

EFFECTIVE January 1, 2023

TRAINING EVENT POLICY

Online & Virtual Training

I-CAR will continue to offer the full suite of our **On-Line** and **Virtual** training without impact.

Live Classes

For the time being, and in the health and safety interest of all our stakeholders, I-CAR will not be delivering Live classes at FTS or other authorized training locations. I-CAR has converted multiple Live courses into instructor led, web based (Virtual) delivery format, and these courses will continue to be delivered in Virtual format during this time frame. The Live courses currently being delivered in Virtual format include:

1. EA030L01 – Capturing Quality Photos
2. ES030L01 – Coordinate the Repair Process
3. ES045L01 – The Art and Science of Estimator Interactions
4. GE001L01 – Understanding the Cycle Time Process
5. RF055L01 – Color Theory Application
6. PM120L01 – Synchronizing Workflow through Team Communication
7. PM145L01 – Refining the Team and the Business

In-Shop Training and Knowledge Assessment Events (WTC/HOSD/ISKA)

I-CAR may deliver in-shop WTC/HOSD training and ISKA events as requested by customers and allowed by state and local government. I-CAR's number one priority is to ensure the health and safety of I-CAR Instructors and Assessors and mitigate the potential transmission of COVID-19 while delivering training in Collision Repair facilities. In order for I-CAR in-shop events to be approved to be conducted, three conditions must be met:

1. The State must be declared "open" for business.
 - a. I-CAR makes this determination by using data tracked by Kaiser Family Foundation (KFF). Two key data points are used as indicators of when it is safe to begin delivering; eased restrictions that allow for in-person dining, and eased restrictions on limits on the size of public gatherings.
 - b. While data may indicate the state restrictions have eased, I-CAR also recognizes that various counties throughout the Country may have restrictions that differ from the state. I-CAR will respect each state and county guidelines and maintains the right to pause training in those areas if so warranted.
2. Customer must be willing and comfortable with an I-CAR Instructor/Assessor in their facility.
3. Instructor/Assessor must be willing and comfortable to deliver training in the facility and area of the community.

In order to promote a safe learning environment, it is required the following expectations are met and supported by both the I-CAR Instructor/Assessor and the Customer.

Instructor/Assessor Responsibilities

- Instructors/Assessors are required to self-monitor for signs and symptoms of COVID-19.
- In the event an Instructor/Assessor is experiencing symptoms, Instructor will immediately contact I-CAR, which will then contact the customer for a reschedule (if another Instructor/Assessor cannot be assigned).
- Instructors and Assessors are required to comply with applicable State masking mandates and other COVID-19 requirements. For a list of state mask mandates, click [here](#). Wearing a NIOSH approved respirator may be used in place of a mask when the task being performed requires this level of PPE. Where there is no State mask mandate, all I-CAR Instructors and Assessors should feel comfortable wearing a mask if they so choose.
- Instructors/Assessors will practice good hygiene by frequently washing and sanitizing their hands.
- Instructors/Assessors will notify I-CAR immediately if he or she or anyone in their household has tested positive for COVID-19.

Customer Responsibilities

- Customer will maintain a clean, sanitized facility throughout the day.
- Customer will ensure each technician complies with applicable State masking mandates and other COVID-19 requirements. For a list of state mask mandates, click [here](#). Where there is no state mask mandate, customers should feel comfortable wearing a masking during I-CAR training events, if they so choose.
- Customer will provide tools and equipment for training event. The Instructor will not be providing any extra for students.
- Technicians/Students will practice good hygiene by frequently washing and sanitizing their hands.
- Customers will notify I-CAR immediately if discovered that someone at shop has been exposed to COVID-19 while the Instructor/Assessor was on site by sending an email to human_resources@i-car.com.

Rescheduling and Cancellation Policies

Please refer to I-CAR's [Welding Training & Certification, In-Shop Knowledge Assessment](#), and [Hands-On Skills Development](#) Event policies for information on event cancellations, reschedules, student substitutions, additional students, and student no-shows.

I-CAR reserves the right to cancel an in-person training event at any time if deemed necessary to maintain the health and safety of our Instructors/Assessors and Customers. I-CAR will monitor issues that may arise as result of these policies and reserves the right to modify such policies at any time.