



# COLLISION REPAIR & REFINISHING

POLICY GUIDE





## Mr. Corey Sherman

Mercer County Career Center  
776 Greenville Road  
Mercer, Pennsylvania 16137  
Phone: 724-662-3000 Ext. 1115  
csherman@mercercccc.org

## PROGRAM DESCRIPTION

The automotive industry has a rich heritage and exciting future. That future is reflected in collision repair and refinishing, one of the fastest growing and most innovative fields in the industry. You will use cutting edge technology and the most up-to-date equipment in the industry as well as have an opportunity to earn industry leading certifications. Students will learn to estimate damage, disassemble and reassemble vehicles, fabrication, welding, repairing and replacing parts, complete vehicle refinishing and overall detailing. Collision repair and refinishing will teach you the skills related to manufacturing, welding, detailing, glass installation and customer service along with many other skills related to professional development.

## CORE CURRICULUM

- Automotive Refinishing and Custom Painting
- Damage Analysis and Estimating
- Mechanical and Electrical Basics
- Metal Fabrication and MIG Welding
- Parts and Accessory Installation
- Plastic Repair
- Safety
- Structural and Non-Structural Repair and Replacement

### Industry Certifications:

- I-CAR Certifications
- PPG Blue Level Certifications
- Safety & Pollution Prevention (S/P2)



### Pennsylvania Skills Certificate/College Credit:

Students who successfully complete their program of study have the opportunity to earn college credits to post-secondary institutions where we have current articulation agreements. Students who meet a 70% benchmark on the written portion of the NOCTI end-of-program assessment, may also earn 3 credits at over 60 colleges and universities in Pennsylvania.

A sample listing of post-secondary articulation agreements include: Butler County Community College, Laurel Technical Institute, Pittsburgh Technical College and Precision Manufacturing Institute. For more information about articulation agreements and college credit, please see the MCCC Guidance Counselor.

Graduates that complete the program are equipped with the knowledge, understanding and skills essential for entry-level employment in the following careers:

- Automotive Painter
- Collision Repair Technician
- Detailer
- Glass Technician
- Insurance Adjuster
- Shop Estimator

# WELCOME

## PROGRAM GUIDE

### YEAR 1

Orientation  
**Introduction to Collision Repair**  
Collision Repair Safety  
**Hand Tools**  
Power Tools  
**Welding Procedures and Equipment**  
Vehicle Construction  
**Straightening Steel**  
Aluminum Repair & Panel Replacement  
**Fillers**  
Trim and Hardware  
**Estimating Collision Damage**  
Collision Damage Analysis  
**Bolted Exterior Panel Replacement**  
Paint Spray Guns  
**Spray Techniques**  
Refinishing Shop Equipment  
**Understanding Refinishing**  
Surface Preparation  
**Masking Materials & Procedures**  
Solvents for Refinishing  
**Application of Undercoats**

### Shop Projects

### YEAR 2

Orientation  
**Year 1 Review**  
Collision Repair Safety  
Measuring Structural Damage  
**Straightening & Repairing Structural Damage**  
Welded Exterior Panel Replacement  
**Structural Parts Replacement**  
Full Frame Sectioning  
**Plastic Repair**  
Corrosion Protection  
**Advanced Refinishing Procedures**  
Advanced Refinishing Procedures  
Waterborne  
**Color Evaluation and Adjustment**  
Paint Problems and Prevention  
**Detailing**  
Electrical Components  
**Steering, Suspension & Vehicle Alignment**  
Brakes  
**Mechanical Systems**  
PPG Certification  
**I-Car Certifications**  
NOCTI Prep

### Shop Projects

### YEAR 3

Orientation  
**Year 1 and 2 Review**  
Safety  
**Non-Structural Repair**  
Structural Repair  
**Refinishing & Custom Painting**

### YEAR 3

PPG Certification  
**I-Car Certifications**  
NOCTI Prep

### Shop Projects

Program Outlines are subject to change based on students' performance and skills.



## COLLISION REPAIR – ESSENTIAL SKILLS

### CLASSROOM TESTS

Industry certification style chapter tests, multiple choice tests, and written tests.

