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~~THE DING KING TRAINING INSTITUTE~~
~~THE DING KING TRAINING INSTITUTE OF FLORIDA, INC.~~

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TRAINING CATALOG

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~~ORLANDO, FLORIDA~~ CALIFORNIA CAMPUS

~~2009101081999~~ 200510

Automotive Reconditioning Tools & Training for:

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- Paintless Dent RemovalRepair
- Paint Repair
- Interior Repair
- Windshield Repair
- Chip Magic
- Window Tinting
- Auto Detailing
- Odor Removal
- Alloy Wheel Repair
- Windshield Repair

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- Interior Repair
- Odor Removal
- Window Tint
- Gold Plating
- Auto Detailing

CAMPUS LOCATIONS:

Campus Location & Administrative Office:
Main Campuses & Administrative Office:

Orlando, Florida Fountain Valley Huntington Beach Costa Mesa, California

1255 La Quinta Drive

Orlando, Florida 3280915301 Connector Lane

Huntington Beach CA, 92649375 S. Bristol Street Suite 30

Costa Mesa, CA 92626

www.DingKing.com

For more information please call:
(800) 304-3464

As a prospective student, you are encouraged to review this catalog
prior to signing an enrollment agreement. You are also encouraged
to review the School Performance Fact Sheet,
which must be provided to you prior to signing an enrollment agreement.

Irvine Campus Fountain Valley, CA
(Main Campus & Administrative Offices)
17514 Von Karman Ave.
Irvine, California 92612

Satellite Campuses:
Costa Mesa Springfield, Campus, CA Missouri
2439 N. Patterson Ave.
Springfield, Missouri 65803

375 South Bristol Unit 145
Costa Mesa, CA 92626,
Costa Mesa Campus (Satellite Campus)
375 S. Bristol St. Unit 30,
Costa Mesa, CA 92627

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Van Nuys Campus
14921 Delano Street
Van Nuys, CA 91411

For more information please call:
(800) 304-3464

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APPROVAL DISCLOSURE STATEMENT

The Ding King Training Institute (DKTI), 375 S. Bristol Street Suite 30, Costa Mesa, California 92626 has received approval to operate from The Bureau for Private Postsecondary Education. The Bureau has determined that the institutions operational plan satisfies the minimum standards listed in Education Code Section 94310(a) or 94311(a), whichever is applicable. The Ding King training Institute has been approved on a permanent basis.

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Persons seeking conflict resolution or to submit complaints should immediately contact the lead instructor. Requests for further resolution actions may be made to the education director or DKTI school director. All unresolved complaints may be directed to the following as well as any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution:

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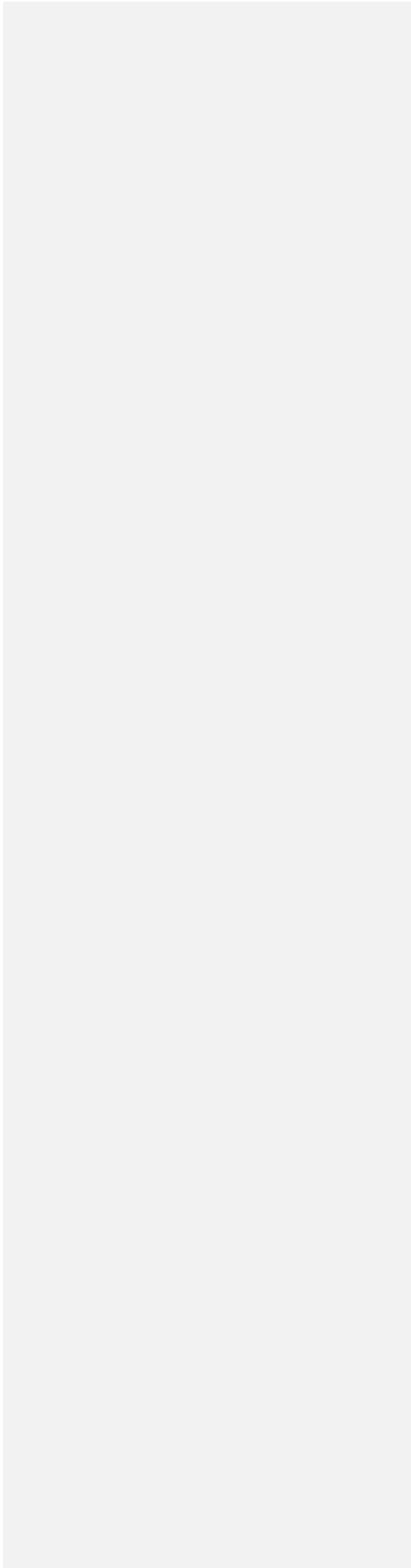
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Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov

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APPROVAL DISCLOSURE STATEMENT

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~~The Ding King Training Institute~~The Ding King Training Institute of Florida, Inc. (DKTI), 17514 Von Karman Ave., Irvine, California 926141255 La Quinta Drive Orlando, Florida 32809 has received temporary approval to operate from the Bureau for Private Postsecondary and Vocational EducationFlorida Department of Education. A temporary approval is merely an interim designation the BureauDepartment of Education can authorize pending a qualitative review and assessment of the institution. At the time it is issued, the BureauDepartment of Education has not yet conducted a site visit. It is issued if the BureauDepartment of Education determines the institution's operational plan satisfies the minimum standards listed in Education Code Section 94310(a) or 94311(a), whichever is applicable. The temporary approval will remain in effect for at least 90 days, but not more than 360 days in order to enable the BureauDepartment of Education to conduct the site visit and inspection of the institution. After the visit, the BureauDepartment of Education will then determine whether the institution should be approved on a permanent basis.

Prospective students are welcome to visit the training facility prior to enrollment to discuss personal educational plans with DKTIDKTIF personnel.

Persons seeking conflict resolution or to submit complaints should immediately contact the lead instructor. Requests for further resolution actions may be made to the education director or DKTIF DKTI school director. All unresolved complaints may be directed to the following:

The Bureau for Private Postsecondary and Vocational Education
1027 10th Street, 4th Floor
Sacramento, California 95814
(916) 445-3427Florida Department of Education
2650 Apalachee Pkwy, Suite A
Tallahassee, FL 32301
(850) 245-3200

All enclosed information within this catalog is current and is certified as true and correct by DKTIThe Ding King Training Institute of Florida, Inc.,

Cindi SudeckMichelle Seher
School Director

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lab

±

ADMINISTRATION

| |
|---|
| Corporate Office & Fountain |
| ValleyHuntington BeachCosta Mesa Campus |
| <u>15301 Connector Lane375 S. Bristol St. Suite</u> |
| <u>30</u> |
| <u>Huntington Beach, CA 92649Costa Mesa, CA</u> |
| <u>92626</u> |
| <u>(714) 897-3464(714) 754-0070</u> |
| <u>(800) 304-3464</u> |

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|---|
| Orlando, Florida |
| CampusSatellite 1Costa Mesa |
| Campus |
| <u>1255 La Quinta Drive375 S. Bristol #45</u> |
| <u>Orlando, Florida 32809Costa Mesa, CA</u> |
| <u>92627</u> |
| <u>(800) 304-3464(714) 979-0966</u> |

Cindi Sudeck, School Director

ADMINISTRATIVE FACULTY & STAFF

| | | |
|---|--|---|
| <u>Todd Sudeck</u> <u>Cindi Sudeck</u> | <u>Owner/Chief Financial Officer</u> <u>School Director</u> | <u>BA Speech Communications</u> <u>Sales and Marketing</u> |
| <u>Michelle Scher</u> <u>Steve Nober</u> | <u>School Director</u> <u>V.P. Business Development</u> | <u>Business Development</u> <u>OC Community College</u> |
| <u>John Harecar</u> <u>Nanette Tafoya</u> <u>Robyn Dutt</u> | <u>Admissions Director</u> <u>Placement / Student Services</u> <u>Rep Director of Special Projects</u> <u>Assistant School Director</u> | <u>Associates Degree</u> <u>Orange County College</u> <u>1994-1997</u> |
| <u>Melanie Runfol</u> <u>Mike Boone</u> | <u>Administrative Representative</u> <u>Associate Program Director</u> | |
| <u>Allen Oakes</u> <u>Allen Oakes</u> | <u>Controller</u> <u>Finance Director</u> | |
| <u>Allen Oakes</u> <u>Daveid Hurzeler</u> <u>Mike Updegraff</u> | <u>Admissions Director</u> <u>Accountant</u> <u>Internet Marketing Manager</u> | <u>Finance</u> <u>Cal State Long Beach</u> <u>1998-2005</u> <u>BS Finance, Real Estate and Law</u> <u>Cal Poly Pomona</u> |

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| <u>Allen Oakes</u> | <u>Ana Maria</u> | <u>Customer Care Representative & Student Loan Consultant</u> | <u>1985-1989</u> |
| <u>Tuvalu</u> | <u>Kelly Nelson</u> | <u>Admissions Director</u> | <u>Computer Science</u> |
| | | <u>Marketing Manager</u> | <u>Finance</u> |
| | | <u>Assistant</u> | <u>Cal State Long Beach</u> |
| | | | <u>1998-2005</u> |
| <u>Samantha Spearman</u> | <u>Ana Ma</u> | <u>Customer Care Representative & Student Loan Consultant</u> | |
| <u>Runfolaria</u> | <u>Tuvalu</u> | <u>Admissions Assistant</u> | |
| <u>Cotner</u> | <u>Joanne</u> | <u>Academic Officer</u> | |
| <u>Perez</u> | <u>Kelli Hoover</u> | <u>Systems Administrator</u> | |
| | <u>Kelly Nelson</u> | <u>Finance Assistant</u> | <u>Placement / Customer Care Representative</u> |
| | <u>Landa</u> | <u>Special Projects Coordinator</u> | |
| | <u>Lourdes Diaz</u> | <u>Customer Care Representative</u> | |
| | <u>Andrea King</u> | <u>Account Executive</u> | <u>Customer Care Representative</u> |
| | <u>Peterson</u> | | |
| | <u>Michelle</u> | <u>Customer Care Representative</u> | |
| | <u>Scher</u> | <u>Omar Rosas</u> | |
| | <u>Heather Gates</u> | <u>John</u> | <u>Account Executive</u> |
| | <u>Harear</u> | | <u>Customer Care Representative</u> |
| | <u>Kevin Murchison</u> | | <u>Administrative Assistant</u> |
| | <u>Christina Kiriakos</u> | | <u>Administrative Assistant</u> |
| | <u>Riek</u> | | <u>Shipping Manager</u> |
| | <u>Cotner</u> | <u>Christina Kiriakos</u> | |
| | <u>David Garcia</u> | | |

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INSTRUCTIONAL STAFF

| <u>Instructor Name</u> | <u>Expertise</u> |
|-------------------------------|----------------------------------|
| <u>Sean Elfsten</u> | <u>Paintless Dent Repair</u> |
| <u>Chuck Runfola</u> | <u>Removal Windshield Repair</u> |
| | <u>Paint Repair</u> |
| | <u>Gold Plating</u> |
| | <u>Odor Removal</u> |
| | <u>Chip Magic</u> |
| <u>Isaias Mendoza</u> | <u>Interior Repair</u> |
| <u>Mark Ferrara</u> | |
| <u>Windshield Repair</u> | |
| <u>Interior Repair</u> | |
| <u>Odor Removal</u> | |
| <u>Auto Detailing</u> | |
| <u>Paintless Dent Removal</u> | |
| <u>Gold Plating</u> | |
| <u>Chip Magic</u> | <u>Paintless Dent Repair</u> |
| <u>Paintless Dent Repair</u> | |

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| | | | |
|-------------------------------|--|-------------------------------|-------------------------------|
| | <i>Interior Repair & Restoration</i> | | |
| | <i>Odor Removal</i> | | |
| <u>Mark Ferrara</u> | <u>Windshield Repair</u> | <u>Eddie Reynosa</u> | <i>Chip Magic</i> |
| <u>Dan Chaves</u> | <i>Paintless Dent Repair</i> | | <i>Odor Removal</i> |
| | <i>Paintless Dent Repair</i> | | <i>Auto Detailing</i> |
| | <i>Interior Repair</i> | | |
| | <i>Chip Magic</i> | | |
| | <i>Windshield Repair</i> | | |
| | <i>Odor Removal</i> | | |
| <u>Tom Ortale</u> | <i>Window Tinting</i> | <u>Rick De La</u> | <i>Auto Detailing</i> |
| <u>Jason Lewis</u> | <i>Paintless Dent Repair</i> | <u>Tore Marcelo Rojas</u> | <i>Paint Touch Up</i> |
| | <i>Dent Repair</i> | | |
| | <u>Instructor Name</u> | | |
| | <u>Melanie Runfola</u> | | |
| | | | |
| | | | |
| <u>Instructor Name</u> | <u>Expertise</u> | <u>Instructor Name</u> | <u>Expertise</u> |
| <u>James Ramirez</u> | <i>Paintless Dent Repair</i> | <u>Salvador Vargas</u> | <i>Paintless Dent Removal</i> |
| | <i>Paint Repair</i> | | <i>Windshield Repair</i> |
| | <i>Interior Repair</i> | | <i>Interior Repair</i> |
| | <i>Windshield Repair</i> | | <i>Odor Removal</i> |
| | <i>Odor Removal</i> | | <i>Auto Detailing</i> |
| | <i>Auto Detail</i> | | <i>Chip Magic</i> |
| | <i>Chip Magic</i> | | |
| | <i>Alloy Wheel Repair</i> | <u>Marcello Quiroz</u> | <i>Paint Repair</i> |
| | | | <i>Auto Detail</i> |
| | | | <i>Chip Magic</i> |
| <u>Tim Ortale</u> | <i>Window Tinting</i> | | <i>Alloy Wheel Repair</i> |

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MISSION STATEMENT

In ~~1993~~2005 ~~The Ding King Training Institute of Florida~~California, Inc. ~~The Ding King~~ started as a two-man team with one guiding policy, to provide auto dealerships, auto body shops, rental car companies, and the general public with the highest quality automotive Paintless Dent Repair, Paint Blemish Repair, and ~~Windshield~~[Interior Repair](#)~~Repair graduates from our training facility, service in the industry.~~ Since then it has grown to become the leader in Automotive Reconditioning and also offers the products, services, and training for Interior Repair, Odor Removal, Window Tinting, Gold Plating, and Auto Detailing.

The Automotive Reconditioning Industry is one of the fastest growing industries today and the demand for properly trained technicians has never been greater. ~~Due to the countless Auto Dealerships, Rental Car Companies, Auto Body Shops, and millions of car owners, this industry is expanding quickly. Realizing the demand for skilled technicians,~~ ~~DKTIEDKTI The Ding King Training Institute~~ offers training courses designed to teach individuals how to perform automotive reconditioning repairs.

~~The Ding King Training Institute~~~~DKTIEDKTI~~ is fully committed to ensuring that each student receives the proper training and knowledge necessary to become useful in the auto reconditioning industry. In order to maintain such a success with each student, we are committed to excellence in the following areas

- Conduct all classes in a safe, clean, comfortable, and friendly environment.
- Provide each student with the innovative and well-planned training lessons that will educate and inspire for higher education.
- Provide each student with ~~state of the art~~[excellent](#) equipment that will enable them to provide superior service.
- Maintain a staff of courteous certified instructors who are committed to providing an education that will exceed all industry requirements.
- Teach each student the highest standards of workmanship, personal conduct, and professionalism in order to become an asset to the profession and company in which they serve.

We further promise to stay ahead of industry trends, taking a leadership role in automotive reconditioning technology so we are equipped to respond quickly to each student need.

~~With a state of the art 8,000 square foot training facility, retail shops and a fleet of mobile vans, The Ding King Training Institute DKTI repair techniques have proven to be cutting edge and will enable each graduate to enter the work force in the shortest possible time.~~

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FACULTY AND STAFF

Cindi Sudeck, President/CEO/School Director

Cindi Sudeck began her career in real estate sales after graduating with a bachelor's degree in marketing and sales communications. After seven years as a real estate professional, she used her sales, marketing, and communication skills to forge The Ding King, Inc. to become the leader in the auto-reconditioning industry. With her credentials, intuition, and determination, she has remained the backbone to the success of this organization.

Todd Sudeck, C.F.O

Todd Sudeck has served as President and Chief Executive Officer of The Ding King, Inc. since the company's inception in 1993. Todd's vision and drive has fueled the company's growth from a two-man operation into the Leader of the Automobile Reconditioning Industry. He has performed every major business function within The Ding King, Inc., including repair, marketing, product development, finance, human resources, and customer service.

Dan Chaves, Vice President of Operations

Dan Chaves began his career in the automotive reconditioning industry in 1993. In a joint effort with Todd Sudeck, he continues to strive as a key asset for leadership within the organization. As a master automotive reconditioning technician and trainer, he has brought with him field experience and a determination to stay abreast on the latest innovative technological research in the industry. This enables DKTI to remain the industry leader in both manufacturing tools and training.

Robyn Dutt, Assistant School Director

Robyn Dutt has nine years of experience in office administration and management in both profit and non-profit organizations. With her experience, intuition, and dedication, she has become DKTI's Assistant School Director.

Allen Oakes, Finance Director

Allen Oakes began his career at DKI in June of 1997 as an accounting assistant. He is currently a senior at Cal State University Long Beach and will graduate with a bachelor's of science degree in 2000. Allen has grown in sync with DKI's growth and is now the finance director and human resource liaison for the entire organization.

