

Division of Apprenticeship Standards (DAS)

Apprenticeship Program Summary Sheet

To: Adele Burnes, Chief
From: Tsegay Arefaine
CC: Program Planning and Review
Date: August 14, 2024

Program Name: G&C Collision Training Institute
Industry: Transportation
DAS File No.: 100851
Grant Awardee: ☒ No ☐ Yes

Actions:

- ☐ Proposed new apprentice program
- ☐ Existing apprenticeship program adding new occupations
- ☐ Existing apprenticeship program expanding area of operations
- ☒ Existing apprenticeship program changing work processes on approved occupations.

Labor Organizations Representing Any of the Apprentices:

None

Request for Approval under Labor Code 3075:

G&C Collision Training Institute is not intended to train in the building and construction trades and is not eligible to dispatch apprentices to projects with public works, prevailing wage or skilled and trained workforce requirements within the meaning of Labor Code sections 1720 and 3075 and will not train or dispatch apprentices in the building and construction trades or firefighter occupations.

Comments:

The G&C apprenticeship program should be approved because there is a significant shortage of workers now, with the technician average age at 47 years old, creating an even greater age out problem. There are also a significant lack of training programs, and a very unclear path to entry that has exacerbated the problem of new younger workers coming into the trade. G&C's training program has proven over the last 4 years that it works, and builds skilled technicians and repair planners. This program is also important for re-entry candidates, as at one time, the autobody industry was a pathway to a skilled career, however those opportunities have all but

vanished. This apprenticeship brings back training to an industry that has had very few training opportunities, and a very unclear path toward skilled jobs.

G&C Collision Training Institute will oversee the apprenticeship program herein and seeks approval from the Department of Industrial Relations, Division of Apprenticeship Standards for the following:

Proposed Changes to Existing Occupation(s) of:

- Auto Collision Repair Planner O*Net: 13-1032.00
Professional Worker Wage: \$41.00 per hour
Proposed Apprentice Wage: \$21.42 per hour
- Auto Collision Repair Technician O*Net: 49-3023.00
Professional Worker Wage: \$41.00 per hour
Proposed Apprentice Wage: \$21.42 per hour
- Auto Collision Refinish Technician O*Net: 49-3021.00
Professional Worker Wage: \$41.00 per hour
Proposed Apprentice Wage: \$21.42 per hour

Proposed Employers:

- G&C Auto Body Inc., 100 Stony Point Rd., Suite 280, Santa Rosa, CA 95401

G&C Collision Training Institute Program Standards

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Article I Purpose and Policy

The parties hereto declare it to be their purpose and policy to establish an organized, planned system of apprenticeship, conducted as an education sponsored, employer based undertaking.

These standards have, therefore, been adopted and agreed upon under the Shelley-Maloney Apprentice Labor Standards Act of 1939, as amended, to govern the employment and training of apprentices in the trade, craft or occupation defined herein, to become effective upon their approval.

Article II Craft, Trade or Occupation, Related and Supplemental Instruction, Term of Apprenticeship, Ratio, Wage Schedule and Work Training

Occupation	O*Net Code	Attachment
Auto Collision Repair Planner	13-1032.00	B-1
Auto Collision Repair Technician	49-3023.00	B-2
Auto Collision Refinish Technician	49-3021.00	B-3

Article III Organization

There is hereby established the above named master apprenticeship committee. The committee shall consist of eight (8) members, who shall be selected by and represent the employer organization(s) signatory hereto. In addition, there shall be one (1) apprenticeship consultant representing the Division of Apprenticeship Standards and one (1) advisor from the Local Education Agency and such other advisors as the committee shall determine. Such advisors and the apprenticeship consultant shall act without vote.

Article IV Jurisdiction

These standards shall apply to the employer and employee organizations signatory hereto; their members, to other employers who subscribe hereto or who are party to a collective bargaining agreement with an employee organization(s) signatory hereto, and to all apprentice agreements hereunder.

Area Covered by Standards: All CA Counties.

Article V Functions

The functions of the apprenticeship committee shall be to:

- 1) develop an efficient program of apprenticeship through systematic on-the-job training with related and supplemental instruction and periodic evaluation of each apprentice;

- 2) serve in an advisory capacity with employers and employees in matters pertaining to these standards;
- 3) ensure the program's ability, including financial ability, and commitment to meet and carry out its responsibilities under federal and state law and regulations applicable to the apprenticeable occupation and for the welfare of the apprentice;
- 4) aid in the adjustment of apprenticeship disputes;
- 5) develop fair and impartial selection procedures and an affirmative action plan in accordance with existing laws and regulations and apply them uniformly in the selection of applicants for apprenticeship.