Year 1 – 24 tests\*

Year 2 – 46 tests (26 related to Certification)

Year 3 – 32 tests (26 related to Certification)

\*This number is approximate and is subject to change

### LECTURE TIME

Year 1 – 3-4 hours/week average

Year 2 – 2-3 hours/week average

Year 3 – 2-3 hours/week average

### ACADEMIC SKILLS

- Grade Level Appropriate Reading

Math Skills:

- Add, subtract, multiply, and divide
- Fractions/decimals (add, subtract, multiply, and divide)
- Order of Operations
- Ratios
- Measurements
- Percentages

### SOFT SKILLS

- Effective and Appropriate Communication
- Participate as a team member
- Be able to work independently
- Demonstrate Punctuality
- Show respect for others
- Follow rules and procedures
- Positive work ethic and attitude
- Good personal hygiene and grooming

### COMPUTER SKILLS

- Basic computer skills

### PHYSICAL REQUIREMENTS

- Able to withstand noisy atmosphere
- Able to work in confined areas
- Stand for extended periods of time
- Able to lift minimum of 20 pounds
- Able to wear safety glasses and face mask respirators

# MCCC POLICIES

## GRADING POLICY

Grading will be broken into three categories.

### Theory Grade:

- Worksheets
- Quizzes
- Tests
- Computer Lab Assignments
- Projects

### Lab Grade:

- Job Sheet
- Competency Guide
- Learning Guide
- Daily Shop Points
- Projects

### Daily Grade

18 points per day based on work performance.

### STRIVE Grade: (Each letter is assigned 1 point per day)

S

#### SAFETY

Wear safety glasses  
Follow dress regulations  
Operate equipment appropriately

T

#### TEAMWORK

Completes assigned job  
Correctly cares for tools & equipment  
Keeps shop and work area clean

R

#### RESPECT

Respects others  
Uses proper language  
Uses technology correctly

I

#### INSPIRED

On-Time  
Dressed  
Cell Phone is put away

V

#### VISION

Positive Attitude  
On-Task  
Obeys class and school rules  
Obeys safety guidelines

E

#### EXCELLENCE

Completes work on time  
Do your best work possible  
Meet benchmarks

## GRADE REPORTING

A student grade report will be given to a student whose grade drops below 70%.

A parent/guardian will receive notification if a student's grade drops below 70%. (Phone call, Grade Report Sent Home)

A referral to the Student Support Team will be made if a student's grade drops below 70%.

## REPORT CARDS

Grades are reported to the home schools at the end of MCCC's quarters. Home schools report the MCCC program grade on their report card. MCCC does not issue a report card.

## PASSING AND CREDIT

Students must follow their home school's grading scale to ensure they receive credit. MCCC does not issue credit towards student graduation. Credit is issued by the home school.

## MCCC PASSING

To stay enrolled in a MCCC program and to earn a MCCC Certificate, MCCC recognizes 65% as passing.

## MAKE-UP WORK

IF A STUDENT IS ABSENT AN EXCUSE MUST BE GIVEN TO THE OFFICE WITHIN 3 DAYS OF YOUR RETURN TO SCHOOL (Please see the Student Handbook for attendance policies). If a student is absent he/she will receive a "0" for a STRIVE grade. The procedures for making up work include:

- Upon return to school it is the students' responsibility to ask the instructor for make-up work. This is to be done between 8:00 a.m. and 8:45 a.m. or 12:00 p.m. and 12:45 p.m.
- The student must complete the assignment and hand it in to the instructor on or before the due date. The student is allowed 1 day to make up assignments.
- The student will then be given credit for the assignment. Unexcused absences cannot be made up.





## GRADE SCALE

Mercer County Career Center only issues a percentage grade to the home school.

