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

<table>
<thead>
<tr>
<th>Required Training Role</th>
<th>Optional Training Roles</th>
<th>Non-Required Training Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Estimator</td>
<td>• Production Management</td>
<td>• Office Manager</td>
</tr>
<tr>
<td>• Non-Structural Technician</td>
<td>• Aluminum Structural Technician</td>
<td>• Office Support Personnel</td>
</tr>
<tr>
<td>• Steel Structural Technician</td>
<td>• Electrical/Mechanical Technician</td>
<td>• Owner</td>
</tr>
<tr>
<td>• Refinish Technician</td>
<td></td>
<td>• Parts Manager</td>
</tr>
</tbody>
</table>

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)*

<table>
<thead>
<tr>
<th>Information</th>
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<tbody>
<tr>
<td>Company Name</td>
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<td>Address</td>
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<td>City</td>
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<td>Shop ID# (If Applicable)</td>
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<tr>
<td>Email</td>
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<td>Website</td>
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</table>

- ☐ New Shop with I-CAR
- ☐ Would like to be on the Road to Gold
**EMPLOYEE ROSTER UPDATE**

*Anyone not listed will be removed.*

### 2. EMPLOYEE LISTING UPDATE

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

<table>
<thead>
<tr>
<th>Role / Position</th>
<th>Name</th>
<th>I-CAR ID Number or Last Four Digits of SSN</th>
<th>Date of Hire/Role Start Date (Month/Day/Year)</th>
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<tbody>
<tr>
<td>Estimator</td>
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<td>Non-Structural Technician</td>
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<td>Steel Structural Technician</td>
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<td>Refinish Technician</td>
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#### I-CAR Gold Class® Professionals Business Recognition *(Optional)*

<table>
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<tr>
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<tbody>
<tr>
<td>Production Management</td>
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<tr>
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#### Employees In Roles With No Annual Training Requirements

<table>
<thead>
<tr>
<th>Role / Position</th>
<th>Name</th>
<th>I-CAR ID Number or Last Four Digits of SSN</th>
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## EMPLOYEE LISTING UPDATE CONTD.

Employees In Roles With Annual Training Requirements

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### 3. EXISTING GOLD CLASS/I-CAR SHOP CHANGES

<table>
<thead>
<tr>
<th>Role/Position</th>
<th>Name</th>
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<td>Add</td>
<td>Remove</td>
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<td>Declared Role Rep</td>
<td>Role Update</td>
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<td>Transfer to:</td>
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</tbody>
</table>

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Add                      Remove                      Declared Role Rep                      Role Update                      Transfer to:
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)*

<table>
<thead>
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