Article VI Responsibilities

The responsibilities of the apprenticeship committee shall be to:

- 1) supervise the administration and enforcement of these standards;
- 2) adopt such rules and regulations as are necessary to govern the program provided that the rules and regulations do not conflict with these standards;
- 3) conduct orientations, workshops or other educational sessions for employers to explain the apprenticeship program's standards and the operation of the apprenticeship program;
- 4) pass upon the qualification of employers and, when appropriate, to suspend or withdraw approval;
- 5) conduct on-going evaluation of the interest and capacity of employers to participate in the apprenticeship program and to train apprentices on the job;
- 6) make periodic evaluations of each apprentices on-the-job training and related and supplemental instruction;
- 7) ensure safe work site facilities, skilled workers as trainers at the work site, and safe equipment sufficient to train apprentices;
- 8) determine the qualifications of apprentice applicants and ensure fair and impartial treatment of applicants for apprenticeship selected through uniform selection procedures;
- 9) file a signed copy, written or electronic, of each apprentice agreement with the Division of Apprenticeship Standards, within 30 days of execution, with copies to all parties to the agreement;
- 10) establish and utilize a procedure to record and maintain all records of the apprentice's worksite job progress and progress in related and supplemental instruction;
- 11) establish and utilize a system for the periodic review and evaluation of the apprentice's progress in job performance and related instruction;
- 12) discipline apprentices, up to and including termination, for failure to fulfill their obligations on-the-job or in related instruction, including provisions for fair hearings;

- 13) annually prepare and submit a Self-Assessment Review as well as a Program Improvement Plan to the Chief of the Division of Apprenticeship Standards;
- 14) ensure training and supervision, both on the job and in related instruction, in first aid, safe working practices and the recognition of occupational health and safety hazards;
- 15) ensure training in the recognition of illegal discrimination and sexual harassment;
- 16) establish an adequate mechanism to be used for the rotation of the apprentice from work process to work process to assure the apprentice of complete training in the apprenticeable occupation including mobility between employers when essential to provide exposure and training in various work processes in the apprenticeable occupation;
- 17) establish an adequate mechanism that will be used to provide apprentices with reasonably continuous employment in the event of a lay-off or the inability of one employer to provide training in all work processes as outlined in the standards;
- 18) comply with meaningful representation requirements for the interests of apprentices in the management of the program where apprentices are at least equally represented on an advisory panel established by the apprenticeship committee responsible for the operation of the program;
- 19) adopt changes to these standards, as necessary, subject to the approval of the parties hereto and the Chief of the Division of Apprenticeship Standards.

Article VII Definition of an Apprentice

An apprentice is a person at least 18 years of age, who has met the requirements for selection under the selection procedures of participating employer, who is engaged in learning a designated craft or trade and who has entered into a written apprentice agreement under the provisions of these standards.

Article VIII Duties of an Apprentice

Each apprentice shall satisfactorily perform all work and learning assignments both on the job and in related instruction and shall comply with the rules, regulations and decisions of the apprenticeship committee.

Article IX Apprentice Agreement

- 1) Each apprentice agreement shall conform to the State law governing apprentice agreements, and shall be signed by the employer, by the program sponsor, and by the apprentice and must be approved by the apprenticeship committee.
- 2) Each apprentice shall be furnished a copy of or be given an opportunity to study these standards before registration. These standards shall be considered a part of the apprentice agreement as though expressly written therein.

Article X Termination and Transfer of Agreements

- 1) During the probationary period, an apprentice agreement shall be terminated by the apprenticeship committee at the request in writing of either party. After such probationary period, an apprentice agreement may be terminated by the Administrator by mutual agreement of all the parties thereto or cancelled by the Administrator for good and sufficient reason.
- 2) If an employer is unable to fulfill his/her obligations to train under any apprentice agreement or in the event of a layoff, the apprenticeship committee may, with the approval of the Administrator, transfer such agreement to any other employer if the apprentice consents, and such other employer agrees to assume the obligation of said apprentice agreement.

Article XI Lay-off

- 1) If for any reason a lay-off of an apprentice occurs, the apprentice agreement shall remain in effect unless cancelled by the Administrator. However, credit for related instruction shall be given when the apprentice continues such instruction during the lay-off.
- 2) There shall be no liability on the part of the employer, the program, or the committee for an injury sustained by an apprentice engaged in schoolwork at a time when the apprentice is unemployed.

Article XII Controversies

All controversies or differences concerning apprentice agreements that cannot be adjusted locally by the apprenticeship committee or otherwise shall be submitted to the Administrator for determination.

Article XIII Certificate of Completion

- 1) In addition to previous on-the-job training and related school instruction, which is of an approved nature, the Apprentice shall have completed not less than an additional six (6) months as an apprentice under the laws of the State of California and demonstrated mastery of the skills and knowledge of the prescribed program.
- 2) In recognition of unusual ability and progress, the apprenticeship committee may decrease the term of apprenticeship for an individual apprentice not more than twelve and one-half percent (12½%).
- 3) Upon evidence of satisfactory completion of apprenticeship, and upon the recommendation of the apprenticeship committee, each apprentice will be issued a

Certificate of Completion by the authority of the Chief of the Division of Apprenticeship Standards and the Interagency Advisory Committee on Apprenticeship.

Article XIV Equal Opportunity in Apprenticeship

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation or veteran or military status.