Mike Boone, Associate Program Director

Mike Boone brings to DKI an extensive history of product representation to mass merchants. He has successfully implemented sales and marketing programs to sell products to major retailers nationwide, including Sears, K Mart, Target and JC Penney. During his time with DKI, he has launched a national sales program with the automotive industry's largest tool companies such as Snap-On, Mac, Cornwell and Mateo.

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Joanne Perez, Systems Administrator

Joanne came to DKI in August of 1998 with a background in real estate and loan processing. She has extensive knowledge in a variety of software programs, as well as networking expertise. She maintains and processes new trainee packets, consisting of enrollment procedures to graduation certificates. In addition, she also tracks incoming and outgoing shipments of tools and systems.

Rick Walsh, Assistant Administrator

Rick began his career at DKI in April 1998 as a shipping department clerk and has since grown with the organization to become product manager. He has also become a certified paintless dent repair technician and assisted in all levels of dent repair training. He has recently become a certified hazardous material handler in order to accommodate the labor market need for auto reconditioning paint systems.

Brad Reuter, Master Instructor

Brad began with DKI in 1997 after becoming certified as a frame up certified body technician. He is also Chevrolet certified, a certified formulating chemist, and a professional painter for eleven years. He has been an asset to the success of DKI's painting department for both services and training for two years.

Shawn Elfsten, Master Instructor

Shawn came to DKI in 1995 after working as a salesman and a construction worker for five years. He began working as the manager of the DKI retail location where he also began his training in auto reconditioning. Due to his intensive training, he became the master trainer in Paintless Dent Repair, Windshield Repair, and Gold Plating in 1996.

Kelly Nelson, Finance Assistant

Kelly comes to DKI with a background of twelve years in restaurant management. She began working at DKI April of 1999 as an accountant assistant. Since then her position has expanded to include assistance in all areas of office administration including human resources.

Heather Gates, Account Executive

Heather has been working at DKI since June of 1999. She began as the receptionist and was promoted to account executive in August. She was a technical illustrator for three years prior to joining DKI.

Andrea King, Account Executive

Andrea has extensive customer service experience and has been part of DKI since September of 1999. Along with her advanced interpersonal skills, she has advanced organizational and word processing skills.

Kymerleigh Bravo, Account Executive

Kymerleigh has three years of experience as a loan processor and began her position with DKI in September of 1999. She has also been an automotive technician for six years and contributes her automotive knowledge to the organization.

COURSE CALENDAR/CLASS STARTING DATES

Courses commence on each **Monday** of the week. Please verify class date with your account representative. The following is a calendar of prospective class starting dates for the ~~2010~~²⁰¹⁰~~09~~⁰⁹~~85~~⁸⁵~~10~~¹⁰ school year ~~1999~~²⁰⁰⁰:

1999

| <u>November</u> | <u>December</u> |
|-----------------|-----------------|
| 15 | 6 |
| 22 | 13 |
| 29 | 20 |
| | 27 |

2010~~09~~⁰⁹~~85~~⁸⁵~~10~~¹⁰

| <u>January</u> | <u>February</u> | <u>March</u> | <u>April</u> | <u>May</u> | <u>June</u> |
|--|---|---|---|--|---|
| 23 ⁵ 4 ⁷ 3 ² | 6 ⁷ 2 ⁴ 7⁵7¹ | 5 ⁷ 2 ³ 7⁵6¹ | 2 ⁴ 6⁷4²3¹5 | 7 ² 4⁵2⁷¹3 | 4 ⁶ 1²6⁴5⁷ |
| Tues. 3 | | | | | |
| 9 ¹ 0 ¹ 2¹4⁰8¹0¹ | 1 ³ 4⁹1¹4¹2¹4⁸ | 1 ² 4⁹1⁰4¹2¹3⁸ | 9 ¹ 1³4¹9¹0¹2 | 9 ⁹ 1⁴8¹1²¹0¹4 | 1 ¹ 3⁸9¹3¹1¹2¹ |
| ± | | | | | 4 |
| 1 ⁶ 7¹9²1¹7¹5¹ | 2 ⁰ 1⁶1⁸²¹1⁹² | 1 ⁹ 2¹1⁶⁷²¹1⁹² | 1 ⁶ ⁸ 2⁰¹¹8¹⁶¹7 | 2 ¹ 1⁶¹8⁹⁶²¹1⁵ | 1 ⁸ 2⁰¹⁵6²⁰¹8¹ |
| 7 18 | 11 5 | 0 1 5 | 1 9 | 1 7 | 9 1 4 |
| 2 ¹ 4²6⁸²⁴2²²⁴ | 2 ⁷ ⁸ 2³²⁵⁸²⁶²⁸ | 2 ⁶ ⁸ 2³⁴⁸²⁶²⁷² | 2 ⁵ ² ⁷ ⁸ ² ⁵ ² ³ ² ⁴ ² | 2 ⁸ ³ ² ⁵ ⁶ ² ³ ² ⁹ | 2 ⁵ ⁷ ² ² ³ ² ⁷ ² ⁵ ² ⁶ |
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| 3 ⁰ 1³¹2⁹ | | 3 ⁰ ¹ 2⁹ | 3 ⁰ ³ ⁰ | 3 ⁰ ³ ¹ ³ ⁰ | 2 ⁹ ³ ⁰ ² ⁸ |

| <u>July</u> | <u>August</u> | <u>September</u> | <u>October</u> | <u>November</u> | <u>December</u> |
|---|--|--|--|--|--|
| 2 ⁴ 6⁵7⁴²³ | 6 ¹ 3⁴¹⁶⁷² | 3 ⁵ 7¹⁵⁴ | 1 ³ 5⁶³¹²⁴ | 5 ⁷ ² ³ ⁷ ⁵ ⁶ ¹ | 3 ⁵ 7¹⁵³⁴⁶ |
| | | Tues. 46 | | | |
| 9 ¹ 1⁹¹0¹¹¹⁴ | 8 ⁸ ¹ ³ ¹ ⁴ ¹ ¹ ⁰ ⁹ ¹ | 1 ⁰ ² ¹ ⁴ ⁸ ¹ ² ¹ ⁰ ¹ | 8 ¹ ⁰ ⁸ ⁹ ¹ ⁰ ¹ ³ ² ¹ | 1 ² ⁴ ⁹ ¹ ⁰ ⁴ ¹ ² ¹ ³ | 1 ⁰ ² ¹ ⁴ ⁸ ¹ ² ¹ ⁰ ¹ ¹ ¹ ³ |
| 3 1 2 | 3 | 4 1 3 | ± | 8 | |
| 1 ⁶ ⁸ 2⁰¹¹⁸¹⁶ | 2 ⁰ ¹ ⁵ ¹ ⁷ ⁸ ⁵ ² ⁰ ² | 1 ⁷ ⁹ ² ¹ ¹ ⁵ ⁹ ¹ ⁷ ¹ | 1 ⁵ ⁷ ¹ ⁹ ² ⁰ ¹ ⁷ ¹ ⁵ | 1 ⁹ ² ¹ ¹ ⁶ ⁷ ² ¹ ¹ ⁹ | 1 ⁷ ⁹ ² ¹ ¹ ⁵ ¹ ⁹ ¹ ⁷ ¹ ⁸ ² ⁰ |
| 1 7 1 9 | 1 1 6 | 8 2 0 | 1 6 1 8 | 2 0 1 5 | |
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| 4 2 6 | 8 2 3 | 5 2 7 | 3 2 5 | 6 2 7 2 2 | |
| 3 ⁰ ³ ⁰ ³ ¹ | 2 ⁹ ³ ¹ ² ⁹ ³ ⁰ | 2 ⁹ | 2 ⁹ ³ ¹ ³ ¹ ² ⁹ ³ ⁰ | 3 ⁰ ² ⁹ | 3 ¹ ² ⁹ |

HOLIDAYS WE WILL BE CLOSED FOR:

NEW YEARS DAY, JANUARY 1ST

MEMORIAL DAY, MAY 30TH 10²⁸TH 26⁵TH

INDEPENDENCE DAY, JULY 4TH

LABOR DAY, SEPTEMBER 3RD 5⁶⁷¹ST 5TH

THANKSGIVING, NOVEMBER 22ND 7⁶⁵⁴TH 4TH

CHRISTMAS DAY, DECEMBER 25TH

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*ALL CATALOGS ARE MADE AVAILABLE TO STUDENTS ONE WEEK **BEFORE**
ENROLLING PRIOR TO START DATE

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STUDENT SERVICES

STUDENT PARKING

Student parking is available in the parking facility around the school building. ~~DKTI~~ ~~DKTFDKTI~~ is not responsible for parking violations, property theft, property damage, etc. However, please keep vehicle locked at all times.

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STUDENT LOUNGE++

The Student Lounge is available for the convenience of all students. Vending machines are available for student use. Please use care when using this equipment. Please dispose of all eating and drinking containers in the appropriate refuge containers located throughout the training facility. Please empty all drinking containers in the rest rooms before disposing in the trash receptacle.

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CLASSROOM TEMPERATURES

Classroom temperatures may fluctuate slightly therefore it is impossible to accommodate every individual's comfort zone. However, ~~DKTI~~ ~~DKTFDKTI~~ will do its best to maintain a moderate/average temperature throughout all areas of instruction and administration. It is recommended that students bring a sweater to class, if necessary.

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HOLIDAYS AND EMERGENCY CLOSURE

~~DKTI~~ ~~DKTFDKTI~~ is closed on the following holidays: New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, ~~Christmas~~ and ~~Christmas~~ Day. Holidays of all religious beliefs are respected and allowed. If ~~DKTI~~ ~~DKTFDKTI~~ must close for emergencies or any unexpected reason, students will be notified by phone and/or a notice posted on the entrance door of the main facility explaining the reason for closure and the re-opening date.

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STUDENT TRANSPORTATION

Students who need transportation to and from ~~DKTI~~ ~~DKTFDKTI~~ may contact the local transit authority to get more information. Hotels or motels in the area where students may decide to stay may offer shuttle transportation.

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INSTRUCTIONAL MANUALS AND VIDEOS

Instructional manuals are available with each auto reconditioning system/course [in Spanish and English](#). Instructional videos are provided with the [Paintless Dent Repair](#), [& Windshield Repair](#), [Interior Repair](#) and [Chip Magic and Gold Plating courses in an English version](#). [Chip Magic, Paintless Dent, Interior and Windshield Repair are available in Spanish.](#)

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ADVISING

The ~~DKTI~~ ~~DKTFDKTI~~ staff makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the ~~students~~ ~~student~~, will be referred to the appropriate agencies.

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SPECIAL REQUIREMENTS OR LIMITATIONS

There are no special requirements or limitations. Automotive reconditioning can be structured to fit all life styles and or limitations.

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ON-GOING TECHNICAL SUPPORT BY PHONE

Technical support by phone is available to all graduate students.

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REFERRAL SERVICES

Housing:

New ~~DKTIDKTI~~ applicants who reside outside of the area may request information about local accommodations available during the course of training. In ~~Southern California~~ ~~Florida~~ ~~California~~, while it is not necessary, auto transportation is desirable. Housing is not owned or maintained by ~~DKTIDKTI~~. D.K.T.I. does have an account with a local hotel that takes great care of our students and all students are given a special rate. Our hotel is within walking distance of campus.

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Medical Care:

There are different hospitals located near ~~DKTIDKTI~~. Students will be referred to one of them when necessary. In the case of an emergency, 911 will be contacted.

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CAREER DEVELOPMENT AND EMPLOYMENT ASSISTANCE

The career development and employment assistance process is ongoing throughout training and included in each subject or modules. This specific instruction is designed to give students an edge in successfully gaining the employment they are training for. Instruction may include areas such as: Proper Grooming ~~For~~ Successful Interviews, Resume Development, Successful Interviewing Techniques, ~~Mock Interviews~~, I Got the Job and Why. Instruction through Career Development leads many students to eye opening approaches to job searching and ultimately, successful employment.

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DING KING TRAINING INSTITUTE CAN NOT AND DOES NOT GUARANTEE EMPLOYMENT. Only the prospective employer can make that final decision. ~~DKTIDKTI's~~ ~~account executive~~ customer care Placement services representatives provide direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. The student will be required to meet with their ~~account executive~~ placement services customer care representative and a subsequent appointment will be set to ensure personal attention to the student's job seeking needs. Students shall submit a typed resume to their ~~account executive~~ placement services customer care representative. Students should bring their resume and always be DRESSED FOR SUCCESS, as one never knows when an employer may call or visit!

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THE DING KING TRAINING INSTITUTE ~~DKTIDKTI~~ PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL GRADUATES IN GOOD STANDING.

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Los Angeles, CA, San Diego, CA, and Orange Counties, CA and Orlando, FL and Springfield Missouri are ~~two~~ some of the fastest growing automobile employment markets in the country. ~~DKTIDKTI~~ maintains employment placement responsibilities within the ~~Account Executive~~ Customer Care Student Services Department to assist graduates in contacting companies in order to secure employment. Each student has an ~~Account Executive~~ placement services customer care representative that acts as a liaison between the graduate and the employment community. Information on job search techniques is also provided to soon-to-graduate students and graduates based on current needs of local businesses and industries.

NOTE: All graduates will be considered to need placement assistance unless the student signs a Student Waiver of Placement Assistance, with a written explanation, and is in the student file. Graduates waiving placement assistance may still receive placement assistance by notifying their ~~Account Executive~~ customer care representative that they again wish to be placed in an active, placement-seeking category. A successful job search is dependent upon a self-confident, well-prepared applicant with a pre-planned strategy. While employment is not guaranteed, assuming cooperation on the part of the graduate, each ~~Account Executive~~ placement services customer care representative will work diligently with each graduate until he or she successfully obtains employment.

The Account Executive Placement Services Customer Care Representative helps graduates develop and/or locate positions, which best match the student's capabilities and experiences. The Account Executive Placement Services Customer Care Representative is always available to assist in future years when a DKTIDKTHFDKTI Alumnus contemplates a change in employment. Only graduates of DKTIDKTHFDKTI are eligible for placement assistance from DKTIDKTHFDKTI.

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In order to utilize the placement services offered at DKTIDKTHFDKTI, the soon-to-be graduate or graduate must agree, at a minimum, to the following policies regarding placement assistance:

1. An initial meeting with the Account Executive Placement Services Customer Care Representative.
2. Completion and submission of the Employment Questionnaire to the Account Executive Placement Services Customer Care Representative.
3. Completion and submission of a typed resume to the Account Executive Placement Services Customer Care Representative in an acceptable format.
4. Weekly communication with the Account Executive Placement Services Customer Care Representative. If an appointment with an employer or with the Account Executive Placement Services Customer Care Representative cannot be kept, prior to the appointment, a call must be made to the Account Executive Placement Services Customer Care Department and/or employer to reschedule.
5. In order to enhance the employment potential of each graduate, the Account Executive Placement Services Customer Care Department should be notified immediately of the results of each interview and when a job is offered and/or accepted.
6. Graduates must have the legal right to accept employment in the United States. Graduates who are not citizens must show proof of eligibility to obtain employment, i.e. a valid Work Permit, or letter from the INS showing a valid "A" number.
7. Graduates must keep the Account Executive Placement Services Customer Care Department advised on any changes in the following; name (i.e., marriage), home and/or mailing address, telephone number, temporary absence from the area, and employment status.
8. When meeting with the Account Executive Placement Services Customer Care Department and/or an employer, always DRESS FOR SUCCESS.

9. Completion of extern ship, when applicable.

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The amount of effort put forth by the student is the most critical factor in the success of employment placement. Cooperation throughout the employment placement process may ensure a more positive result. The DKTIDKTHFDKTI primary objectives are to provide the student with professional training and educate each student as well as assist them with employment assistance in their field. DKTIDKTHFDKTI does not offer employment as an incentive to enrollment, but we do hire some of our graduates.

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-GENERAL RULES AND POLICIES

***ALL STUDENTS MUST RECEIVE, UNDERSTAND AND READ A COPY OF THIS CATALOG AND ALL BINDING CONTRACTS, PRIOR TO BEGINNING COURSE.**

ADMISSIONS POLICY

Programs of training offered by ~~DKTI~~ are open for regular enrollment to men and women who need not possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Programs are taught in both English and Spanish and Spanish. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with an Account Executive Customer Care representative. ~~DKTI~~ uses an ability-to-be-trained the CASAS Wonderlic T-150 test, which is used as an entrance exam for students who completed high school or G.E.D. or equivalent. Every student must pass this test exam for entry to ensure that each individual possesses the ability to learn and gain from DKTI courses. If a student wishes to attend and is under 18, he/she will need his/her parent or guardian to sign their enrollment agreement prior to start date. The school will consider a non-high school graduate for enrollment if they exhibit and possess the ability to benefit from the education and training offered, pass a United States Department of Education approved ability to benefit test and have met all other standards for admissions.

CREDIT EVALUATION POLICY

Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon either a written exam, an oral exam, or both.

Credits allowed will be recorded on the enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. The length of the course that is determined will also be charged accordingly. If the course was intended to be a 40 hour course and it is determined that 20 hours would be all that is necessary, the student will only be charged for 20 hours. (NOTE ALL PRIOR TRAINING MUST BE EVALUATED.) If student wishes to transfer to another school and wants to transfer credit from ~~DKTI~~, it is the responsibility of the student and new school to determine what if any credits are transferable. Further details on transferability of credits on Page 58.

