

I-CAR Class Attendance Form

Class Attendance & Payment Form		
Instructor Information	Class Location	
Davis Paul E:2384666	Committee	03-0727 Ft Smith/Fayetteville AR
Instructor 1		
<input checked="" type="checkbox"/> Program Instructor	Class Location	Collision Connection, Inc.
		211 Commercial Avenue
<i>John Doe</i> <i>2221122</i>		Lowell, AR 72745
Instructor 2		
<input type="checkbox"/> Program Instructor	Language	<input type="checkbox"/> Spanish
<input checked="" type="checkbox"/> Candidate Instructor		
By initialing and signing below, the instructor verifies the accuracy of this document. This document is subject to audit.		
Signature: <i>Paul E Davis</i>	Date:	1/16/2012

I. Instructor Information

A. Verify printed information is correct.

B. Instructor 1 -

If instructor has changed, cross out the pre-filled information and write in your name and I-CAR ID number.

Make sure there is an X by Program Instructor

C. Instructor 2 -

If there is a second instructor, fill in their name and I-CAR ID number.

If this is a second Program Instructor, mark an X next to Program Instructor. If there is to be a pay split different than 50/50, write the percentages by each name.

If there is a Candidate Instructor, mark an X next to Candidate Instructor. Program Instructor 1 receives full pay for the class. Candidate Instructor receives a set amount for the class.

D. When paperwork is complete, all instructors sign and date the form.

II. Class Information

A. Verify printed information is correct.

B. If incorrect, cross out the pre-filled information and write in the correct information.

Policies
No-Pay Policy: All attendees must pay for each I-CAR class before being admitted.
No-Show Policy: Clearly mark on this form, "DID NOT ATTEND"
Class Paperwork Submission Policy: All class paperwork activities (including collection after class, accuracy, and timely submissions) are solely the responsibility of the Program Instructor. All class paperwork must be deposited by the Program Instructor into a FedEx (U.S.) within three days after class. FedEx shipments should be marked for two-day delivery.
For questions, call your Field Support Office at 1-800-422-7456.

III. Policies

- A. All students must pre-register and pre-pay before attending class. This can be done online up until midnight on the day of the class.
- B. Clearly write, “DID NOT ATTEND” as shown below when student was absent.
- C. Complete and ship all paperwork within three days after class.

Student Information (please print)										
ID Verified Initials	Student Name - Pre Registered	I-CAR ID Number - Pre- Registered	Employer Name	Student Initials	Student Name - Substitute	I-CAR ID Number - Substitute	WK01			Payment Method
							Program Code	Event ID/Section ID	Class Date	
PED	1 Deen Jimmy L.	2488751	Sines Body Shop Inc	BK	Sub: Bruce Keen	2 7 4 5 1 9 6				credit card:2750
PED	2 Harvey Brandon	2569745	Sines Body Shop Inc	BH						credit card:2750
PED	3 Jacobs Larry L	2405608	FARMERS INSURANCE 65807	LJ						credit card:1006
PED	4 Lauderdale Chris M.	2459840	FARMERS INSURANCE 66210	CL						coupon:82304317:000
	5 Solomon Richard W.	2494284	Farmers Insurance-Fayetteville		Did not attend					credit card:4012
PED	6 Swain Larry F.	2426474	Sines Body Shop Inc	LS						credit card:2750
PED	7 Hartman Shaun	2627871	Hartmans Auto Body	HS						credit card:3344
PED	8		ABC Collision Center	CM	Chris Moore	2 4 7 2 5 5 8				LATE

IV. Student Information

- A. **ID Verified / Instructor Initials:**
Instructor should initial next to every student that attended the class.
- B. **Student Name – Pre Registered**
Names of pre-registered students are pre-printed. Nothing should be hand written in this column other than spelling corrections.
- C. **I-CAR ID Number – Pre-Registered**
I-CAR ID of each pre-registered student is pre-printed. Nothing should be written in this column.
- D. **Employer Name:**
Employer name is pre-printed for pre-registered students. If this information is inaccurate, student should fill out a Student Registration Form.
- E. **Student Initials**
Students should write their initials in this column as confirmation that they attended the class.
- F. **Student Name – Substitute**
If a pre-registered student is being substituted, the substitute student’s name is written here. **If a pre-registered student did not show up, write, “DID NOT ATTEND” in this column.**
- G. **I-CAR ID Number – Substitute**
If a pre-registered student is being substituted, the substitute student’s I-CAR ID Number is written here.
- H. **Payment Method**
This column is pre-printed to indicate payment type. Do not make any changes.

Students pre-registering late

If a student claims to have pre-registered and pre-paid but is not pre-printed on your Class Attendance Form, write their name and I-CAR ID Number in the substitute columns. Also write in their employer name, have them initial in the proper column, and write, “LATE” in the Payment Method column.

