

Third-Party Training Manager Policy





[Title of Document]

Table of Contents

- 1. Purpose 3
- 2. Scope 3
- 3. Definitions 3
 - 3.1. Term 1..... **Error! Bookmark not defined.**
 - 3.2. Term 2..... 3
 - 3.2.1. Sub-term within Term 3..... **Error! Bookmark not defined.**
- 4. Policies 3
 - 4.1. Section 1 **Error! Bookmark not defined.**
 - 4.1.1. Sub section 1 of section 1 3
 - 4.1.2. Sub section 2 of section 1 **Error! Bookmark not defined.**
 - 4.1.3. Sub section 1 of section 1 **Error! Bookmark not defined.**

1. Purpose

The purpose of this policy is to establish the requirements for organizations or individuals seeking to become a Third-Party Training Manager with I-CAR.

2. Scope

This policies applies to all external businesses requesting TPTM status and covers eligibility and conditions for managing an collision repairers training records.

3. Definitions

3.1. TPTM

Third-Party Training Manager is an entity authorized to access and manage a Collision Repair organization's I-CAR training requirements.

4. Policies

4.1. Eligibility

- 4.1.1. Potential TPTM must not be an I-CAR Employee and/or I-CAR Instructor.
- 4.1.2. Potential TPTM must be a legitimate business – meaning the business is incorporated or an LLC.

4.2. Documentation and Agreement

- 4.2.1. Upon receipt and verification of incorporation or LLC documentation, I-CAR will send the Third-Partry Training Agreement template to the TPTM.
- 4.2.2. The agreement must be signed by
 - 4.2.2.1. The TPTM representative.
 - 4.2.2.2. The company whose training records will be assessed.
- 4.2.3. The TPTM is responsible for securing both signatures and returning the Agreement to I-CAR for final signature.

4.3. I-CAR Authorization

- 4.3.1. Once all requirements are met, I-CAR will obtain the CEO's counter-signature on the Agreement.
- 4.3.2. I--CAR will then provide a copy of the fully executed Agreement and system setup instructions to both the TPTM and the Company.
- 4.3.3.** I-CAR reserves the right to revoke the Third Party Training Manager Agreement at any time for just cause, and turn off access to the I-CAR system at any time.



4.4. Access Duration

- 4.4.1. The TPTM will be granted access to the Company's training records for one year from the date of the signed Agreement.