PROCEDURE FOR ENROLLMENT

An applicant makes an appointment for an interview with an Account Executive Customer Care Representative. This appointment may be by phone or in person. The applicant initially discusses with the Customer Care Representative his or her career opportunities and the process of enrollment. Enrollment can be done via email, fax or in person. Upon arrival to the school, the applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. ~~The applicant initially meets with the Account Customer Care Representative Executive to discuss career opportunities and the process of enrollment.~~ The "Ability to Be Trained" CASAS Wonderlic test is then administered. (Exception to this procedure is that for the non-high school graduate or its equivalent). An Independent Proctor will administer the "Ability To Be Trained" test. All applicants must pass either an "Ability To Be Trained" test or Ability to Benefit Test. (Scores are set by the U.S. Department of Education and/or test publisher). The test is graded and results are discussed in detail with the applicant.

A minimum score of 6-912 correct in a 12 minutes timeframe is required for admission. At which time the exam is completed and graded with a pass grade. The applicant will be given a school catalog, school performance fact sheet, course manuals, and a copy of Buyers/Student Rights. In accordance with Rule, the enrollment agreement, along with the catalog is a binding contract. Therefore, the institution must have an original Enrollment Agreement from the prospective student signed and dated. Acceptance may be made through e-mail or fax, but upon arrival, the student and institution must sign and date the Enrollment Agreement.

The applicant is then taken on a tour of the facilities. This tour includes an explanation of classroom-hands-on instruction, and activities and a review of course equipment and materials. The school retains the right to accept or reject an applicant based on the applicant's character reference, scholastic and/or financial record. Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward

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their chosen training program, an enrollment agreement between the school and the applicant is then signed, the registration fee paid, and a start date is set. In accordance with Rule, the enrollment agreement, along with the catalog is a binding contract. Therefore, the institution must have an original Enrollment Agreement from the prospective student signed and dated. Acceptance may be made through e-mail or fax, but upon arrival, the student and institution must sign and date the Enrollment Agreement. The student is required to pay tuition in full prior to the first day of class unless other arrangements are made.

If an applicant lives outside the area, or in another state, an admissions representative will mail to them, upon their request, the catalog and any other information desired. The applicant must complete an application and submit it to the school with the application fee of \$75.00. This fee is fully refundable if the school does not accept the application. ~~Processing an application normally takes one to three weeks, and early application is recommended.~~ The applicant will receive a phone call from an ~~Account Executive~~ Customer Care Representative to discuss the process of enrollment for an out-of-area or out-of-state applicant. Each prospective new student must arrange their schedule to be at the main campus location on their first day of class so as to complete the enrollment process and orientation. Balance of t Tuition is due upon commencement of the first day of class.

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If the applicant lives outside the United States, applicants are encouraged to call or write so the appropriate application forms, student VISA and housing information can be mailed accordingly. The applicant must complete the application and return it to the school with the application registration fee fee of \$75.00. A fee of \$300.00 will be charged for processing assistance of an M-1 VISA. Both fees are fully refundable if the school does not accept the application. ~~Processing of an application normally takes between one to three weeks.~~ The applicant will be notified by mail of either acceptance or rejection of an application. Presuming the institution's acceptance of the application, the applicant will receive a phone call and/or letter outlining the process of enrollment. Each prospective student must arrange their schedule to be at the appropriate campus location by the Friday prior to the anticipated first day of class in order to attend the student orientation. All enrollment procedures must be completed at this time. Balance of t Tuition is due upon commencement of the first day of class.

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POLICY OF DOCUMENTATION OF STUDENTS DENIED ADMISSION

If for any reason a student is denied enrollment, we have a log that is kept with initial admission paperwork and reasons for them being denied. All records are kept for a period of one year.

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SATISFACTORY PROGRESS

Students progress is monitored on a daily basis. Instructors report any unsatisfactory progress as well as exceptional progress to the director of the school. Progress reports are done on a weekly basis by a student representative and reports are kept in their student file. All progress and attendance reports are made available to counselors and/or a veterans representative at all times.

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Some example's of unsatisfactory progress: a student who will not follow direction, will not complete projects, fails to listen to his/her instructor, a student who the instructor feels will not know how to do this trade when he/she leaves here due to non-cooperation.

If an unsatisfactory progress report is written on a student, the student will be called in to discuss his/her actions. Their will be a warning only-given at this time. If this happens a second time it will be grounds for dismissal from course. Students are made aware of their daily progress reports and are able to discuss them with their student rep. or their instructor if they choose..

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Some example's of unsatisfactory progress: a student who will not follow direction, will not complete projects, fails to listen to his/her instructor, a student who the instructor feels will not know how to do this trade when he/she leaves here due to non-cooperation.

If an unsatisfactory progress report is written on a student, the student will be called in to discuss his/her actions. Their will be a warning only given at this time. If this happens a second time it will be grounds for suspension. If the student is allowed to come back (depending on violation) a 30 day probation will be in effect. If probation is broken the student will be dismissed and dropped from class.

Students are made aware of their weekly progress reports and are able to discuss them with their student rep. or their instructor if they choose..

ATTENDANCE POLICY

It is important that the school have a record of attendance for each student. Instructors will take daily attendance/roll call at any time during class hours. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability, as though they were on the job. **ATTENDANCE AND A POSITIVE WORK ATTITUDE HAVE A GREAT DEAL TO DO WITH SUCCESS AND EMPLOYMENT.**

When students must be absent from class, just as employees are expected to do so on a job, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when the school should expect their return.

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Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain an 80% attendance performance or better (Maximum program length) in order to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted. Remember, **POOR ATTENDANCE IS NOT A GOOD HABIT TO HAVE AND CERTAINLY ONE WHICH AN EMPLOYER WILL NOT ACCEPT.**

Passing your course alone is not enough to secure a good job in the industry. Due to the nature and scope of the training, the school does not differentiate between an excused and a non-excused absence in computing the maximum number of allowable absences. Unsatisfactory attendance occurs when a student misses more than 21000% of the maximum time frame of the program. Excessive absences may result in probation, suspension, or termination.

EXCUSED ABSENCES

Excused absences are not automatic; you must have your instructor's approval. Your instructor monitors and provides all attendance to the Student Services department. -Due to the intensity and short programs ~~DKTFDKTI~~ does not differentiate excused or unexcused absences and any time missed must be 100% made up, in order to complete and graduate. Vacations are not considered excused. The school will not tolerate abuse with this policy. It was implemented for those students who have unusual or unforeseen problems. **This time missed does not require make-up in time.**

TARDINESS

~~DKTI~~ ~~DKTFDKTI~~ places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS. A tardy student will be marked daily as being tardy. Any combination of four (4) documented ~~(unexcused) tardies~~ 'tardiness' will be considered as one (1) absence that will require 1 make-up day.

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LEAVING EARLY

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~~DKTI DKTFDKTI~~ places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS. The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of four (4) documented early (unexcused) departures will be considered as one (1) absence [that does require a make-up day](#).

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MAKE UP WORK

Time may be made up - hour for hour during next scheduled class- based upon available openings, or otherwise arranged per instructor's approval.

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LEAVE OF ABSENCE POLICY

If a Leave of Absence is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 30 DAYS). ~~Only one Leave of Absence will be granted for a student during any 6 month enrollment period.~~ If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition. Students requesting a Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date. Remember, A LEAVE OF ABSENCE DELAYS YOUR OPPORTUNITY TO BEGIN YOUR NEW CAREER.

~~At no time can DKTI back date a leave of absence. Therefore, it is important that you have a leave of absence prior to any absent days. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula. Unexcused absences do.~~

SUSPENSION AND DISMISSAL

~~DKTI DKTFDKTI~~ reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance, which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures.

~~If suspended: The student will be asked to leave the campus, pending evaluation of student's actions. Evaluation period is 1-2 days. Student will be contacted after evaluation and be asked to report to the administrative office to discuss his/her actions.~~

~~The student will be put back in class to continue training as usual, if reason for evaluation is corrected.~~

~~NOTE: Days missed due to evaluation will be made up by extending planned graduation date by class days missed.~~

~~If reason for evaluation is not corrected within the 2 days after violation the student will be terminated and/or Veterans benefits will be discontinued.~~

POLICY REGARDING REENTRANCE AFTER DISMISSAL FOR UNSATISFACTORY PROGRESS/RE-ENROLLMENT POLICY

~~A student reentering DKTFDKTI should submit a letter requesting reentry with an explanation on how the situation for dismissal/or withdraw has been rectified. The student must have their financial package current and will reenter under the current catalog prices and policies. A new enrollment agreement will be established and reviewed for approval.~~

~~Students wishing to reenter due to dismissal based on behavior and/or attendance problems, may be required to have their readmission request approved by the school director and/or the instructor.~~

~~If suspended: The student will be asked to leave the campus, pending evaluation of student's actions. Evaluation period is 1-2 days. Student will be contacted after evaluation and be asked to report to the administrative office to discuss his/her probation that will apply to him/her for the 30 days that follow.~~

~~The student will be taken off of probation and will continue training as usual, if reason for suspension is corrected.~~

~~NOTE: Days missed due to suspension will be made up by extending planned graduation date by class days missed.~~

~~If reason for suspension is not corrected within 30 days after violation the student will be terminated and/or Veterans benefits will be discontinued.~~

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~~**POLICY REGARDING REENTRANCE AFTER DISMISSAL FOR UNSATISFACTORY PROGRESS/RE-ENROLLMENT POLICY**~~

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~~A student reentering DKTI should submit a letter requesting reentry with an explanation on how the situation for dismissal/or withdraw has been rectified. The student must have their financial package current and will reenter under the current catalog prices and policies. A new enrollment agreement will be established and reviewed for approval. Students wishing to reenter due to dismissal based on behavior and/or attendance problems, may be required to have their readmission request approved by the school director and/or the instructor.~~

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STUDENT RECORDS

The Family Right and Privacy Act of 1974 prohibits prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. DKTI DKTI DKTI protects the privacy and confidentiality of all student records. Students are guaranteed the right to access copies of the documents they signed in their own files. All student files are retained by the institution for a minimum of five years. Student files of this period are maintained in fire retardant storage files.

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CHANGING PROGRAMS

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At any time, a student may wish to change their career goals. The institution reserves the right to allow or disallow a transfer from one program to another offered at this institution. In this event, the student will either re-sign a contract or a contract addendum. The student will still be charged for the prior program and will be charged for the new program. The student must first notify the admissions office and the student services department prior to changing.

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CLASSROOM SIZE

A maximum class size is 610295 students per instructor for classroom/laboratory.

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GRADUATION REQUIREMENTS/GRADING STANDARDS

~~Our grading standards are based upon clocked hours. Every course has been outlined by clocked time spent on each module of the total curriculum.~~

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The grading standards on each auto-reconditioning course offered at DKTI DKTI DKTI are based upon a pass or fail condition. The instructors decision of a pass or fail grade are dependant upon the following guidelines:

- The student has been present during a minimum of 8100% of the entire course duration.
- The student is able to demonstrate for the instructor the basic techniques taught during the course and the student should be able to complete repairs satisfactory for the instructor.
- Exit Competency levels must be at 80% or greater.
- All fees and payments are complete.

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~~Early graduation: This policy is at the sole discretion of the school. The school encourages all students to complete the entire program. A student must request this option to the administrator. Instructors and relevant personal may assist in the final determination.~~

~~Currently there are no educational requirements for state or local licensure for the courses offered at DKTI DKTI. However, upon graduation in any system, students should contact the Bureau of Automotive Repair (BAR) and the Air~~

[Quality Management District \(AQMD\) Consumer Services](#) for information on whether or not they are required to register, by mail or phone at the following:

| |
|---|
| Bureau of Automotive Repair Department of Agriculture and Consumer Services |
| 407 South Calhoun Street Licensing Division |
| Tallahassee, FL 32399-0800 P.O. Box 989001, West Sacramento, CA 95798-9001 |
| Phone: (800) HELP FLA (800) 952-5210 or (916) 322-4000 |

NON-DISCRIMINATION POLICY

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~~DKTI~~ ~~DKTIFDKTI~~ is dedicated to ensuring a discrimination-free learning environment. ~~DKTI~~ ~~DKTIFDKTI~~ will not discriminate against any student because of race, color, religion, ~~gender, sex,~~ sexual orientation, pregnancy, national origin, ancestry, age, marital status, physical or mental disability, or medical condition. If a student believes they are being discriminated against, they should report the facts of the incident to their instructor, the Director, or [Human Resource Manager](#) ~~Special Projects Director~~ ~~Program Manager~~ in writing (see Grievance Policy).

DRESS CODE

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~~Casual dress is recommended at all times for DKTI students.~~ Each student is recommended to wear ~~DKTI~~ ~~DKTIFDKTI~~ attire. ~~Should your attire become dirty, please wear appropriate casual dress.~~ The ~~DKTI~~ ~~DKTIFDKTI~~ dress code was established in order to enable our students to be comfortable and safe during their training period. This policy is part of the ~~DKTI~~ ~~DKTIFDKTI~~ expectations for graduation. Students should discuss with their instructor and/or the Placement Office, the typical type of clothing one should wear for the type of course they are enrolled. Students may be at risk of staining clothes depending on the course they are enrolled, therefore should use their best judgment when deciding what to wear to class. ~~DKTI~~ ~~DKTIFDKTI~~ is not responsible for the cost of cleaning or replacing damaged clothing.

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~~THE~~ ~~DKTI~~ ~~DKTIFDKTI~~ RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF ~~THE~~ ~~DKTI~~ ~~DKTIFDKTI~~ STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

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IMPORTANT NOTICE:

Per the instructor's discretion, cellular phones, beepers, pagers, headset's, and walkman's walkman will not be allowed during class or at any time while the student is on school property. This could interfere with the learning process and safety of others. Anyone in violation, the item may be kept by a school official until class is over or the student will be asked to leave the class. The school is not responsible for any lost, stolen or damage or any students property.

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EATING AND/OR DRINKING IS NOT ALLOWED IN ANY OF THE CLASSROOMS!

SMOKING

Smoking is not permitted anywhere inside the school facilities or buildings. Please smoke outside the buildings in the designated areas and use the appropriate containers for cigarette disposal.

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TELEPHONES

The receptionist desk will only take emergency calls for students. ~~School phones are not intended for personal use by students.~~ There are phones that can be made available to all students needing to place short term calls. These calls are permitted with permission.

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OFFICE EQUIPMENT

Students are not to use any of the office telephones, copy machine, or other office equipment: without permission and assistance from DKTI staff. Not always will any or all services be available, this is contingent upon business of office and available services.

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STUDENT BEHAVIOR/CONDUCT

An important part of the training at ~~DKTI~~ DKTI includes the development of professional attitudes and behaviors. PROSPECTIVE EMPLOYERS SEEK EMPLOYEES WHO WILL BE POSITIVE ADDITIONS TO THEIR COMPANIES. Therefore, ~~DKTI~~ DKTI has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

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Students are expected to conduct themselves in a business like manner. Normal standards of professional business attire apply to all students and unconventional clothing cannot be permitted at school. ~~Students who are dressed inappropriately may be subject to disciplinary action.~~ The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, problem solving, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

~~DKTI-DKTFDKTI~~ students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work ~~in harmony~~ cooperatively with the institution to aid ~~themselves~~ them to be as fully prepared as possible to succeed in the competitive job market.

~~Students who conduct reflects discredit upon themselves or the school may be subject to dismissal.~~ The administration of the ~~DKTFDKTI-school~~ reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but ~~are~~ not limited to:

Grounds for Disciplinary Action:

1. Unsatisfactory academic performance
 2. Unsatisfactory attendance
 3. Unprofessional behavior and/or conduct that reflects unfavorably upon the school and/or its students
 4. Use of drugs, narcotics, alcohol (or under the influence), gambling, profanity
 5. Inappropriate clothing worn during training.
 6. Failure to abide by the Rules and Regulations of the school
 7. Failure to pay tuition (or any other charges) when due
 8. Breach of school enrollment agreement
 9. Falsifying school records
 10. Carrying a concealed or potentially dangerous weapon
 11. Disorderly conduct which interferes with the learning process of any other student, instructor, or the general progress of the class
 12. Instigation and/or participation in rebellious activities against the school and/or its student(s)
 13. Solicitation which reflects unfavorably upon the school and/or its students
 14. Vandalism of school property
 15. Any form of gang related activity including, but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- ~~15.11~~
16. Fighting (physical or verbal)
 17. Verbal confrontation with any employee and/or student

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Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by submitting a written request to the School Director. The School Director will discuss the request with the instructor and review the reason for dismissal and will then make the final decision on re-admittance. following the procedure set forth under reinstatement.

POLICY AGAINST HARASSMENT

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It is the policy of ~~The Ding King, IncDKTFDKTI~~ to provide a work environment free of discrimination, unlawful harassment including sexual harassment. In keeping with this commitment, we will maintain a strict policy prohibiting discrimination, unlawful harassment, including sexual harassment. This policy applies to all employer agents and employees. It also applies to supervisors and management. Unlawful harassment may take many forms, including but not necessarily limited to:

1. Unwanted sexual advances;
2. Demands for sexual favors in exchange for favorable treatment or continued employment;
3. Threats and demands to submit to sexual requests in order to obtain or retain any employment of training benefit;
4. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive insulting, obscene comments or gestures or other verbal abuse of a sexual nature or where such verbal conduct contains discriminatory overtones;
5. Graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies;
6. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;
7. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually suggestive objects or pictures;

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- 8. Conduct of comments consistently targeted at only on gender, even if the content is not sexual;
- 9. Retaliation for having reported or threatened to report in good faith discrimination, unlawful harassment including sexual harassment.

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This behavior is unacceptable in the workplace itself and in other work-related settings such as business trips, and business-related social events. In evaluating behavior, the standard to be applied is that of a reasonable victim of the same gender as the victim.

