



EMPLOYEE ROSTER UPDATE

If you are a new location or just starting on the Road to Gold™ please complete **STEPS 1, 2 & 4.**

If you are Gold Class® or an existing location with I-CAR please log into your myI-CAR® account and verify your roster under the location section. Make all necessary changes in **STEPS 1, 3 & 4.**

Please contact I-CAR Customer Care with any questions at 800.422.7872, Monday-Friday 7am-6pm CST.

Role/Position Titles for Collision Repair

Required Training Role

- Estimator
- Non-Structural Technician
- Steel Structural Technician
- Refinish Technician

Optional Training Roles

- Production Management
- Aluminum Structural Technician
- Electrical/Mechanical Technician

Non-Required Training Roles

- Office Manager
- Office Support Personnel
- Owner
- Parts Manager
- Parts Personnel
- Porter/Lot Person
- Apprentice

Submitting Changes

Please submit all pages of this form to I-CAR Customer Care by either:
FAX: 800.590.1215 (*With a cover letter*) OR EMAIL: Customer_Care@I-CAR.com



EMPLOYEE ROSTER UPDATE

1. COMPANY INFORMATION *(Required)*

Company Name

Address

City

State

Zip

Shop ID# (If Applicable)

Phone

Fax

Email

Website

New Shop with I-CAR

Would like to be on the Road to Gold



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**Anyone not listed will be removed.*

2. EMPLOYEE LISTING UPDATE

I-CAR® Platinum™ Individual Role Representatives* *(Required)*

Role / Position	Name	I-CAR ID Number or Last Four Digits of SSN	Date of Hire/Role Start Date <i>(Month/Day/Year)</i>
Estimator	_____	_____	_____
Non-Structural Technician	_____	_____	_____
Steel Structural Technician	_____	_____	_____
Refinish Technician	_____	_____	_____

I-CAR Gold Class® Professionals Business Recognition *(Optional)*

Role / Position	Name	I-CAR ID Number or Last Four Digits of SSN	Date of Hire/Role Start Date <i>(Month/Day/Year)</i>
Production Management	_____	_____	_____
Aluminum Structural Technician	_____	_____	_____
Electrical/Mechanical Technician	_____	_____	_____

Employees In Roles With No Annual Training Requirements

Role / Position	Name	I-CAR ID Number or Last Four Digits of SSN	Date of Hire/Role Start Date <i>(Month/Date/Year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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2. EMPLOYEE LISTING UPDATE CONTD.

Employees In Roles With Annual Training Requirements

Role/Position	Name	I-CAR ID Number or Last Four Digits of SSN	Date of Hire/Role Start Date (Month/Day/Year)



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3. EXISTING GOLD CLASS/I-CAR SHOP CHANGES

Role/Position	Name	I-CAR ID Number or Last Four Digits of SSN	Date of Hire/Termination Date (Month/Date/Year)
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4. TRAINING MANAGER DESIGNATION

Create your personal *myI-CAR*® account and use the Training Manager Tool to effectively manage your employee's training.

- Monitor the progression of your Gold Class® professional business designation as well as you employee's Platinum Individual designation.
- Plan the appropriate training path for your employees with our new and improved Training Planner
- Have immediate access to a 24/7 live feed of your employee's training records.

Who Manages the I-CAR® training for your business?

Please indicate below who you would like to have granted access to the online Training Manager Tool. *(Min. 1 Person Required)*

Role/Position	Name	I-CAR ID Number or Last Four Digits of SSN	Date of Hire/Role Start Date <i>(Month/Date/Year)</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____