%	GPA	%	GPA	%	GPA	%	GPA	%	GPA
100	4.0	80	2.3	60	0.3	40	0.0	20	0.0
99	4.0	79	2.2	59	0.2	39	0.0	19	0.0
98	3.9	78	2.1	58	0.1	38	0.0	18	0.0
97	3.9	77	2.0	57	0.0	37	0.0	17	0.0
96	3.8	76	1.9	56	0.0	36	0.0	16	0.0
95	3.8	75	1.8	55	0.0	35	0.0	15	0.0
94	3.7	74	1.7	54	0.0	34	0.0	14	0.0
93	3.6	73	1.6	53	0.0	33	0.0	13	0.0
92	3.5	72	1.5	52	0.0	32	0.0	12	0.0
91	3.4	71	1.4	51	0.0	31	0.0	11	0.0
90	3.3	70	1.3	50	0.0	30	0.0	10	0.0
89	3.2	69	1.2	49	0.0	29	0.0	9	0.0
88	3.1	68	1.1	48	0.0	28	0.0	8	0.0
87	3.0	67	1.0	47	0.0	27	0.0	7	0.0
86	2.9	66	0.9	46	0.0	26	0.0	6	0.0
85	2.8	65	0.8	45	0.0	25	0.0	5	0.0
84	2.7	64	0.7	44	0.0	24	0.0	4	0.0
83	2.6	63	0.6	43	0.0	23	0.0	3	0.0
82	2.5	62	0.5	42	0.0	22	0.0	2	0.0
81	2.4	61	0.4	41	0.0	21	0.0	1	0.0

**“OUR MISSION  
IS TO EQUIP  
STUDENTS WITH  
MARKETABLE  
SKILLS  
THROUGH  
EFFECTIVE  
CAREER AND  
TECHNICAL  
EDUCATION”**



# MCCC POLICIES

## DAILY HOUSEKEEPING

To fulfill Collision Repair & Refinishing requirements, students will be assigned a daily housekeeping job. The student will be responsible for completing their duties correctly. Their performance will be evaluated as a weekly STRIVE grade as well as overall task completion credit.

## FOLLOWING INSTRUCTIONS

Throughout the semester students will receive various verbal and written instructions. To fulfill Collision Repair & Refinishing requirements the student will be evaluated on their ability to follow these instructions. This will be graded as part of their STRIVE grade.

## STUDENT OF THE SEMESTER

The criterion for selecting the "Student of the Semester" is as follows:

- Attendance
- Attitude
- Grades
- Work Ethic
- STRIVE

## UNIFORMS AND CLOTHING REQUIREMENTS

- Students are required to purchase a paint respirator at the cost of \$27.00. Must be approved by the instructor, can be purchased through school or on your own.
- Work Boots (Minimum ankle high)
- Cintas will be fitting and providing students with uniforms needed within the first month of school. Uniforms will be laundered on a weekly basis through Cintas.
- The first pair of safety glasses is provided to the student free of charge. Additional pairs of safety glasses must be purchased for \$2.00 per pair and are sold within our school store.

## STANDARDS OF DRESS

As a SAFETY REQUIREMENT, proper clothing is required in order to participate in shop activities. If a student forgets his/her proper clothing or if the clothing possesses a safety hazard they will receive a "0" for the day as part of his/her STRIVE grade. The student will additionally be given an alternative assignment. The student will not be allowed to return to the shop until the assignment is complete to the satisfaction of the instructor. Proper clothing consists of work boots, their uniform, and safety glasses. Students who wear unacceptable clothing will be given a "0" as part of their STRIVE grade for the day.

## SCHOOL LOCKERS

School lockers are the property of the school and not the student. Students shall have no expectation of privacy in their lockers. Lockers should be locked at all times. All students will be issued a school lock for use at the Career Center, locks are to be returned at the end of the school year. The instructor will be given a master key that will open all student locks. This system will provide access to lockers in an emergency situation quickly and easily without having to cut the lock and incur cost to the student. Students shall assume responsibility for maintaining the security of their lockers. The Mercer County Career Center is not responsible for the personal property of pupils. At the conclusion of the school year students should clean out their locker completely. Any remaining items will be discarded.

Lockers are the property of the school and remain under the direct control of the Mercer County Career Center at all times. In order to maintain a safe and healthy educational environment, lockers may be subject to search by school personnel without student permission at any time the Principal or Safety Coordinator has reasonable suspicion to believe that anything stored in the locker may be a threat to the health, safety, and welfare of other students or school personnel. The Mercer County Career Center reserves the right to enlist the services of trained dogs to search for drugs or weapons anywhere on school property including the parking lots and adjacent outdoor areas.