If, in good faith, you believe you have been discriminated against, unlawfully harassed or are the subject of sexual harassment of discrimination by a co-worker or fellow student or any other employee, supervisor, or any agent of ~~The Ding King, Inc.~~ you are required to report all of the facts of the incident and the names of the individuals involved to the School Director at (800) 304-3464. As soon as management receives the report an investigation and appropriate corrective action will be taken, where necessary.

Any Student / Employee who, after an investigation, is believed to be responsible for any act of unlawful harassment including sexual harassment, or discrimination based on another person's race, color, religion, sex, national origin, age, marital status, sexual orientation, pregnancy, physical or mental disability, medical condition or veteran's status, will be subject to disciplinary action of such severity that will stop such harassment or discrimination and may include separation / dismissal.

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The action that is taken by ~~The~~ against anyone who harasses another will commensurate with its severity and such discipline will be made known to the victim.

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Retaliation:

No retaliatory action will be taken against anyone who, in good faith, exercises his / -her rights to report harassment, discrimination as defined in this section.

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Fraternization:

We are concerned about behavior and personal conduct that tends to violate or does violate federal and state standards, and where such conduct creates either, (1) a hostile and abusive work environment,; (2) creates a safety or hazardous situation where such conduct could result in a violent act by someone associated with those participating in such behavior or conduct; or (3) where such conduct or behavior is considered unwanted. Therefore, no one is allowed to socialize, fraternize, or associate in an intimate way with any co-worker after hours or during non-work where such association jeopardizes ~~The Ding King Training Institute~~ in any way.

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~~It is very difficult to regulate dating between members of company staff. However it is important for everyone to recognize the problems that dating can cause. In a number of cases when the relationship is over there is on occasion a rift between the parties. That rift can evolve into a disruption of the business environment and / or create a situation where the discrimination law, along with unlawful harassment laws may be violated. Therefore, dating among our employees / students is discouraged.~~

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If there is any reported conduct or behavior violation by either party or a third party, that report will result in an investigation. Initially both parties will be given a Coaching and Counseling Warning. If the investigation reveals any conduct that places ~~The~~ in any liability or jeopardy whatsoever, disciplinary action will be taken up to and including discharge.

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STUDENT GRIEVANCE PROCEDURES

Students who encounter difficulties, problems, or have complaints, should first bring the matter to the attention of their instructor. If the instructor is unable to resolve the situation, the student is to meet with the Director of Special

~~Projects Assistant School Director~~ for resolution. If the matter is still not resolved, it should be brought to the attention of the School Director for final resolution.

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COMPLAINT PROCEDURE

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. A meeting will take place between all parties involved to attempt at resolution.

If the decision is unacceptable to the student, the student must, within 24 hours of the ~~hearing~~meeting, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov

Bureau for Private Postsecondary and Vocational Education
1625 North Market Blvd., Suite S-202,
Sacramento, CA 95798-0818
(916) 574-7720

Commission for Independent Education
Florida Department of Education
2650 Apalachee Parkway Suite A
Tallahassee, FL 32301
(888) 224-6684

Bureau For Private Postsecondary and Vocational Education 1027 10th Street,
Fourth Floor
Sacramento, California 95814
Telephone (916) 445-3427

CERTIFICATE OF COMPLETION

All graduates who have a satisfactory completion of their course and/or courses will receive a Certificate of Completion. Each certificate will indicate each program ~~completed~~completed, number, number of hours in class per program, name of our school and signature of instructor.

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DRUG FREE CAMPUS

~~In Accordance with the Drug-Free Schools and Communities Act, Public Law 101-226, The DKTI DKTI DKTI is a drug and alcohol free facility. Any use of alcohol or the manufacture, distribution, dispensing, or use of a controlled substance on facility property, or while participating in training related activities, is prohibited. Students who violate this policy are subject to disciplinary action, which could include termination from the program.~~

~~13A detailed copy of this policy is provided to all enrolled students.~~

ENGLISH AS A SECOND LANGUAGE INSTRUCTION AND SPANISH INSTRUCTION

~~English as a second language instruction is **not** offered by DKTI DKTI DKTI. Documentation of proficiency is required. The test of English as a Foreign Language (TOEFL) will be accepted. We do not offer English language services at this time. We can assist you in finding a service and its cost. Please contact The School Director for further information. DKTI does offer Spanish instruction. We do not require a certain level of proficiency only that all DKTI students can pass our entrance exam, which is given in Spanish as well as English. Automotive reconditioning can be structured to fit all life styles and or limitations.~~

INSTRUCTION IN SPANISH

~~All training programs are available in Spanish. All necessary materials are also available in Spanish. There are staff members available in each division that are fluent in the Spanish language.~~

CANCELLED COURSES OR PROGRAMS

~~If a program or course is cancelled for any reason the student will have the choice to either choose a new course or receive a refund for class time not received and tools that are returned in new condition.~~

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STUDENT TUITION RECOVERY ACT

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The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a Private Post-secondary institution from losing money. This STRF applies if you prepaid tuition and suffered a financial loss as a result of the school closing, or if the school failed to live up to its enrollment agreement, or if the school refused to pay a court judgment.

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed. You are also eligible when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered California residents.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application; if a judgment is obtained you must file a STRF application within two years from the judgment.

It is important that you keep copies of the enrollment agreement, receipts or any other information that documents tuition payments. Questions regarding the STRF may be directed to:

BPPVE, 1027 10th St., 4th Floor
Sacramento, CA 95814-3517
(916) 445-3427

FACULTY STANDARDS

All ~~DKTFDKTI~~ Staff Members are employed after meeting our very high standards. All Staff members go through an intensive interview process and back ground check. ~~DKTFDKTI~~ employees are a group of people that we can take pride in knowing they are serving our students.

All Instructors license's and/or certificates to teach in each State are kept at their home campus. The documents are always kept up to date, made available as needed, and posted on the training room wall. All Instructors are required to have at least 8 hours continuing education per year. Documents showing continued education are kept with transcripts.

All employee transcripts are kept at the home campus in which each individual is employed. The number of employees will vary due to student requirements. Every campus has different needs and we staff based upon student needs.

STUDENT TUITION RECOVERY ACT

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a Private Post-secondary institution from losing money. This STRF applies if you prepaid tuition and suffered a financial loss as a result of the school closing, or if the school failed to live up to its enrollment agreement, or if the school refused to pay a court judgment.

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed. You are also eligible when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered California residents. You must pay the state-imposed assessment for the Student Tuition recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of or part of your tuition either by cash, guaranteed student loans, or personal loans, and your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

A "California resident" is a person who resides in California at the time the enrollment agreement is signed or when the person receives lessons at a California mailing address from an approved institution.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application; if a judgment is obtained you must file a STRF application within two years from the judgment.

It is important that you keep copies of the enrollment agreement, receipts or any other information that documents tuition payments. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov
1625 North Market Blvd., Suite S 202,
Sacramento, CA 95798 0818
(916) 574-7720

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NOTICE OF BUYER'S / STUDENT'S RIGHT'S AND CANCELLATION AND REFUND RIGHTS AND REFUND EXAMPLE:

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services during the cancellation period. Cancellation period: is equal to 1 business day, or until midnight of the first day of the first class you attend. If your training program is over 50 days, then your cancellation period is 5 business days, or until midnight of the fifth day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation to the School Director, at School address shown on the first page of this handbook. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice should be presented in writing. If you cancel this agreement, The DKTI will refund any money that is owed to you or the sponsoring party within 30 days after your notice is received. Registration fee of \$75.00 is non refundable. When applicable, flight costs are assumable by the student in the event of cancellation or withdrawal. (Whether or not the student was initially responsible for the flight costs) If a student is rejected for training or if a course is canceled, the Student or sponsoring party will receive a refund of all monies paid.

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2. If the DKTI has given you any equipment, uniforms, manuals, or videos, you must return them to the school within 3 days following the date of your notice of cancellation. If you fail to return any of these items in new and unused condition within this 3 day period, The DKTI may retain that portion of payment paid by you or a sponsoring party, and deduct the cost from any refund that may be due. Also, if you choose to keep any of these items and if there is a balance due to The DKTI, you must make this payment within 30 days of your written cancellation or make arrangements for payment. Once you pay for your equipment or other items, they are yours to keep without further obligation.

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3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Part 1. The DKTI will remit a refund less the registration fee of \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment, uniforms, manuals or videos. The refund shall be based on the cost per hour times the hours scheduled prior to cancellation less the registration fee and the costs for any unreturned items. When applicable, flight costs are also assumable by the student in the event of cancellation or withdrawal. (Whether or not the student was initially responsible for the flight costs). If you fail to return the equipment or other stated items within the 3 day period in new / unused condition The DKTI will retain the costs. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the amount still owed.

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4. Hypothetical Refund Example: Assume you, upon enrollment in an 80-hour course, pay \$3,825 for tuition, \$75.00 for registration and \$2,100 for equipment / supplies and then withdraw at the scheduled 40 hour point (50%) without returning the equipment and supplies.

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$\$3,825 \text{ Tuition} + \$75.00 \text{ Registration} + 2,100 \text{ Equipment} = \$6,000 \text{ Total Cost}$

1. You have the right to cancel this agreement for educational service, any equipment or other goods and services during the cancellation period. Cancellation period: is equal to 1 business day, or until midnight of the first day of the first class you attend. If your training program is over 50 days, then your cancellation period is 5 business days, or until midnight of the fifth day after the first class you attended. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation to the School Director, at School address shown on the first page of this handbook. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice should be presented in writing. If you cancel this agreement, The DKTI-DKTIF will refund any money that is owed to you or the sponsoring party within 30 days after your notice is received. Registration fee of \$75.00 is non refundable. When applicable, flight costs are assumable by the student in the event of cancellation or withdrawal. (Whether or not the student was initially responsible for the flight costs) If a student is rejected for training or if a course is canceled, the Student or sponsoring party will receive a refund of all monies paid.

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2. If The DKTI-DKTIF has given you any equipment, uniforms, manuals, or videos, you must return them to the school within 3 days following the date of your notice of cancellation. If you fail to return any of these items in new and unused condition within this 3 day period, The DKTI-DKTIF may retain that portion of payment paid by you or a sponsoring party, and deduct the cost from any refund that may be due. Also, if you choose to keep any of these items and if there is a balance due to The DKTI-DKTIF, you must make this payment within 30 days of your written cancellation or make arrangements for payment. Once you pay for your equipment or other items, they are yours to keep without further obligation.

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3. You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Part 1., The DKTI-DKTIF will remit a refund less the registration fee of \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment, uniforms, manuals or videos. The refund shall be based on the cost per hour times the hours scheduled prior to cancellation less the registration fee and the costs for any unreturned items. When applicable, flight costs are also assumable by the student in the event of cancellation or withdrawal. (Whether or not the student was initially responsible for the flight costs). If you fail to return the equipment or other stated items within the 3 day period in new / unused condition The DKTI-DKTIF will retain the costs. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the amount still owed.

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4. Hypothetical Refund Example: Assume you, upon enrollment in an 80-hour course, pay \$2,500 for tuition, \$75.00 for registration and \$1,500 for equipment / supplies and then withdraw at the scheduled 40-hour point (50%) without returning the equipment and supplies.

$$\begin{aligned} & \$2,500 \text{ Tuition} + \text{Tuition} + \$75.00 \text{ Registration} + 75.00 \text{ Registration} + 1,500 \text{ Equipment} = \text{Equipment} = \$4,075 \text{ Total Cost} \\ & (\$2,500 \text{ divided by } 80 \text{ hours} = \$31.25 \text{ per/hour of instruction}) \end{aligned}$$

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$$\begin{aligned} & \$4,075 \text{ Total Cost} - \$755.00 \text{ Registration} - \$1,500 \text{ Equipment} - \$31.25 \times 40 \text{ hours scheduled attendance } (\$1,250) = \\ & \$1,250 \text{ Refund} \end{aligned}$$

For the purpose of determining the amount you owe, you shall be deemed to have withdrawn from the course when any of the following occurs: a) You notify The DKTI-DKTIF of your withdrawal in writing, b) The DKTI-DKTIF terminates you c) You fail to attend class for a three day period, d) You fail to return from a leave of absence. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

~~If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender. Any remaining refund amount will first be used to repay any student financial assistance programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.~~

~~NOTICE #1. All documents referred to in this agreement are part of and integral to this Agreement.~~

~~NOTICE #2. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not eligible for participation in the Student Tuition Recovery Fund.~~

~~NOTICE #3. A student attending The DKTIDKTIF, who is a client of a public or private agency or organization that pays all of the student's tuition and fees, is not liable for the cost of tuition, equipment, or supplies, fees or for any other costs associated with the educational services provided. If a student withdraws or cancels, tuition, fees and other charges shall be refunded to the Sponsoring organization as per the contract and / or agreement between The DKTIDKTIF and the Sponsoring organization, no refunds will be made to the student.~~

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~~You have the right to cancel this agreement for educational service, any equipment or other goods and services, until the later of 3 business days after this agreement or midnight of the day of the first class you attended. Cancellation occurs when you give written notice of cancellation to the School Director at the school address shown on the front page of this catalog. The notice to cancel may be mailed, faxed, or delivered in person. If a student cancels this agreement, is rejected for training or if a course is cancelled, there will be a refund to the sponsoring organization as per the contract between the school and the sponsoring organization. Since the student did not pay and is not liable for any money for charges associated with this agreement for educational services, no refunds will be made to the student.~~

TUITION AND FEE POLICY

Tuition and the registration fees is/are payable in advance prior to commencing classes. Tuition must be paid in full or payment plan agreed to, prior to commencing classes for student to be classified as a graduate and eligible to receive a diplomacertificate and placement assistance.

| <u>Course Title</u> | <u>Registration Fee</u> | <u>Tuition and Equipment</u> | <u>Total Cost</u> |
|--|--------------------------------|---------------------------------|--------------------------|
| <u>Paintless Dent Repair 120</u> | <u>\$75</u> | <u>\$9,925</u> | <u>\$10,000</u> |
| <u>Paintless Dent Repair 80</u> | <u>\$75</u> | <u>\$7,925</u> | <u>\$8,000</u> |
| <u>Paintless Dent Repair 40</u> | <u>\$75</u> | <u>\$5,925</u> | <u>\$6,000</u> |
| <u>Windshield Repair</u> | <u>\$75</u> | <u>\$925</u> | <u>\$1,000</u> |
| <u>Window Tinting</u> | <u>\$75</u> | <u>\$3,425</u> | <u>\$3,500</u> |
| <u>Interior Repair</u> | <u>\$75</u> | <u>\$5,925</u> | <u>\$6,000</u> |
| <u>Odor Removal</u> | <u>\$75</u> | <u>\$625</u> | <u>\$700</u> |
| <u>Auto Detailing</u> | <u>\$75</u> | <u>\$3,425</u> | <u>\$3,500</u> |
| <u>Chip King</u> | <u>\$75</u> | <u>\$4,425</u> | <u>\$4,500</u> |
| <u>Smart Paint Repair</u> | <u>\$75</u> | <u>\$9,925</u> | <u>\$10,000</u> |
| <u>Alloy Wheel Repair</u> | <u>\$75</u> | <u>\$4,925</u> | <u>\$5,000</u> |
| <u>Course Title</u> | <u>Registration Fee</u> | <u>Tuition and Tools</u> | <u>Total Cost</u> |
| <u>Paintless Dent Repair</u> | <u>\$75</u> | <u>\$5,920</u> | <u>\$5,995</u> |
| <u>40Paintless Dent Repair 480</u> | | <u>\$22,450</u> | <u>\$22,525</u> |
| <u>Deluxe Paint Repair</u> | <u>\$75</u> | <u>\$7,920</u> | <u>\$7,995</u> |
| <u>40Paintless Dent Repair 120</u> | | <u>\$8,950</u> | <u>\$9,025</u> |
| <u>Interior Repair & Restoration</u> | <u>\$75</u> | <u>\$5,920</u> | <u>\$5,995</u> |
| <u>Paintless Dent Repair 80</u> | | <u>\$7,250</u> | <u>\$7,325</u> |
| <u>Paintless Dent Repair 40</u> | <u>\$75</u> | <u>\$5,250</u> | <u>\$5,325</u> |
| <u>Paintless Dent Repair 16</u> | <u>\$75</u> | <u>\$3,700</u> | <u>\$3,775</u> |
| <u>Windshield Repair</u> | <u>\$75</u> | <u>\$2,425</u> | <u>\$2,500</u> |
| <u>Window Tinting</u> | <u>\$75</u> | <u>\$2,320</u> | <u>\$2,395</u> |
| <u>Gold Plating</u> | <u>\$75</u> | <u>\$2,220</u> | <u>\$2,295</u> |
| <u>Interior Repair</u> | <u>\$75</u> | <u>\$4,920</u> | <u>\$4,995</u> |
| <u>Odor Removal</u> | <u>\$75</u> | <u>-\$820</u> | <u>-\$895</u> |
| <u>Auto Detailing</u> | <u>\$75</u> | <u>\$9,825</u> | <u>\$9,900</u> |
| <u>Chip Magic</u> | <u>\$75</u> | <u>\$3,625</u> | <u>\$3,700</u> |
| <u>Paint Repair 24</u> | <u>\$75</u> | <u>\$6,720</u> | <u>\$6,795</u> |
| <u>Deluxe Paint Repair 40</u> | <u>\$75</u> | <u>\$9,920</u> | <u>\$9,995</u> |

The total cost of each course includes the training, and average equipment costs (varies, dependent on tools purchased), uniform(s), videos (when applicable) and manuals.

Individual costs may vary depending on the tool package and additional equipment purchased.

