuals can register for training by logging into their *myI-CAR* account and accessing the "Training Planner" tool.
- 4 A business can register an individual for role-specific training by logging into their *myI-CAR* account and accessing the "Training Manager" tool. A Gold Class Status Report can be found here.
- 5 Once all training requirements have been met by a location, complete and submit the I-CAR Gold Class Professionals® application. Applications can be found in "Applications & Documents," located on the [www.i-car.com](http://www.i-car.com) homepage under "Quick Links."

## Support Tools

I-CAR offers you several support tools designed to help manage, plan, and track your employees' training.



- **myI-CAR** – Individuals can sign up for classes and access training support tools in *myI-CAR*. A *myI-CAR* user guide is available on [www.i-car.com](http://www.i-car.com).
- **Training Manager** – Training Manager is a tool for business managers to use for scheduling, planning, and tracking their employees' training.
- **User Guides** – User guides are available on [www.i-car.com](http://www.i-car.com) under "I-CAR Training" in "Applications & Documents."
- **Training Planner** – Individuals can use the Training Planner tool to see which training courses will fulfill training requirements for their role and are available in their area, plus classes registered for.

## Training Options

I-CAR training is delivered in a variety of formats to meet the changing needs of individuals in your business.

### Classroom Training

Live, instructor-led classroom training hosted at locations throughout the United States.

### Online Training

Self-study, available 24/7 from any location.

### Equivalency Testing

Test out of knowledge areas where content has been mastered through previous experience or on-the-job training.

### Continuing Education Credit

I-CAR continues to expand training for the insurance industry that can be applied for continuing education credit.

### Welding Qualification Series

On-site, instructor-led training, hands-on practice, and the industry-recognized Welding Qualification test.

### Specialty Training

Customized training for vehicle manufacturers.