## CELL PHONES/HEADPHONES

Cell phones are NOT permitted in the classroom or the shop area. They must be kept locked in lockers until dismissal.

1st Offense – Referral to the Office

## FOOD AND DRINKS

As per the school policy, food and drinks will only be allowed in the classroom. There will be no food or drinks allowed in the shop area.

## SAFETY RULES AND REGULATIONS

Safety is a vital part of our educational programs. Safety regulations are strictly enforced in all areas of the school. To ensure the safety of every student, all students are required to successfully complete a safety program. Students are not permitted to work in their technical program without an Emergency Card on file. It is imperative that students realize these rules are to protect them and their classmates. Safety must be taken very seriously.

- All students must arrive on time and be prepared to work. A written excuse must be presented for all cases of tardiness and absenteeism.
- Everyone must wear appropriate shoes (heavy leather, steel toed, or metatarsal).
- Tennis shoes/sneakers, flip flops are NOT permitted to be worn in the shop area.
- All students must wear approved safety glasses at all times in the shop area.
- All work clothing shall NOT have any holes, tears, or defects that the Instructor would believe to be unsafe.
- All bags are to be left in your assigned locker. (back packs, purses, etc.)
- No horseplay of any kind is permitted. No running in the shop, no throwing of any object, no touching of each other, etc.
- No one is permitted out of the Collision Repair & Refinishing shop area without the Instructor's permission.
- No radios, CD /MPs, headphones, electronic games, or any other electronic entertainment device is permitted in the shop area at any time.
- No student shall lie or sit on any bench or desk at any time.

- No student shall sit in, on, or under any vehicle without the Instructor's permission.
- Every student will clean-up their work area at the end of each session. The clean-up task must be completed to the Instructor's satisfaction.
- No one is permitted to use a tool or operate a piece of equipment unless he/she has received safety instructions and has permission from the Instructor.
- Sunglasses are NOT permitted to be worn in the shop area during class time.
- It is the student's responsibility to complete all assignments and turn them in to the Instructor when due. This includes all shop and classroom assignments.
- Cell phones are NOT permitted for any reason.
- No student is to operate a vehicle unless the Instructor has given his permission and is supervising the operations.
- All students will participate in classroom assignments and shop assignments.
- Every student will use proper language. (No Swearing)
- No food or drinks are permitted in the Collision Repair & Refinishing shop area.

## STUDENT EXPECTATIONS

Students who participate in the Collision Repair & Refinishing Program at the Mercer County Career Center are expected to:

- Participate as a team member
- Work independently
- Demonstrate punctuality
- Demonstrate personal hygiene and grooming
- Show respect for property and others
- Follow all safety rules
- Demonstrate effective oral communication
- Adhere to attendance guidelines
- Demonstrate leadership qualities
- Display a positive work attitude



## PARENT CONTACT INFORMATION

Parent/Guardian/Student: Please read the following policies. These cover what each student is responsible for to complete the Collision Repair & Refinishing program. Please complete and sign **both front and back** and return this page to verify that you have read, understand and agree to abide by these policies. Please keep the rest of the pages, they are for your reference.

If you have any questions, please contact Mr. Sherman at 724-662-3000 ext. 1115 or [csherman@mercerc.cc.org](mailto:csherman@mercerc.cc.org).

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Student Print Name: \_\_\_\_\_



## COLLISION REPAIR & REFINISHING STUDENT CONTRACT

As I prepare for a career in the Collision Repair & Refinishing field I realize rules, policies and specific procedures must be followed to ensure a safe and productive environment.

I have read and understand all shop policies. I understand any infractions will result in immediate reprimand, such as a verbal warning, loss of STRIVE points, writing assignment, office referral, a call home or in severe cases removal from the Collision Repair & Refinishing program.

I also understand to succeed in a rewarding Collision Repair & Refinishing career I must meet specific classroom expectations, this includes: being respectful to others, completing all of the required assignments on my own and participating in class discussions.

I further understand that my actions may affect future job recommendations in the Collision Repair & Refinishing field.

YES

I can follow all procedures and rules and meet all expectations and will remain in the Collision Repair & Refinishing program.

☐

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NO

I realize this class demands a high level of maturity and hard work. I would like to be removed from the Collision Repair & Refinishing program.

☐

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