Job placement assistance is provided, which includes resume preparation, job seeking skills, and employment support.

If a student would like a refund, the tools / equipment must be returned to The DKTI in brand new, unused condition. Tool systems are given to the students once payment in full, has been received by The DKTI.

Registration fee of \$75.00 is non refundable. When applicable, flight costs are assumable by the student in the event of cancellation or withdrawal. (Whether or not the student was initially responsible for the flight costs)

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For those who qualify we offer student loans through Sallie Mae Financial. The student must fill out an application and we will submit to Sallie Mae, they will in turn take a look at your past credit history and return a decision based upon each individual's credit history. If they approve your loan they will also give you an option for repayment, how many years would you like to repay this loan over. The Interest rate that they give to you is based upon their findings with your past credit history. If you cannot be approved on your own credit Sallie Mae will allow a co-borrower to assist you in this loan. They will need some information from your co-borrower and then process and return a decision. All Sallie Mae loans can be paid off early without early payment penalties.

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NOTICE CONCERNING TRANSFERABILITY OF UNITS CREDITS AND DEGREE CREDENTIALS EARNED AT OUR SCHOOL INSTITUTION

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“Units you earn in our Automotive Reconditioning Training programs in most cases will probably not be transferable to any other college or university. For example, if you entered our school as a freshman, you will still be a freshman if you enter another college or university at some time in the future even though you earned units here at our school. In addition, if you earn a degree, diploma or certificate in one of our Automotive Reconditioning Programs, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university. Refer to Page 7 Credit Evaluation Policy for school policy.”

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The transferability of credits you earn at The Ding King is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Automotive Reconditioning is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending DKTI to determine if your certificate will transfer”.

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Classroom Rules

The Ding King Training Institute of Florida California, Inc. is a drug and alcohol free campus. This applies to training sites, extern sites and transportation provided by The Ding King DKTIFDKTI. Students or staff found using these substances will be subject to termination.

PLEASE:

Extend common courtesies to your fellow classmates, employees and visitors at The Ding King DKTIFDKTI.

Ask lots of questions! Everyone learns more with lots of interaction!

Report all absences to your instructor. (800) 304-3464

Report any injury to your Instructor or the Site Supervisor immediately!

Utilize safety equipment provided at all times.

If you see a hazard or potential danger, notify your Instructor or the Site Supervisor immediately to resolve the danger.

Students should remain in class unless on break, or if your Instructor has given you permission to leave the class.

Utilize your break times for personal business, restroom breaks, smoking, etc.

Clean up after yourself in the classroom and at mealtime.

Keep a positive attitude! "BE HAPPY"!

Be a team player!

If you have a concern with training, a staff member or student, work with your Instructor or the Site Supervisor to resolve the issue.

Share your ideas or suggestions about your training, our services, ~~or or business,~~ business; we are glad to hear about it!

Most of all...

"HAVE A GREAT TIME AND LEARN, LEARN, LEARN"!

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PDR 120

Paintless Dent Repair

Program Description:

PDR is a highly skilled process in which minor dings and dents are removed from an automobile's exterior without creating the costly and time consuming need for traditional body shop repairs. The PDR process involves the use of custom designed dent removal tools that are applied to the inside, skin of a vehicle's sheet metal. To begin, the repair process a dent technician gains access to the inside skin of the metal via an automobile's windows, headlights or other access point. A fluorescent light is then used to magnify the damaged area. The technician then drags the tip of the dent removal tool with leverage, over the damaged area in a fluid, pumping motion. In less than an hour, dings and dents become "massaged out" without any damage to the paint. With continuous practice, DKTI graduates will be able to repair dings and dents on any panel of any metal vehicle, as long as the paint has not been fractured or damaged prior to the repair process.

With the PDR process, a PDR technician can repair minor dings and dents in a fraction of the time required by conventional body shops. Most body shops repair dings and dents with the same techniques that are used to repair major damage. These techniques involve pounding out the dent with force, which cause imperfections in the metal's exterior. Once this occurs, the paint becomes damaged, and the car's panel must be filled, sanded, primed and repainted. Since this process requires the need for paint, a customer runs the risk that the paint will not match the original factory finish and risk objections by a potential buyer at some future date. In addition, the above process takes days to complete, leaving the customer without their car for some time. By contrast, PDR jobs are performed in less than one hour, save the customer 70% versus body shop prices, require no painting and are 100% environmentally friendly.

The majority of the PDR repairs performed by PDR technicians involve dents in surface areas smaller than a baseball, which do not involve paint damage.

Program Objectives:

The objective of the PDR 120 course is to provide intensive training to an individual who has the goal to continue their hands-on training at home or on-the-job upon graduation. Graduates will be able to properly access and remove door dings and minor dents from a vehicle without sanding, filling, or painting. They will also receive on-going technical support by phone. There are no prerequisites for this course. However, a person who has had some auto-body repair experience may excel into a more advanced position upon graduation. This program is designed to provide intensive hands-on training in all aspects of the Paintless Dent Repair field.

Occupational Objectives:

Graduates will be qualified for intermediate-level positions with any business offering paintless dent repair. They will also be prepared to perform intermediate or entry-level paintless dent repairs for requesting customers for their own business. D.O.T. #807.381-010

This is a 120-hour course and classes commence each Monday. Students must contact their customer care representative for class schedule and availability. 8 hours a day for 15 days or 4 hours a day for 30 days.

| | Lecture Modules | Total Hours | Semester Credit Hours |
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| Module A | Introduction to Paintless Dent Repair | 2 | .066 |
| Module B | Demonstration of PDR Process | 1 | .033 |
| Module C | Metal Characteristics | .5 | .016 |
| Module D | Items Used During Training | .5 | .016 |
| Module E | The PDR Tool Set | 1 | .033 |
| Module F | PDR Accessories | .5 | .016 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module G | Positioning and Reading the Light | 8 | .266 |
| Module H | Locating the Tip of the Tool | 8 | .266 |
| Module I | Removing High Points | 5 | .166 |
| Module J | Removing Low Spots | 5 | .166 |
| Module K | Removing Dents | 18 | .60 |
| Module L | Types of Dents | 2 | .066 |
| Module M | Finishing the Dent | 7 | .233 |
| Module N | Wet Sanding Techniques | 2.5 | .083 |
| Module O | Access | 10 | .333 |
| Module P | Drilling & Plugging Techniques | 1.5 | .05 |
| Module Q | Working in Different Environments | 10 | .333 |
| Module R | Problem Solving Techniques | 2 | .066 |
| Lecture Modules | | | |
| Module S | Estimating Techniques | 1 | .033 |
| Module T | Marketing and Advertising | .5 | .016 |
| Module U | Career Development | 1 | .033 |
| Total | | 88 | 4 |

Curriculum Outline:

Module A: Introduction to Paintless Dent Repair

Students will review the PDR manual along with watching the instructional video. They will learn the history, the advantages and benefits of PDR within the automotive industry. They will also examine the vital importance of the success formula to becoming a dent technician.

Module B: Demonstration of PDR Process

Students will observe while the instructor demonstrates the PDR process.

Module C: Metal Characteristics

Students will learn about the different types of vehicle metal, including the theory of metal, and when metal is incapable of withstanding a paintless dent repair, i.e., the dent is too deep and has stretched the metal, broken paint.

Module D: Items Required for Training

Students will learn which tools and accessories are used during the PDR training course.

Module E: The PDR Tool Set

Students will learn and examine the PDR tool set required for a beginning technician. These tools include rods, flat bars, super skinnies, window tools, pistol grips, super tools, and screw-on tools, etc. Each PDR tool is designed for specific purposes, and students will understand that knowing the purpose of each tool is an on-going learning process.

Module F: The PDR Accessories

Students will learn about the functions and necessity of the variety of dent repair accessory items required for successful dent repair.

Module G: Positioning and Reading the Light

Students will learn and understand that a tremendous part of success in PDR depends on the student's ability to "read" the light. Therefore, students will learn the specific techniques required in positioning and reading the light.

Module H: Locating the Tip of the Tool

Prior to performing dent repair, students must successfully learn how locate the tip of the tool they will be using to repair the dent. The success rate of this module varies per individual. Locating the tip of the tool is vital for the success of dent repair. Students will utilize various items in order to optimize their individual results, i.e., the light, hoodstand, dent tool, s-hook, etc. The students will be given special exercises and procedures in locating the tip of the tool.

Module I: Removing High Points

High points are the result of exerting upward pressure from the bottom-side of the metal. The result is an outward protrusion of the metal, a high point. Dent technicians do not want this to happen. Therefore, students will learn the proper techniques in avoiding a high point from occurring, as well as learning the techniques necessary to remove the high point.

Module J: Removing Low Spots

Low spots are the result of pressure being applied from the topside of the metal surface in a downward direction. The metal then stretches, causing a small depression. Students will learn the proper techniques involved removing low spots by properly using the dent hammer and tap down

Module K: Removing Dents

Students will learn how to remove dents by following specific techniques and guidelines illustrated for them in a diagram that is provided to each student. Removing dents of any size is a process, which takes constant practice, patience, and focus.

Module L: Types of Dents

Students will learn and examine the various types of dents and learn how to apply the techniques required to remove each type of dent. The different types of dents include different sizes, shapes, and creases.

Module M: Finishing the Dent

Students will learn and examine the refined techniques necessary to finalize a dent repair.

Module N: Wet Sanding Techniques

Students will learn the advantages, techniques, and proper supplies utilized when conducting wet sanding to the areas where dent repair has been performed. Students will notice as their skill level progresses, they will rely on wet sanding techniques less frequently.

Module O: Access

Students will examine the many techniques and situations necessary to successfully accessing any dent on a vehicle. They will also learn to utilize the various components throughout a vehicle for leverage in order to maximize dent access and success of repair.

PDR 80 Paintless Dent Repair

Program Description:

PDR is a highly skilled process in which minor dings and dents are removed from an automobile's exterior without creating the costly and time consuming need for traditional body shop repairs. The PDR process involves the use of custom designed dent removal tools that are applied to the inside, skin of a vehicle's sheet metal. To begin the repair process a dent technician gains access to the inside skin of the metal via an automobile's windows, headlights or other access point. A fluorescent light is then used to magnify the damaged area. The technician then drags the tip of the dent removal tool with leverage, over the damaged area in a fluid, pumping motion. In less than an hour, dings and dents become "massaged out" without any damage to the paint. With continuous practice, DKTI graduates will be able to repair dings and dents on any panel of any metal vehicle, as long as the paint has not been fractured or damaged prior to the repair process.

With the PDR process, a PDR technician can repair minor dings and dents in a fraction of the time required by conventional body shops. Most body shops repair dings and dents with the same techniques that are used to repair major damage. These techniques involve pounding out the dent with force, which cause imperfections in the metal's exterior. Once this occurs, the paint becomes damaged, and the car's panel must be filled, sanded, primed and repainted. Since this process requires the need for paint, a customer runs the risk that the paint will not match the original factory finish and risk objections by a potential buyer at some future date. In addition, the above process takes days to complete, leaving the customer without their car for some time. By contrast, PDR jobs are performed in less than one hour, save the customer 70% versus body shop prices, require no painting and are 100% environmentally friendly.

The majority of the PDR repairs performed by PDR technicians involve dents in surface areas smaller than a baseball, which do not involve paint damage.

Program Objectives:

The objective of the PDR 80 course is to provide intensive training to an individual who has the goal to continue their hands-on training at home or on-the-job upon graduation. Graduates will be able to properly access and remove door dings and minor dents from a vehicle without sanding, filling, or painting. They will also receive on-going technical support by phone. There are no prerequisites for this course. This program is designed to provide intensive "hands-on" training in all aspects of the Paintless Dent Repair field.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering paintless dent repair. They will also be prepared to perform entry-level paintless dent repair for requesting customers for their own business. D.O.T. #807.381-010

This is an 80 hour course and classes commence each Monday. Students must contact their account representative for class schedule and availability. 8 hours a day for 10 days or 4 hours a day for 20 days

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|---------------------------------------|--------------------|------------------------------|
| Module A | Introduction to Paintless Dent Repair | 2 | .066 |
| Module B | Demonstration of PDR Process | 1 | .033 |
| Module C | Metal Characteristics | .5 | .016 |
| Module D | Items Used During Training | .5 | .016 |
| Module E | The PDR Tool Set | 1 | .033 |
| Module F | PDR Accessories | .5 | .016 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module G | Positioning and Reading the Light | 8 | .266 |
| Module H | Locating the Tip of the Tool | 8 | .266 |
| Module I | Removing High Points | 4 | .133 |
| Module J | Removing Low Spots | 4 | .133 |
| Module K | Removing Dents | 10 | .333 |
| Module L | Types of Dents | 1 | .033 |
| Module M | Finishing the Dent | 5 | .166 |
| Module N | Wet Sanding Techniques | 2 | .066 |
| Module O | Access | 4 | .133 |
| Module P | Drilling & Plugging Techniques | 1 | .033 |
| Module Q | Working in Different Environments | 7 | .233 |
| Module R | Problem Solving Techniques | 2 | .066 |
| Module S | Externship | 16 | .533 |
| Lecture Modules | | | |
| Module T | Estimating Techniques | 1 | .033 |
| Module U | Marketing and Advertising | .5 | .016 |
| Module V | Career Development | 1 | .033 |
| Total | | 80 | 2.66 |

Curriculum Outline:

Module A: Introduction to Paintless Dent Repair

Students will review the PDR manual along with watching the instructional video. They will learn the history, the advantages and benefits of PDR within the automotive industry. They will also examine the vital importance of the success formula to becoming a dent technician.

Module B: Explanation of PDR Process

Students will examine the process of PDR, including an overview of the steps involved in removing a dent.

Module C: Metal Characteristics

Students will learn about the different types of vehicle metal, including the theory of metal, and when metal is incapable of withstanding a paintless dent repair, i.e., the dent is too deep and has stretched the metal, broken paint.

Module D: Items Required for Training

Students will learn which tools and accessories are required to conduct PDR training successfully.

Module E: The PDR Tool Set

Students will learn and examine the PDR tool set required for a beginning technician. These tools include rods, flat bars, super skinnies, window tools, pistol grips, super tools, and screw-on tools, etc. Each PDR tool is designed for specific purposes, and students will understand that knowing the purpose of each tool is an on-going learning process.

Module F: The PDR Accessories

Students will learn about the functions and necessity of the variety of dent repair accessory items required for successful dent repair.

Module G: Positioning and Reading the Light

Students will learn and understand that a tremendous part of success in PDR depends on the student's ability to "read" the light. Therefore, students will learn the specific techniques required in positioning and reading the light.

Module H: Locating the Tip of the Tool

Prior to performing dent repair, students must successfully learn how locate the tip of the tool they will be using to repair the dent. The success rate of this module varies per individual. Locating the tip of the tool is vital for the success of dent repair. Students will utilize various items in order to optimize their individual results, i.e., the light, hoodstand, dent tool, s-hook, etc. The students will be given special exercises and procedures in locating the tip of the tool.

Module I: Removing High Points

High points are the result of exerting upward pressure from the bottom-side of the metal. The result is an outward protrusion of the metal, a high point. Dent technicians do not want this to happen. Therefore, students will learn the proper techniques in avoiding a high point from occurring, as well as learning the techniques necessary to remove the high point.

Module J: Removing Low Spots

Low spots are the result of pressure being applied from the topside of the metal surface in a downward direction. The metal then stretches, causing a small depression. Students will learn the proper techniques involved removing low spots by properly using the dent hammer and tap down.

Module K: Removing Dents

Students will learn how to remove dents by following specific techniques and guidelines illustrated for them in a diagram that is provided to each student. Removing dents of any size is a process, which takes constant practice, patience, and focus.

Module L: Types of Dents

Students will learn and examine the various types of dents and learn how to apply the techniques required removing each type of dent. The different types of dents include different sizes, shapes, and creases.

Module M: Finishing the Dent

Students will learn and examine the refined techniques necessary to finalize a dent repair.

Module N: Wet Sanding Techniques

Students will learn the advantages, techniques, and proper supplies utilized when conducting wet sanding to the areas where dent repair has been performed. Students will notice as their skill level progresses, the less they will rely on wet sanding techniques.

Module O: Access

Students will examine the many techniques and situations necessary to successfully accessing any dent on a vehicle. They will also learn to utilize the various components throughout a vehicle for leverage in order to maximize dent access and success of repair.

Module P: Drilling & Plugging Techniques

Students will learn how to properly use the drill and plugs. They will learn when it is absolutely necessary for drilling and understand that drilling is done only when there is no other alternative.

Module Q: Working in Different Environments

Students will examine which equipment is most appropriate to use when conducting dent repair in direct sunlight, outdoors, and indoors. Unique lighting systems and specific positioning techniques are required to successfully complete dent repair in these different environments.

Module R: Problem Solving Techniques

Students will learn how to assess a potential problem and how to approach solving the problem in the most effective possible way.

Module S: Externship

This module is designed to provide the student with on-the-job training under the guidance of the instructor and/or auto reconditioning technician in the field. The student is given the opportunity to apply the knowledge gained in the classroom to actual situations, while receiving support from the school. Each student will be evaluated twice during this experience, to strengthen areas of weakness, build self-confidence, and gain a better understanding of the skills needed to be successful in their chosen career.

Module T: Estimating Techniques

Students will learn how to estimate the cost of a paintless dent repair for all types of business.