G&C Collision Training Institute will create selection procedures that meet objective standards and maintain a fair and equitable selection process for all applicants.

Article XV Written Applications

Applications can be obtained and submitted in person Monday - Friday from 8am - 5pm, at 100 Stony Point Rd., Suite 280, Santa Rosa, CA 94501, or online at www.gandcautobody.com.

Article XVI Records

All records will be maintained, in written or electronic form, for five years and kept at:

G&C Collision Training Institute
100 Stony Point Rd., Suite 280
Santa Rosa, CA 95401

Article XVII Annual Compliance

G&C Collision Training Institute will submit an annual compliance report to the Division of Apprenticeship Standards as requested by the Division.

G&C Collision Training Institute agrees to accept electronic signatures for these Division of Apprenticeship Standards and all related Division of Apprenticeship Standards documents.

The foregoing standards are hereby agreed to and adopted by G&C Collision Training Institute on June 20, 2024 (Committee approval date).

Employer Organization

G&C Collision Training Institute

100 Stony Point Rd., Suite 280, Santa Rosa, CA 95401

Shawn Crozat, CEO

Date

The foregoing apprenticeship standards, being in conformity with the applicable California Labor Code, California Code of Regulations and Federal Regulations, are hereby approved

_____.
(DAS approval date)

Adele Burnes, Chief
Division of Apprenticeship Standards

Date

Attachment B-1

Training Schedule and Working Conditions

G&C Collision Training Institute

Occupation

Occupation: Auto Collision Repair Planner

O*Net Code: 13-1032.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be competency based with 220 related and supplemental instruction (RSI) hours and completed within approximately 18 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be three (3) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 41.00 per hour effective 5/13/2025.

Professional Worker Benefits:

Dues check off	\$ 0.00 per hour
Health & Welfare	\$ 2.50 per hour
Pension	\$ 0.00 per hour

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% of demonstrated competencies	\$21.42 /hour
2nd period	40% of demonstrated competencies	\$28.00 /hour
3rd period	75% of demonstrated competencies	\$34.50 /hour
4th period	100% of demonstrated competencies	\$41.00 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

E: Exceeds Expectations (more than satisfactorily demonstrates competency)

M: Meets Expectations (satisfactorily demonstrates competency)

D: Does not meet expectations (competency not yet demonstrated at an acceptable level)

N: Not yet exposed (apprentice has not had ample opportunity to develop competency)

Task and Competency Performance Areas

- 1) Shows understanding of the Collision Repair Industry, Collision Repair Facility, Vehicle.
 1. Understands the functional roles with the Repair Center.
 2. Understands functional roles within the Insurance Adjuster segment.
 3. Understands Vehicle parts names, structures and components.
- 2) Properly identify vehicle, components, parts, trim, systems.
 1. Understand and can identify VIN, Trim codes, paint codes, manufacture date.
 2. Understands and can identify exterior parts, parts families and subcomponents of bolted parts.
 3. Understands and can identify welded parts, subassemblies.
 4. Understands and can identify interior parts, subassemblies and components, including material, and correct options.
 5. Understands and can identify mechanical parts, subassemblies, suspension parts.
 6. Understands and can identify advanced vehicle systems, driver assistance systems, lidar, radar, lane keeping, and camera systems.
- 3) Understands and Completes damage appraisals using Estimating systems and P-Page logic.
 1. Understand and be proficient with computerized estimating systems, CCC, ADP, Mitchell.

2. Understands P-Page logic, overlap, included operations and applies correctly.
 3. Utilizes OEM procedures for repair decisions and properly documents those procedures (OEM one stop, All Data, etc).
 4. Performs accurate visual inspections of exterior damage.
 5. Understands refinish process and uses correct refinish operations in damage estimates.
 6. Make decisions on repairability via cost, and quality of repair- repair vs replace.
 7. Makes correct repair decisions on judgement repair times on small versus large repairs.
 8. Assesses structural damage visual inspections using visual cues of suspected damage, knowing that further inspection must occur after pre-pulls or disassembly.
 9. Assesses when disassembly or preliminary measuring or pulling is required to make repair decisions.
- 4) Understands Structural Damage analysis and evaluation in Damage Assessment.
1. Applies collision theory to determine primary and secondary damage.
 2. Understands 3-Dimensional measuring metrics and uses data to create structural repair plans.
 3. Makes correct repair decision on repair versus replacement of structural parts, frame rails, quarter panels, body panels, pillars, rockers, etc.
 4. Understands structural materials, identifies correctly and applies proper OEM procedure to repair versus replacement decisions.
- 5) Identifies Mechanical, Suspension and Advanced Vehicle Systems within Damage Assessment.
1. Inspects and identifies mechanical part/components affected in the damage assessment, via remove and replace, Recondition, remove and install, and ancillary items for the task, example freon, coolant, torque specs.
 2. Identify ADAS (Advanced Driver Assistance Systems) related to the damage assessment, and identify if calibration, reset, is necessary.
 3. Identify suspension components related to the damage assessment.
 4. