



I-CAR PDP-EE Curriculum Policy and Process

The I-CAR Professional Development Program Education Edition Curriculum provides training materials for Refinish and Non-Structural Technician roles. The PDP-EE Curriculum provides the student Platinum Pro-level 1 Certificates. For the student to achieve the Platinum status the Educator must:

1. Teach all classes offered in the curriculum including the 3 online-only classes and the Intro To Collision Repair Series online classes.
2. Have students successfully complete the End Of Program Exam in a proctored environment
3. Have the student select their role/roles in their MyI-CAR account.

- **Step 1 (Payment required for annual licensing fee) \$1,100**

Purchase the PDP-EE Curriculum package (Please allow 2-4 weeks for delivery)
Attend an Overview Webinar offered free of charge by I-CAR.
Complete your ITE's (Instructor Technical Evaluation) for each class you teach.

- **Step 2 (Payment required for Per-Student Intro to Collision Repair Series) \$50 per-student fee**

Have each student register for their own MyI-CAR ID#
Fill out the Intro to Collision Repair Series form and fax or email it to 800-590-1215, schools@i-car.com (Students will be ready to take the online Intro Series classes within 48 hours)
The students will also be registered for the 3 online only-classes that are required. AHS01, HAP01, HWD01

- **Step 3**

Teach all course materials, these are the classes on the CD's, for your 1 or 2 year program.

- **Step 4 (Payment required for Per-Student testing End of Program Exam) \$100 per-student fee**

Have the student go into their I-CAR account and change their role from "Student/Apprentice" to "Refinish Technician", "Non-Structural Technician" or both.
Fill out the End Of Program Exam Request form and fax or e-mail it to 800-590-1215, schools@i-car.com (The students will have access to the tests within 48 hours)

When you send in the End Of Program Exam Request form please indicate if you taught NEW10, NEW11.

Have a proctor for the test. The Educator who taught may proctor the test.
The students will know right after they submit the test if they passed or failed.
If they pass the test they will have their new Platinum Certificate mailed within 7 business days.

ALL OF THE STEPS ABOVE MUST BE FOLLOWED IN ORDER FOR THE STUDENT TO OBTAIN THEIR I-CAR PRO-LEVEL 1 PLATINUM CERTIFICATE.

If you have any questions or concerns please contact the Education Segment @ 888-422-7211 or via email schools@i-car.com.