Module U: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module V: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

PDR 40

Paintless Dent Repair

Program Description:

PDR is a highly skilled process in which minor dings and dents are removed from an automobile's exterior without creating the costly and time consuming need for traditional body shop repairs. The PDR process involves the use of custom designed dent removal tools that are applied to the inside, skin of a vehicle's sheet metal. To begin the repair process a dent technician gains access to the inside skin of the metal via an automobile's windows, headlights or other access point. A fluorescent light is then used to magnify the damaged area. The technician then drags the tip of the dent removal tool with leverage, over the damaged area in a fluid, pumping motion. In less than an hour, dings and dents become "massaged out" without any damage to the paint. With continuous practice, DKTI graduates will be able to repair dings and dents on any panel of any metal vehicle, as long as the paint has not been fractured or damaged prior to the repair process.

With the PDR process, a PDR technician can repair minor dings and dents in a fraction of the time required by conventional body shops. Most body shops repair dings and dents with the same techniques that are used to repair major damage. These techniques involve pounding out the dent with force, which cause imperfections in the metal's exterior. Once this occurs, the paint becomes damaged, and the car's panel must be filled, sanded, primed and repainted. Since this process requires the need for paint, a customer runs the risk that the paint will not match the original factory finish and risk objections by a potential buyer at some future date. In addition, the above process takes days to complete, leaving the customer without their car for some time. By contrast, PDR jobs are performed in less than one hour, save the customer 70% versus body shop prices, require no painting and are 100% environmentally friendly.

The majority of the PDR repairs performed by PDR technicians involve dents in surface areas smaller than a baseball, which do not involve paint damage.

Program Objectives:

The objective of the PDR 40 course is to provide intensive training to an individual who has the goal to continue their hands-on training at home or on-the-job upon graduation. Graduates will have the knowledge to properly access and remove door dings and minor dents from a vehicle without sanding, filling, or painting. They will also receive on-going technical support by phone. There are no prerequisites for this course. However, is recommended for an individual who intends on continuing his/her hands-on portion of this course at home or on-the-job

Occupational Objectives:

Depending on the graduate's individual skill level, they may be qualified for an entry-level position with any business offering paintless dent repair. They may also be prepared to perform entry-level paintless dent repair for customers in their own business. D.O.T. #807.381-010

This is a 40 hour course and classes commence each Monday. Students must contact their account representative for class schedule and availability. 8 hours a day for 5 days, or 4 hours a day for 10 days.

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|---------------------------------------|--------------------|------------------------------|
| Module A | Introduction to Paintless Dent Repair | 2 | .066 |
| Module B | Demonstration of PDR Process | 1 | .033 |
| Module C | Metal Characteristics | .5 | .016 |
| Module D | Items Used During Training | .5 | .016 |
| Module E | The PDR Tool Set | 1 | .033 |
| Module F | PDR Accessories | .5 | .016 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module G | Positioning and Reading the Light | 5 | .166 |
| Module H | Locating the Tip of the Tool | 5 | .166 |
| Module I | Removing High Points | 2 | .066 |
| Module J | Removing Low Spots | 1 | .033 |
| Module K | Removing Dents | 5 | .166 |
| Module L | Types of Dents | 1 | .033 |
| Module M | Finishing the Dent | 5 | .166 |
| Module N | Wet Sanding Techniques | 1 | .033 |
| Module O | Access | 1 | .033 |
| Module P | Drilling & Plugging Techniques | .5 | .016 |
| Module Q | Working in Different Environments | 5 | .166 |
| Module R | Problem Solving Techniques | .5 | .016 |
| Lecture Modules | | | |
| Module S | Estimating Techniques | 1 | .033 |
| Module T | Marketing and Advertising | .5 | .016 |
| Module U | Career Development | 1 | .033 |
| Total | | 40 | 1.33 |

Curriculum Outline:

Module A: Introduction to Paintless Dent Repair

Students will review the PDR manual along with watching the instructional video. They will learn the history, the advantages and benefits of PDR within the automotive industry. They will also examine the vital importance of the success formula to becoming a dent technician.

Module B: Demonstration of PDR Process

Students will observe while the instructor demonstrates the PDR process.

Module C: Metal Characteristics

Students will learn about the different types of vehicle metal, including the theory of metal, and when metal is incapable of withstanding a paintless dent repair, i.e., the dent is too deep and has stretched the metal, broken paint.

Module D: Items Used During Training

Students will learn which tools and accessories are used during their PDR training course.

Module E: The PDR Tool Set

Students will learn and examine the PDR tool set required for a beginning technician. These tools include rods, flat bars, super skinnies, window tools, pistol grips, super tools, and screw-on tools, etc. Each PDR tool is designed for specific purposes, and students will understand that knowing the purpose of each tool is an on-going learning process.

Module F: The PDR Accessories

Students will learn about the functions and necessity of the variety of dent repair accessory items required for successful dent repair.

Module G: Positioning and Reading the Light

Students will learn and understand that a tremendous part of success in PDR depends on the student's ability to "read" the light. Therefore, students will learn the specific techniques required in positioning and reading the light.

Module H: Locating the Tip of the Tool

Prior to performing dent repair, students must successfully learn how locate the tip of the tool they will be using to repair the dent. The success rate of this module varies per individual. Locating the tip of the tool is vital for the success of dent repair. Students will utilize various items in order to optimize their individual results, i.e., the light, hoodstand, dent tool, s-hook, etc. The students will be given special exercises and procedures in locating the tip of the tool.

Module I: Removing High Points

High points are the result of exerting upward pressure from the bottom-side of the metal. The result is an outward protrusion of the metal, a high point. Dent technicians do not want this to happen. Therefore, students will learn the proper techniques in avoiding a high point from occurring, as well as learning the techniques necessary to remove the high point.

Module J: Removing Low Spots

Low spots are the result of pressure being applied from the topside of the metal surface in a downward direction. The metal then stretches, causing a small depression. Students will learn the proper techniques involved removing low spots by properly using the dent hammer and tap down.

Module K: Removing Dents

Students will learn how to remove dents by following specific techniques and guidelines illustrated for them in a diagram that is provided to each student. Removing dents of any size is a process, which takes constant practice, patience, and focus.

Module L: Types of Dents

Students will learn and examine the various types of dents and learn how to apply the techniques required in removing each type of dent. The different types of dents include different sizes, shapes, and creases.

Module M: Finishing the Dent

Students will learn and examine the refined techniques necessary to finalize a dent repair.

Module N: Wet Sanding Techniques

Students will learn the advantages, techniques, and proper supplies utilized when conducting wet sanding to the areas where dent repair has been performed. Students will notice as their skill level progresses, the less they will rely on wet sanding techniques.

Module O: Access

Students will examine the many techniques and situations necessary to successfully accessing any dent on a vehicle. They will also learn to utilize the various components throughout a vehicle for leverage in order to maximize dent access and success of repair.

Module P: Drilling & Plugging Techniques

Students will learn how to properly use the drill and plugs. They will learn when it is absolutely necessary for drilling and understand that drilling is done only when there is no other alternative.

Module Q: Working in Different Environments

Students will examine which equipment is most appropriate to use when conducting dent repair in direct sunlight, outdoors, and indoors. Unique lighting systems and specific positioning techniques are required to successfully complete dent repair in these different environments.

Module R: Problem Solving Techniques

Students will learn how to assess a potential problem and how to approach solving the problem in the most effective possible way.

Module S: Estimating Techniques

Students will learn how to estimate the cost of a paintless dent repair for all types of business.

Module T: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module U: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

SMART Paint Repair

Description:

The SMART Paint Repair system is a complete comprehensive package offering the tools and equipment needed for all types of paint repairs, including rock chips and scratches, bumper scuffs, tears and gouges, rust spots, clear coat damage, and overall repairs to solids, metallic and pearlescent finishes using both foreign and domestic paints. This system comes complete with everything you'll need with the option to function on either a fixed or mobile basis.

The Ding King SMART Systems allow for complete paint restoration and repair; from simple paint chip and scratch repair to complete panel re-spraying and bumper repair. Repairs are completed quickly and are kept to the damaged area only, allowing you to complete more work in less time. The results are not only faster repairs, but more profit in your pocket

Our SMART Repair System allows you to perform repairs in all types of climate conditions; hot or cold weather.....we will customize your chemical and equipment package to accommodate your specific needs. Additionally, all DK SMART Paint Repair Systems are AQMD Legal and utilizes only VOC Compliant paint chemicals. Besides being environmentally friendly, it allows you to produce finished repairs that will surpass your most finicky customer. This system is easy to use, simple to mix and deliver fast-drying high-performance finishes, making every job look like new.

Program Objectives:

The objective of the SMART Paint Repair program is to provide extensive training to an individual who has the goal to properly repair a wide variety of paint damage utilizing new paint technology. The Ding King will certify you for the field and is the ultimate for learning everything required to become a professional mobile or shop paint repair technician. This course is a combination of classroom, instructor led demonstrations and hands-on repairs on actual cars, and is designed to provide you with a deeper level of knowledge so that you have the experience and confidence to tackle all types of repairs.

Graduates of our Paint Certification Program will learn everything from proper prep to advanced techniques for blending and more difficult repairs. Your customers will receive quick, professional and undetectable finished repairs for all types of damage.

You'll work side by side with a certified Ding King instructor teaching you everything you'll need to know to perform quality repairs. Our certified training sessions include 8 hours of classroom and hands-on training daily in classes with no more than 2 students per instructor.

Occupational Objectives:

Graduates will be qualified for positions with any business relating to paint repair. They will also be prepared to perform a various range of paint repairs for customers for their own business.
D.O.T. #845.381.014

You'll Learn to Correct

- Paint Chips
- Key Scratches
- Euro Blackout
- Bumper Scuffs
- Rust Repair
- Paint Swirls
- Dents

- Chipped Door Edges
- Clear Coat Damage

Training Includes

- Color Matching
- Mixing of Paint
- Proper Preparation
- Spray Gun Techniques
- Polishing
- Spot Blending
- Chemical Reduction Formulations
- Curing Process
- Back Taping
- Filler Applications
- Sanding Process
- Safety

| Module | Lecture Modules | Total Hours | Semester Credit Hours |
|--|---|--------------------|------------------------------|
| Module A | Introduction and Safety Measures for SMART Paint Repair | 1 | .033 |
| Module B | Demonstration of SMART Paint Repair | 1 | .033 |
| Module C | Introduction to Chip King | 1 | .033 |
| Module D | Demonstration of Chip King | .5 | .016 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. | | | |
| Module E | Color Matching and Mixing Paint | 2.5 | .083 |
| Module F | Using the Flow Pencil | 2 | .066 |
| Module G | Using the Air Brush | 3 | .1 |
| Module H | Using the HVLP Sata Mini Jet Spray Gun | 4 | .13 |
| Module I | Surface Preparation | 5 | .166 |
| Module J | Bumper/Panel Painting | 6 | .2 |
| Module K | Light Scratch and Polishing | 2 | .066 |
| Module L | Sanding Techniques | 2 | .066 |
| Module M | Painting Tips | 4 | .13 |
| Module N | Chip King Process | 3 | .1 |
| Module O | Problem Solving and Troubleshooting | .5 | .016 |
| Lecture Modules | | | |
| Module P | SMART System for Fixed or Mobile Operations | .5 | .016 |
| Module Q | Estimating Guidelines | 1 | .033 |
| Module R | Marketing and Advertising | .5 | .016 |
| Module S | Complete Overview | 1 | .033 |
| Total | | 40 | 1.33 |

Curriculum Outline:

Module A: Introduction and Safety Measures for SMART Paint Repair

Students will review the Paint Repair instructional manual and discuss the components included within the paint repair system. Students will learn the importance of the Material Safety Data Sheets (MSDS), including how to read the MSDS, and receive detailed training on each of the chemical products, proper disposal methods, and safety measures.

Module B: Demonstration of the SMART Paint Repair System

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the paint repair system are designed to repair.

Module C: Introduction to Chip King

Students will review all the chemicals and the steps of the Chip King process. This streamlined paint touch up process includes our squeegee application process, using our proprietary wipe-on, wipe-off DK technology and is perfect for anybody looking to offer quick repairs.

Module D: Demonstration of Chip King

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the Chip King is designed to repair.

Module E: Color Matching and Mixing Paint

Utilizing our Color Retrieval Software, you'll have direct access to PPG's entire mixing formula database. You'll learn to fill in the relevant fields in the clearly structured user interface, and the requested mixing formula will appear on the screen. The database contains over 200,000 mixing formulas, giving access to more than 100,000 colors. It even provides variants of the requested color for badly oxidized or aging paint. Our Color Retrieval Software is updated four times a year and contains all the MSDS information and safety data sheets for all PPG's paint chemicals and toners. This software operates on a laptop computer, which is included in all of our paint repair packages. Using our new Color Retrieval Software and the Envirobase Line of PPG's paint will provide for superior color matches and reduce your odds of redo's. In addition to less time and fewer redo's, another major savings will be less material needed.

Students will learn how to color match using computer, mix paint, understanding the digital scale. They will also examine the importance of safety when using the chemicals and components included in the paint system.

Module F: Using the Flow Pencil

Students will learn how to use the flow pencil when applying small quantities of paint to chips and small scratches.

Module G: Using the Air Brush

Students will learn the appropriate use of the air brush, which includes small, medium, and large numbers of small chips, bare spots, and small repair areas. It can also be used for pin stripping and fine detail and touch-up work.

Module H: Using the HVLP Sata Mini Jet Spray Gun

Students will learn the appropriate use of the airbrush, which includes small, medium, and large numbers of small chips, bare spots, and small repair areas. It can also be used for fine detail and touch-up work.

Module I: Surface Preparation

Students will learn how to properly prep the surface area so damage can be contained to the smallest repair area possible.

Module J: Bumper/Panel Painting

Students will learn blending, clear coating, European blackening, sanding techniques, and painting

techniques for completion of a bumper/panel repair.

Module K: Light Scratch and Polishing

Students will learn how to polish and finish a paint repair using high speed polisher and detail chemicals.

Module L: Sanding Techniques

Students will learn the many levels of sand-paper grits and the appropriate situation to use each by hand and with a DA sander.

Module M: Painting Tips

Students will learn various tips on storage, maintenance, and good habits of a paint repair technician. Different styles or painting will be covered along with tips for working indoors and outdoors.

Module N: Chip King Process

Students will learn the Chip King process and each tool necessary to perform minor paint repairs.

Module O: Problem Solving and Troubleshooting

Students will learn how to prepare for and solve problems that may happen during paint repairs.

Module P: SMART System for Mobile or Shop Operations

The students will learn about the mobile and shop options within the SMART paint repair system. They will also learn to use the different components for each option.

Module Q: Estimating Guidelines

Students will learn how to estimate the cost for all types of paint repair.

Module R: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module S: Complete Overview

Students will focus on demonstrating all techniques learned in course with supervision of their instructor insuring confidence, speed and quality.

CK8 Chip King

Program Description:

Chip King is a revolutionary pre-mixed paint system designed for quick and easy ways to remove rock chips, nicks and scratches that are virtually undetectable. Although rarely needed, this system is complete with a paint mixing system for experience technicians who prefer to mix and match their own paints to ensure an optimal paint color match.

Program Objectives:

The objective of the Chip King course provides training to an individual who has the goal to properly estimate and repair minor paint chips, scratches and nicks on a vehicle. They will also receive on-going technical support by phone. There are no prerequisites for this course. This program is designed to provide hands-on training in all aspects of the Chip King Paint system.

Occupational Objectives:

Graduates will be qualified for positions with any business offering the Chip King system. They will also be prepared to perform minor paint chip, scratch, and nick repairs for customers for their own business. D.O.T. #845.381-014

This is an 8-hour course and classes are offered Monday through Friday. Students must contact their account representative for class schedule and availability. 8 hours for 1 day or 4 hours for 2 days is available.

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|---------------------------------------|--------------------|------------------------------|
| Module A | Introduction to the Chip King System | 1 | .033 |
| Module B | Demonstration of the Chip King system | 1 | .033 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module C | Chip King Process | 2 | .066 |
| Module D | Mixing System | 2 | .066 |
| Lecture Modules | | | |
| Module E | Estimating Guidelines | .5 | .016 |
| Module F | Marketing and Advertising | .5 | .016 |
| Module G | Career Development | 1 | .033 |
| Total | | 8 | .27 |

Curriculum Outline:

Module A: Introduction to the Chip King System

Students will review the Chip King instructional manual along with watching the instructional video.

Module B: Demonstration of the Chip King System

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the Chip King system is designed to repair.

Module C: Chip King Process

Students will learn the Chip King process and each tool necessary to perform minor paint repairs.

Module D: Mixing System

Students will learn how to use the color matching software, use of and reading the paint software and laptop computer, mixing paint, understanding the digital scale. They will also examine the importance of safety when using the chemicals and components included in the paint system. Students will learn how to use the paint mixing system in order to ensure an optimal paint color match.

Module E: Estimating Guidelines

Students will learn how to estimate the cost of a minor paint repair.

Module F: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module G: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills and interview techniques, which will help them to further their career.

IR24 Interior Repair

Program Description:

The Interior Repair and Restoration System allows for repairing cloth, vinyl, leather and velour inside a vehicle. Cigarette burns, rips, tears and cracked dashes can easily be repaired with this system.

This program provides the necessary knowledge and skills to function the title of an Automobile-Body Repairer. There are no prerequisites for this course. This program is designed to provide extensive hands-on training in the interior repair and restoration aspect of the Automobile-Body Repair field.

Program Objectives:

The objective of the course is to teach each student the correct principles in repairing all types of interior/upholstery damage. Graduates will be skilled in repairing all types of interior/upholstery damage including seats, carpets, panels, dashboards, headliners, etc. They will also be knowledgeable in interior restoration.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering Interior Repair and Restoration. They will also be prepared to repair interiors for customers for their own business. D.O.T. #807.381-010

This is a 24-hour course and classes are conducted Monday through Friday. Students must contact their customer care representative for class schedule and availability. 8 hours for 3 days or 4 hours for 6 days.

