



Collision Repair Technician Apprenticeship Program

“Educating Technicians through Experience”



Overview:

The collision repair industry is in need of talented new employees with a passion for automotive repair and a drive to be successful. Where we fall short often is taking a student or entry-level employee with the desire and basic aptitude to be successful, and help them achieve proficiency through real-world application.

This program is a sample apprenticeship that we at Talent Monger have put together as a model of what a school-to-work shop program might look like.

Every shop is structured in its own way, pays in its own way, and has its own culture. Feel free to adjust this program to fit your own shop.

It is up to shops to create techs in the image shop owners require, no one else!

Best,

Gregory McVicker
Co-Founder Talentmonger.com

Administrative Information:

Student/ Technician Name: _____

Position: (Apprenticeship Role): _____

Direct Supervisor: _____

Mentor: (Senior Tech) _____

Start Date of Apprenticeship: _____

Starting Pay Rate: \$ _____

Rate at Completion: \$ _____

Part-time / Full-time (Circle one)

1 yr Apprenticeship / 2 yr Apprenticeship (Circle One)

Period:	Review Date:	Pay Rate:
Start of App.		
6 month review		
12 month review		
18 month review		
24 month review		

Apprentice's Signature: _____ Date: _____

Shop Manager's Signature: _____ Date: _____

Collision Repair Technician Apprenticeship:

General Duties:

During the course of your shop apprenticeship you will be expected to:

- Perform duties as assigned by you supervisor and mentor
- Report to work on time, wearing appropriate clothing as directed by your manager
- Maintain a clean and organized work area

At the completion of your apprenticeship program you should be able to:

- Locate the VIN (Vehicle Identification Number) and identify a vehicle based on Year, Make, and Model
- Describe and understand the format and information on a standard estimate from all three major estimating systems (CCC, Mitchell, and Audatex)
- Translate estimate damage to real damage on the vehicle
- Disassemble exterior/interior parts without excessive damage or lost parts
- Organize clips and fasteners based on shop SOP
- Build a parts cart per shop SOP
- Repair plastic parts utilizing the shop's method
- Straighten and repair to primer, metal damage under 3 hrs
- Prep for paint plastic and sheet metal repaired panels (sand and block, mask and paper)
- Identify where on the vehicle the paint code is located
- Understand basic color match concepts including where to locate spray-outs in the shop's color library
- With assistance of your mentor, set up and measure a uni-body vehicle
- Reassemble exterior and interior panels

6-Month Review:

Date of Review: _____

Apprentice Name: _____

Apprentice Role: _____

Mentor Name: _____

Current Rate: \$ _____

6 Month Tasks:

- Locate the VIN (Vehicle Identification Number) and identify a vehicle based on Year, Make, and Model
- Describe and understand the format and information on a standard estimate from all three major estimating systems (CCC, Mitchell, and Audatex)
- Translate estimate damage to real damage on the vehicle
- Disassemble exterior/interior parts without excessive damaged/lost parts
- Organize clips and fasteners based on shop SOP
- Build a parts cart per shop SOP

Apprentice's Proficiency:

1 2 3 4 5 6 7 8 9 10

Poor

Excellent

Notes:

If above a 6, the apprentice's new rate based on the schedule is: \$ _____

Apprentice's Signature: _____

Date: _____

Shop Manager's Signature: _____

Date: _____

12-Month Review:

Date of Review: _____

Apprentice Name: _____

Apprentice Role: _____

Mentor Name: _____

Current Rate: \$ _____

12 Month Tasks:

- All 6 month tasks
- Repair plastic parts utilizing the shop's method
- Straighten and repair to primer, metal damage under 3 hrs
- Prep for paint plastic and sheet metal repaired panels (sand and block, mask and paper)
- Identify where on the vehicle the paint code is located
- Understand basic color match concepts including where to locate spray-outs in the shop's color library

Apprentice's Proficiency:

1 2 3 4 5 6 7 8 9 10

Poor

Excellent

Notes:

If above a 6, the apprentice's new rate based on the schedule is: \$ _____

Apprentice's Signature: _____

Date: _____

Shop Manager's Signature: _____

Date: _____

18-Month Review:

Date of Review: _____

Apprentice Name: _____

Apprentice Role: _____

Mentor Name: _____

Current Rate: \$ _____

18 Month Tasks:

- All 6 & 12 month tasks
- With assistance of your mentor, set up and measure a uni-body vehicle
- Reassemble exterior and interior panels

Apprentice's Proficiency:

1 2 3 4 5 6 7 8 9 10

Poor

Excellent

Notes:

If above a 6, the apprentice's new rate based on the schedule is: \$ _____

Apprentice's Signature: _____ Date: _____

Shop Manager's Signature: _____ Date: _____

24-Month Review:

Date of Review: _____

Apprentice Name: _____

Apprentice Role: _____

Mentor Name: _____

Current Rate: \$ _____

24 Month Tasks:

- All required tasks
- During the last 6 months, the apprentice should be successfully performing basic repairs on their own with minimal supervision of their mentor
- The apprentice should be logging their own hours on work produced in accordance with shop SOP

Apprentice's Proficiency:

1 2 3 4 5 6 7 8 9 10

Poor

Excellent

Notes:

If above a 6, the apprentice's new rate based on the schedule is: \$ _____

Is the technician ready to complete the apprenticeship? Yes/No

Apprentice's Signature: _____ Date: _____

Shop Manager's Signature: _____ Date: _____