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|--|--------------------|------------------------------|
| Module A | Introduction and Safety Measures for Interior Repair | 1 | .033 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module B | Vinyl Repair | 3.5 | .166 |
| Module C | Leather Repair | 3.5 | .166 |
| Module D | Leather Restoration | 3.5 | .166 |
| Module E | Plastic Repair | 3.5 | .166 |
| Module F | Velour Repair | 3.5 | .166 |
| Module G | Color Matching | 3.5 | .166 |
| Lecture Modules | | | |
| Module H | Estimating Guidelines | .5 | .016 |
| Module I | Marketing and Advertising | .5 | .016 |
| Module J | Career Development | 1 | .033 |
| Total | | 24 | .80 |

Curriculum Outline:

Module A: Introduction to Interior Repair and Restoration

Students will learn about the components in the interior repair system that they will be using during the interior repair and restoration course and review the Material Safety Data Sheet to ensure proper safety.

Module B: Vinyl Repair

Students will learn the process of repairing the damage on vinyl material. The process includes preparing the surface, hot graining techniques, use of the heat gun, dyeing, and repair techniques.

Module C: Leather Repair

Students will examine the different types of leather, leather preparation, dyeing, crack and abrasion repair.

Module D: Leather Restoration

Students will examine the different types of leather, leather preparation, dyeing, crack and abrasion repair.

Module E: Plastic Repair

Students will learn the steps required for repairing damage in plastic interiors such as, dashboards, console pads, arm rests, etc. They will learn to repair small cracks and holes, replace missing pieces in the plastic, hand-stitching and back-stitching techniques.

Module F: Velour Repair

Students will learn about the different kinds of velour, repair techniques, synthetic and natural fiber repair techniques, dyeing fabric, and the steps involved from preparation to finishing the repair.

Module G: Color Matching

Students will learn about colors in all aspects, from the different kinds of color, using the color wheel, mixing colors, and matching color techniques.

Module H: Estimating Guidelines

Students will examine the appropriate techniques necessary to properly assess the cost for any interior damage for repair/restoration.

Module I: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module J: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

WR8 Windshield Repair

Program Description:

The windshield repair process was designed to avoid the expensive cost of replacement with cost efficient repair. The repair process prevents further breakage and dramatically improves the cosmetic appearance of the windshield by 70%-95%. In addition to the cost savings and safety benefits of windshield repair, there are the environmental benefits. In our landfills, 10% of all space is broken automobile windshields, of which, 75% could have been saved by repair.

This program provides the necessary knowledge and skills to function the title of an Automobile-Body Repairer. There are no prerequisites for this course. This program is designed to provide extensive hands-on training in the windshield repair aspect of the Automobile-Body Repair field.

Program Objectives:

The objective of the course is to teach each student the correct skills and principles in repairing various types of windshield damage. Graduates will be skilled in repairing various types of windshield damage.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering Windshield Repair. They will also be prepared to repair windshields for customers for their own business. D.O.T. #807.381-010

This is an 8 hour course and classes are conducted Monday through Friday. Students must contact their customer care representative for class schedule and availability. 8 hours a day for 1 days or 4 hours a day for 2 days.

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|--|--------------------|------------------------------|
| Module A | Introduction and Safety Measures for Windshield Repair | 2 | .066 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module B | The Repair Process | 1.5 | .05 |
| Module C | Repairing A Crack | 1.5 | .05 |
| Module D | Applying Resin to Cracks | .5 | .016 |
| Module E | Curing the Crack | .5 | .016 |
| Module F | Polishing the Repair | .5 | .016 |
| Lecture Modules | | | |
| Module G | Estimating Guidelines | .5 | .016 |
| Module H | Marketing and Advertising | .5 | .016 |
| Module I | Career Development | 1 | .033 |
| | Total | 8.5 | .27 |

Curriculum Outline:

Module A: Introduction and Safety Measures for Windshield Repair

Students will learn the following during the introduction to windshield repair: the history of windshield repair, windshield repair system components, review the instructional video and manual, examine basic windshield construction, and discuss the overview of the repair process in relation to the various types of windshield damage, i.e., bull's-eye, star-breaks, combination breaks, daisy breaks, short/long cracks, and headlight damage. Students will also learn the safety measures and equipment necessary to perform safe windshield repairs.

Module B: The Repair Process

Students will learn the entire repair process step by step for bull's eye, star breaks, and combination breaks. These steps include: preparing the chip, drilling techniques, applying the mounting bracket, loading the resin, injecting the resin, applying heat, inspecting the repair, applying finish resin, curing the resin, polishing the repair.

Module C: Repairing a Crack

Students will learn the steps involved when repairing any length of a cracked windshield. They will also learn about the ideal conditions in conducting this type of repair.

Module D: Applying Resin to Cracks

Students will learn the appropriate steps involved when applying resin inside of a cracked windshield.

Module E: Curing the Crack

Students will learn the steps needed to cure the crack once it has been repaired.

Module F: Polishing the Repair

Students will learn how to use the necessary tools and perform the required steps to properly polish a windshield repair.

Module G: Estimating Guidelines

Students will learn how to estimate the cost of windshield damage for both retail and wholesale business.

Module H: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module I: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

WT16 Window Tinting

Program Description:

Window Tinting reduces environment heat and glare, which helps keep the interior and passengers cooler. Window tint films used provide ultra violet ray protection, which protects the skin from harmful sun-rays. Window tinting also minimizes interior damage from the sun while enhancing an automobile's appearance.

This program provides the necessary knowledge and skills to function in the title of an Automobile-Body Repairer. There are no prerequisites for this course. This program is designed to provide extensive hands-on training in the window tinting aspect of the Automobile-Body Repair field.

Program Objectives:

Graduates will be able to properly apply and remove film on all types of glass and windows. There are no prerequisites for this course. This program is designed to provide extensive "hands-on" training in all aspects of the window tinting trade.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering window tinting. They will also be prepared to tint glass and windows to customers for their own business.

D.O.T. #807.381-010

This is a 16 hour course and classes are conducted Monday through Friday. Students must contact their customer care representative for class schedule and availability. 8 hours a day for 3 days or 4 hours a day for 6 days.

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|---|--------------------|------------------------------|
| Module A | Introduction and Safety Measures for Window Tinting | .5 | .033 |
| Module B | Film Variation | .5 | .033 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module C | Preparation/Cleaning Techniques | 1 | .066 |
| Module D | Masking | 1.5 | .066 |
| Module E | Measuring Film | 1.5 | .066 |
| Module F | Cutting Techniques | 2 | .066 |
| Module G | Squeegee Techniques | 1 | .1 |
| Module H | Heat Shrinking | 1 | .033 |
| Module I | Film Application | 3 | .1 |
| Module J | Clean-Up | .5 | .033 |
| Module K | Partial Tinting Techniques | .5 | .033 |
| Module L | Film Removal | .5 | .066 |
| Lecture Modules | | | |
| Module M | Mobile vs. Shop Operations | .5 | .033 |
| Module N | Estimating Guidelines | .5 | .016 |
| Module O | Marketing and Advertising | .5 | .016 |
| Module P | Career Development | 1 | .033 |
| Total | | 16 | .80 |

Curriculum Outline:

Module A: Introduction and Safety Measures for Window Tinting

Students will learn about the tools used to properly achieve window tinting from preparation to clean-up techniques on all types of glass and windows. They will also review the proper safety measures and techniques to perform window tinting safely.

Module B: Film Variations

Students will examine the different types of window tinting films including quality, sizes, and lightness to darkness scales.

Module C: Preparation Techniques

Students will learn which tools and techniques are necessary to properly prepare windows and glass for tinting. They will also learn how to clean the window or glass to be tinted using the tools provided.

Module D: Masking

Students will learn how and when it is necessary to apply masking tape when tinting windows and glass.

Module E: Measuring Film

Students will utilize the proper tools necessary to measure the area on windows or glass to prepare the film for cutting. They will learn the correct and most efficient way to measure the film to ensure the best fit on the area to be tinted.

Module F: Cutting Techniques

Students will learn how to cut the film along the window/glass in the appropriate pattern using the necessary tools.

Module G: Squeegee Techniques

Students will learn the squeegee techniques necessary when tinting flat and curved windows/glass. They will also learn how to use the squeegee when applying the window tint film onto the window/glass.

Module H: Heat Shrinking

Students will learn how and when it is necessary to use the heat gun tool when applying the film onto the window/glass.

Module I: Film Application

After the film has been prepared for application, students will learn the proper techniques necessary when applying the film for the best result possible.

Module J: Clean-up Techniques

Students will learn which tools and techniques are most appropriate when finished tinting the window/glass.

Module K: Partial Tinting Techniques

Students will learn when and how to apply window tint film to window/glass.

Module L: Film Removal

Students will learn when and how film removal is accomplished by using the appropriate tools.

Module M: Mobile and Shop Operations

Students will examine the differences, advantages, and disadvantages to both a mobile window tinting operation and a shop operation.

Module N: Estimating Guidelines

Students will examine the appropriate techniques necessary to properly assess the cost of any window/glass for window tinting.

Module O: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module P: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

AD40 Auto Detailing 40

Program Description:

The Auto Detailing system is a complete and comprehensive package designed to make any vehicle look like it just came off the showroom floor by removing scratches, acid rain, oxidation, over-spray, and other minor blemishes without burning the paint or leaving swirl marks. Whether it's an add-on to an existing automotive repair business or a new career, this system is complete for either a mobile or fixed operation.

Program Objectives:

The objective of the Detailing 40 course is to provide extensive intensive training to an individual who has the goal to properly estimate and detail a vehicle from start to finish. They will also receive on-going technical support by phone. There are no prerequisites for this course. This program is designed to provide hands-on training in all aspects of the Auto Detailing system.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering auto detailing. They will also be prepared to perform auto detail for customers for their own business. D.O.T. #845.381-014

This is a 40-hour course and classes are offered Monday through Friday. Students must contact their customer care representative for class schedule and availability. 8 hours for 5 days, or 4 hours a day for 10 days.

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|---|--------------------|------------------------------|
| Module A | Introduction and Safety Measures for Auto Detailing | 1 | .033 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module B | Exterior Cleaning Procedures | 9 | .3 |
| Module C | Interior Cleaning Procedures | 9 | .3 |
| Module D | Exterior Preparation Procedures | 8 | .266 |
| Module E | Compounding, Polishing, Waxing | 7 | .233 |
| Module F | Paint Restoration Guidelines | 1 | .033 |
| Module G | Auto Detail Inspection Guidelines | 1 | .033 |
| Module H | Problem Solving and Troubleshooting | 1 | .033 |
| Lecture Modules | | | |
| Module I | The Auto Detail System Mobile and Shop Options | 1 | .033 |
| Module J | Estimating Guidelines | .5 | .016 |
| Module K | Marketing and Advertising | .5 | .016 |
| Module L | Career Development | 1 | .033 |
| Total | | 40 | 2.64 |

Curriculum Outline:

Module A: Introduction and Safety Measures for Auto Detailing

Students will review the Auto Detailing instructional manual, and discuss the components included within the detail system for both a fixed and mobile detail operation. Students will learn the importance of the Material Safety Data Sheets (MSDS), including how to read the MSDS, and receive detailed training on proper safety measures and disposal methods.

Module B: Exterior Cleaning Procedures

Students will learn the procedures necessary to properly detail a vehicle exterior. Cleaning the exterior will allow the detailer to clearly see the paint condition and any hidden damage and to produce a clean surface to buff, polish, and wax.

Module C: Interior Cleaning Procedures

Students will learn to clean a vehicle's interior by removing dirt, stains, and odors. They will learn to identify any carpet, upholstery, or trim repairs that also may need repairs.

Module D: Exterior Preparation Procedures

Students will learn how to prepare the exterior for buffing, polishing, and waxing. They will learn how to protect vinyl surfaces from residue and how to make final clean-up quicker and easier.

Module E: Compounding, Polishing, and Waxing

Students will learn how to restore painted surfaces to an even, high luster. They will learn how to remove surface scratches, swirl marks, and oxidation.

Module F: Paint Restoration Guidelines

Students will learn how to identify the condition level of vehicle paint and then determine which types of products are ideal for each level.

Module G: Auto Detail Inspection Guidelines

Students will learn how to inspect a vehicle properly upon completion of a detail.

Module H: Problem Solving and Troubleshooting

Students will learn how to prepare for and solve problems that may happen during an auto detail.

Module I: The Auto Detail System Mobile and Shop Options

Students will learn how to use their new auto detail system for either a mobile or shop operation.

Module J: Estimating Guidelines

Students will learn how to estimate the cost of a minor paint repair.

Module K: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module L: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

Odor Removal

Program Description:

The Odor Removal System eliminates unwanted odors from the inside of a vehicle. It's not a cover-up, but a true odor-oxidizing agent that wipes out odors permanently, leaving the interior of the vehicle smelling like new.

This program provides the necessary knowledge and skills to function the title of an Automobile-Body Repairer. There are no prerequisites for this course. This program is designed to provide extensive hands-on training in the odor removal aspect of the Automobile-Body Repair field.

Program Objectives:

The objective of the course is to teach the student correct principles in odor removal of a vehicle.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering Odor Removal. They will also be prepared to remove odors for customers for their own business. D.O.T. #807.381-010

This is a 4-hour course and classes are conducted Monday through Friday. Students must contact their customer care representative for class schedule and availability. 4 hours in one day.

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|---|--------------------|------------------------------|
| Module A | Introduction and Safety Measures for Odor Removal | .25 | .008 |
| Module B | Equipment Overview | .25 | .008 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. Which will enable the student to excel more rapidly once he/she enters a natural setting | | | |
| Module C | Identifying Source of Odor | .25 | .008 |
| Module D | Cleaning/Disinfecting | .25 | .008 |
| Module E | Fogging Techniques | .25 | .008 |
| Module F | Equipment Maintenance | .25 | .008 |
| Lecture Modules | | | |
| Module G | Estimating Guidelines | .5 | .016 |
| Module H | Advertising and Marketing | .5 | .016 |
| Module I | Career Development | 1 | .033 |
| Total | | 4 | .133 |

Curriculum Outline:

Module A: Introduction and Safety Measures for Odor Removal

Students will learn the purpose, advantages, and an overview to the odor removal process. They will also review the manual, which is provided to them as a reference tool. They will also review the Material Safety Data Sheets (MSDS) to ensure proper safety and disposal methods.

Module B: Equipment Overview

Students will learn the principles of the odor removal equipment, equipment specifications, proper product selection, advantages, and deodorization tips.

Module C: Identifying Source of Odor

Students will learn the proper techniques required for identifying most vehicle odor sources.

Module D: Cleaning/Disinfecting

Students will examine the proper steps involved when cleaning and disinfecting a vehicle once the odor removal process has been completed.

Module E: Fogging Techniques

Students will learn the methods and most effective ways to perform the odor removal process.

Module F: Equipment Maintenance

Students will learn the proper maintenance and storage methods required to maintain an optimal functioning odor removal unit.

Module G: Estimating Guidelines

Students will examine the appropriate techniques necessary to properly estimate the cost of a vehicle odor removal.

Module H: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module I: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

Alloy Wheel Repair 16

Program Description:

The Alloy Wheel Repair system is a complete comprehensive package offering the tools and equipment needed for all types of wheel repairs, including minor chips and scratches, scuffs and gouges, rust spots and clear coat damage. This system comes complete with the option to function the system either in a fixed or mobile setting.

Program Objectives:

The objective of the Alloy Wheel Repair course is to provide extensive and intensive training to an individual who has the goal to properly estimate and repair a wide variety of wheel damage. They will also receive on-going technical support by phone. There are no prerequisites for this course. This program is designed to provide hands-on training in all aspects of the Wheel Repair system.

Occupational Objectives:

Graduates will be qualified for positions with any business relating to wheel repair. They will also be prepared to perform a various range of wheel repairs for customers for their own business. D.O.T. #845.381.014

This is a 16-hour course and classes are offered Monday through Friday. Students must contact their customer care representative for class schedule and availability. 8 hours a day for 5 days or 4 hours a day for 10 days.

| | Lecture Modules | Total Hours | Semester Credit Hours |
|---|--|--------------------|------------------------------|
| Module A | Introduction and Safety Measures for Wheel Repair | 1 | .033 |
| Module B | Demonstration of Wheel Repair | 1 | .033 |
| Hands-on Modules | | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | | |
| Module C | Mixing Paint System | 1 | .083 |
| Module D | Using the Airbrush | 1 | .066 |
| Module D | Using the Power equipment w/a compressor | 2 | .13 |
| Module E | Surface Preparation | 2 | .166 |
| Module F | Wheel Surface Painting | 2 | .2 |
| Module G | Light Scratch and Polishing | 1 | .066 |
| Module H | Sanding Techniques | 1 | .066 |
| Module I | Storage Tips | 05 | .13 |
| Module J | Problem Solving and Troubleshooting | .5 | .016 |
| Lecture Modules | | | |
| Module K | The Alloy Wheel Repair System Fixed and Mobile Options | .5 | .016 |
| Module L | Estimating Guidelines | 1 | .033 |
| Module M | Marketing and Advertising | .5 | .016 |
| Module O | Career Development | 1 | .033 |
| Total | | 16 | 1.33 |

Curriculum Outline:

Module A: Introduction and Safety Measures for Alloy Wheel Repair

Students will review the Alloy Wheel instructional manual and discuss the components included within the wheel system. Students will learn the importance of the Material Safety Data Sheets (MSDS), including how to read the MSDS, and receive detailed training on each of the chemical products, proper disposal methods, and safety measures.

Module B: Demonstration of the Alloy Wheel Repair System

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the wheel system is designed to repair.

Module C: Mixing Paint System

Students will learn how to use the various paint toners. They will examine the importance of safety when using the chemicals and components included in the wheel system.

Module E: Using the Air Brush

Students will learn how to use the Air Brush when applying small quantities of paint to wheel and small scratches.

Module G: Using the Power equipment w/ Compressor

Students will learn the appropriate use of the Power equipment which includes grinders and sanders.

Module H: Surface Preparation

Students will learn how to properly prep your wheel before beginning all repairs. This will include; cleaning, buffing, patching and sanding.

Module I: Wheel Surfacing

Students will learn blending, clear-coating, sanding techniques, and painting techniques for completion of a wheel repair.

Module J: Light Scratch and Polishing

Students will learn how to polish and finish a wheel repair using the required equipment and techniques.

Module K: Sanding Techniques

Students will learn the many levels of sand-paper grits and the appropriate situation to use each.

Module L: Storage Tips

Students will learn various tips on storage, maintenance, and good habits of a wheel repair technician.

Module N: Problem Solving and Troubleshooting

Students will learn how to prepare for and solve problems that may happen during wheel repairs.

Module O: The Alloy Wheel Repair System Mobile and Shop Options

The students will learn about the mobile and shop options within the alloy wheel repair system. They will also learn to use the different components for each option.

Module P: Estimating Guidelines

Students will learn how to estimate the cost of a minor wheel repair.

Module Q: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module R: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

TR120 *Total Recon Package 120*

Program Description:

The package includes the following systems:

- Paintless Dent Repair 40
- Paint Repair 40
- Windshield Repair 8
- Odor Removal 8
- Interior Repair 24

This training and tool package is a compilation of five different courses that are bundled into one course titled Total Recon.

Our TOTAL RECON Package will do just that! By offering more than just one reconditioning service, you will be providing your customers with a variety of different services for enhancing the cosmetic appearance of their vehicle, thus increasing revenues and servicing of all of your customers needs in one service visit. We call it the One-Stop-Shop Advantage!

Program Objectives:

The objective of the Total Recon 120 course is to provide intensive training to an individual who has the goal to continue their hands-on training at home or on-the-job upon graduation. Graduates will have the knowledge to properly access and remove door dings and minor dents from a vehicle without sanding, filling, or painting, properly estimate and repair a wide variety of paint damage, perform a various range of paint repairs, repair minor paint chips, scratches and nicks on a vehicle, skilled in repairing all types of interior/upholstery damage including seats, carpets, panels, dashboards, headliners, etc, skilled in repairing various types of windshield damage, correct principles in odor removal of a vehicle. They will also receive on-going technical support by phone. There are no prerequisites for this course. However, is recommended for and individual who intends on continuing his/her hands-on portion of this course at home or on-the-job

Occupational Objectives:

Depending on the graduate's individual skill level, they may be qualified for an entry-level position with any business offering Total Automobile Reconditioning. They may also be prepared to perform entry-level total automotive reconditioning repairs for customers in their own business.

This is a 120 hour course and classes commence each Monday. Students must contact their account representative for class schedule and availability. 8 hours a day for 15 days.

| PAINT REPAIR | Lecture Modules | Contact Hours |
|---|---|----------------------|
| Module A | Introduction and Safety Measures for Paint Repair | 1 |
| Module B | Demonstration of Paint Repair | 1 |
| Module C | Introduction to the Chip King System | 1 |
| Module D | Demonstration of the Chip King System | .5 |
| Hands-on Modules | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | |
| Module E | Mixing Paint System | 2.5 |
| Module F | Using the Flow Pencil | 2 |
| Module G | Using the Air Brush | 3 |
| Module H | Using the touch-up Gun | 4 |
| Module I | Surface Preparation | 5 |
| Module J | Bumper/Panel Painting | 6 |
| Module K | Light Scratch and Polishing | 2 |
| Module L | Sanding Techniques | 2 |
| Module M | Painting Tips | 4 |
| Module N | Chip King Process | 3 |
| Module O | Problem Solving and Troubleshooting | .5 |
| Lecture Modules | | |
| Module P | The Paint System Fixed and Mobile Options | .5 |
| Module Q | Estimating Guidelines | 1 |
| Module R | Marketing and Advertising | .5 |
| Module S | Career Development | 1 |
| Total | | 40 |

Curriculum Outline:

Module A: Introduction and Safety Measures for Paint Repair

Students will review the Paint Repair instructional manual and discuss the components included within the paint repair system. Students will learn the importance of the Material Safety Data Sheets (MSDS), including how to read the MSDS, and receive detailed training on each of the chemical products, proper disposal methods, and safety measures.

Module B: Demonstration of the Paint Repair System

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the paint repair system are designed to repair.

Module C: Introduction to the Chip King System

Students will review the Chip King instructional manual along with watching the instructional video.

Module D: Demonstration of the Chip King System

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the Chip King system is designed to repair.

Module E: Mixing Paint System

Students will learn how to use the color matching software and books, use of and reading the paint software and laptop computer, mixing paint, understanding the digital scale. They will also

examine the importance of safety when using the chemicals and components included in the paint system.

Module F: Using the Flow Pencil

Students will learn how to use the flow pencil when applying small quantities of paint to chips and small scratches.

Module G: Using the Air Brush

Students will learn the appropriate use of the air brush, which includes small, medium, and large numbers of small chips, bare spots, and small repair areas. It can also be used for pin stripping and fine detail and touch-up work.

Module H: Using the Touch-up Gun

Students will learn the appropriate use of the airbrush, which includes small, medium, and large numbers of small chips, bare spots, and small repair areas. It can also be used for pin stripping and fine detail and touch-up work.

Module I: Surface Preparation

Students will learn how to use the paint touch-up gun for larger repairs, up to whole vehicle panels.

Module J: Bumper/Panel Painting

Students will learn blending, clear-coating, European blackening, sanding techniques, and painting techniques for completion of a bumper/panel repair.

Module K: Light Scratch and Polishing

Students will learn how to polish and finish a paint repair using the required equipment and techniques.

Module L: Sanding Techniques

Students will learn the many levels of sand-paper grits and the appropriate situation to use each.

Module M: Painting Tips

Students will learn various tips on storage, maintenance, and good habits of a paint repair technician.

Module N: Chip King Process

Students will learn the Chip King process and each tool necessary to perform minor paint repairs.

Module O: Problem Solving and Troubleshooting

Students will learn how to prepare for and solve problems that may happen during paint repairs.

Module P: The Paint System Mobile and Shop Options

The students will learn about the mobile and shop options within the Smart Paint Repair system. They will also learn to use the different components for each option.

Module Q: Estimating Guidelines

Students will learn how to estimate the cost of a minor paint repair.

Module R: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module S: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

| PDR40 | Lecture Modules | Contact Hours |
|--|---------------------------------------|----------------------|
| Module A | Introduction to Paintless Dent Repair | 2 |
| Module B | Demonstration of PDR Process | 1 |
| Module C | Metal Characteristics | .5 |
| Module D | Items Used During Training | .5 |
| Module E | The PDR Tool Set | 1 |
| Module F | PDR Accessories | .5 |
| Hands-on Modules | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting | | |
| Module G | Positioning and Reading the Light | 5 |
| Module H | Locating the Tip of the Tool | 5 |
| Module I | Removing High Points | 2 |
| Module J | Removing Low Spots | 1 |
| Module K | Removing Dents | 5 |
| Module L | Types of Dents | 1 |
| Module M | Finishing the Dent | 5 |
| Module N | Wet Sanding Techniques | 1 |
| Module O | Access | 1 |
| Module P | Drilling & Plugging Techniques | .5 |
| Module Q | Working in Different Environments | 5 |
| Module R | Problem Solving Techniques | .5 |
| Lecture Modules | | |
| Module S | Estimating Techniques | 1 |
| Module T | Marketing and Advertising | .5 |
| Module U | Career Development | 1 |
| Total | | 40 |

Curriculum Outline:

Module A: Introduction to Paintless Dent Repair

Students will review the PDR manual along with watching the instructional video. They will learn the history, the advantages and benefits of PDR within the automotive industry. They will also examine the vital importance of the success formula to becoming a dent technician.

Module B: Demonstration of PDR Process

Students will observe while the instructor demonstrates the PDR process.

Module C: Metal Characteristics

Students will learn about the different types of vehicle metal, including the theory of metal, and when metal is incapable of withstanding a paintless dent repair, i.e., the dent is too deep and has stretched the metal, broken paint.

Module D: Items Used During Training

Students will learn which tools and accessories are used during their PDR training course.

Module E: The PDR Tool Set

Students will learn and examine the PDR tool set required for a beginning technician. These tools include, rods, flat bars, super skinnies, window tools, pistol grips, super tools, and screw-on tools, etc.. Each PDR tool is designed for specific purposes, and students will understand that knowing the purpose of each tool is an on-going learning process.

Module F: The PDR Accessories

Students will learn about the functions and necessity of the variety of dent repair accessory items required for successful dent repair.

Module G: Positioning and Reading the Light

Students will learn and understand that a tremendous part of success in PDR depends on the student's ability to "read" the light. Therefore, students will learn the specific techniques required in positioning and reading the light.

Module H: Locating the Tip of the Tool

Prior to performing dent repair, students must successfully learn how locate the tip of the tool they will be using to repair the dent. The success rate of this module varies per individual. Locating the tip of the tool is vital for the success of dent repair. Students will utilize various items in order to optimize their individual results, i.e., the light, hoodstand, dent tool, s-hook, etc. The students will be given special exercises and procedures in locating the tip of the tool.

Module I: Removing High Points

High points are the result of exerting upward pressure from the bottom-side of the metal. The result is an outward protrusion of the metal, a high point. Dent technicians do not want this to happen. Therefore, students will learn the proper techniques in avoiding a high point from occurring, as well as learning the techniques necessary to remove the high point.

Module J: Removing Low Spots

Low spots are the result of pressure being applied from the topside of the metal surface in a downward direction. The metal then stretches, causing a small depression. Students will learn the proper techniques involved removing low spots by properly using the dent hammer and tap down.

Module K: Removing Dents

Students will learn how to remove dents by following specific techniques and guidelines illustrated for them in a diagram that is provided to each student. Removing dents of any size is a process, which takes constant practice, patience, and focus.

Module L: Types of Dents

Students will learn and examine the various types of dents and learn how to apply the techniques required in removing each type of dent. The different types of dents include different sizes, shapes, and creases.

Module M: Finishing the Dent

Students will learn and examine the refined techniques necessary to finalize a dent repair.

Module N: Wet Sanding Techniques

Students will learn the advantages, techniques, and proper supplies utilized when conducting wet sanding to the areas where dent repair has been performed. Students will notice as their skill level progresses, the less they will rely on wet sanding techniques.

Module O: Access

Students will examine the many techniques and situations necessary to successfully accessing any dent on a vehicle. They will also learn to utilize the various components throughout a vehicle for leverage in order to maximize dent access and success of repair.

Module P: Drilling & Plugging Techniques

Students will learn how to properly use the drill and plugs. They will learn when it is absolutely necessary for drilling and understand that drilling is done only when there is no other alternative.

Module Q: Working in Different Environments

Students will examine which equipment is most appropriate to use when conducting dent repair in direct sunlight, outdoors, and indoors. Unique lighting systems and specific positioning techniques are required to successfully complete dent repair in these different environments.

Module R: Problem Solving Techniques

Students will learn how to assess a potential problem and how to approach solving the problem in the most effective possible way.

Module S: Estimating Techniques

Students will learn how to estimate the cost of a paintless dent repair for all types of business.

Module T: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module U: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

| INTERIOR REPAIR | Lecture Modules | Contact Hours |
|--|--|----------------------|
| Module A | Introduction and Safety Measures for Interior Repair | 1 |
| Hands-on Modules | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting | | |
| Module B | Vinyl Repair | 3.5 |
| Module C | Leather Repair | 3.5 |
| Module D | Leather Restoration | 3.5 |
| Module E | Plastic Repair | 3.5 |
| Module F | Velour Repair | 3.5 |
| Module G | Color Matching | 3.5 |
| Lecture Modules | | |
| Module H | Estimating Guidelines | .5 |
| Module I | Marketing and Advertising | .5 |
| Module J | Career Development | 1 |
| Total | | 24 |

Curriculum Outline:

Module A: Introduction to Interior Repair

Students will learn about the components in the interior repair system that they will be using during the interior repair and restoration course and review the Material Safety Data Sheet to ensure proper safety.

Module B: Vinyl Repair

Students will learn the process of repairing the damage on vinyl material. The process includes preparing the surface, hot graining techniques, use of the heat gun, dyeing, and repair techniques.

Module C: Leather Repair

Students will examine the different types of leather, leather preparation, dyeing, crack and abrasion repair.

Module D: Leather Restoration

Students will examine the different types of leather, leather preparation, dyeing, crack and abrasion repair.

Module E: Plastic Repair

Students will learn the steps required for repairing damage in plastic interiors such as, dashboards, console pads, arm rests, etc. They will learn to repair small cracks and holes, replace missing pieces in the plastic, hand-stitching and back-stitching techniques.

Module F: Velour Repair

Students will learn about the different kinds of velour, repair techniques, synthetic and natural fiber repair techniques, dyeing fabric, and the steps involved from preparation to finishing the repair.

Module G: Color Matching

Students will learn about colors in all aspects, from the different kinds of color, using the color wheel, mixing colors, and matching color techniques.

Module H: Estimating Guidelines

Students will examine the appropriate techniques necessary to properly assess the cost for any interior damage for repair/restoration.

Module I: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module J: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

| WINDSHIELD REPAIR | Lecture Modules | Contact Hours |
|---|--|----------------------|
| Module A | Introduction and Safety Measures for Windshield Repair | 2 |
| Hands-on Modules | | |
| The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting. | | |
| Module B | The Repair Process | 1.5 |
| Module C | Repairing A Crack | 1.5 |
| Module D | Applying Resin to Cracks | .5 |
| Module E | Curing the Crack | .5 |
| Module F | Polishing the Repair | .5 |
| Lecture Modules | | |
| Module G | Estimating Guidelines | .5 |
| Module H | Marketing and Advertising | .5 |
| Module I | Career Development | 1 |
| | Total | 8.5 |

Module A: Introduction and Safety Measures for Windshield Repair

Students will learn the following during the introduction to windshield repair: the history of windshield repair, windshield repair system components, review the instructional video and manual, examine basic windshield construction, and discuss the overview of the repair process in relation to the various types of windshield damage, i.e., bull's-eye, star-breaks, combination breaks, daisy breaks, short/long cracks, and headlight damage. Students will also learn the safety measures and equipment necessary to perform safe windshield repairs.

Module B: The Repair Process

Students will learn the entire repair process step by step for bull's eye, star breaks, and combination breaks. These steps include: preparing the chip, drilling techniques, applying the mounting bracket, loading the resin, injecting the resin, applying heat, inspecting the repair, applying finish resin, curing the resin, polishing the repair.

Module C: Repairing a Crack

Students will learn the steps involved when repairing any length of a cracked windshield. They will also learn about the ideal conditions in conducting this type of repair.

Module D: Applying Resin to Cracks

Students will learn the appropriate steps involved when applying resin inside of a cracked windshield.

Module E: Curing the Crack

Students will learn the steps needed to cure the crack once it has been repaired.

Module F: Polishing the Repair

Students will learn how to use the necessary tools and perform the required steps to properly polish a windshield repair.

Module G: Estimating Guidelines

Students will learn how to estimate the cost of windshield damage for both retail and wholesale business.

Module H: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module I: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

| ODOR REMOVAL | Lecture Modules | Contact Hours |
|--|---|----------------------|
| Module A | Introduction and Safety Measures for Odor Removal | .25 |
| Module B | Equipment Overview | .25 |
| Hands-on Modules The following modules listed below are conducted with hands-on training. Which will enable the student to excel more rapidly once he/she enters a natural setting | | |
| Module C | Identifying Source of Odor | .25 |
| Module D | Cleaning/Disinfecting | .25 |
| Module E | Fogging Techniques | .25 |
| Module F | Equipment Maintenance | .25 |
| Lecture Modules | | |
| Module G | Estimating Guidelines | .5 |
| Module H | Advertising and Marketing | .5 |
| Module I | Career Development | 1 |
| | Total | 4 |

Curriculum Outline

Module A: Introduction and Safety Measures for Odor Removal

Students will learn the purpose, advantages, and an overview to the odor removal process. They will also review the manual, which is provided to them as a reference tool. They will also review the Material Safety Data Sheets (MSDS) to ensure proper safety and disposal methods.

Module B: Equipment Overview

Students will learn the principles of the odor removal equipment, equipment specifications, proper product selection, advantages, and deodorization tips.

Module C: Identifying Source of Odor

Students will learn the proper techniques required for identifying most vehicle odor sources.

Module D: Cleaning/Disinfecting

Students will examine the proper steps involved when cleaning and disinfecting a vehicle once the odor removal process has been completed.

Module E: Fogging Techniques

Students will learn the methods and most effective ways to perform the odor removal process.

Module F: Equipment Maintenance

Students will learn the proper maintenance and storage methods required to maintain an optimal functioning odor removal unit.

Module G: Estimating Guidelines

Students will examine the appropriate techniques necessary to properly estimate the cost of a vehicle odor removal.

Module H: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module I: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.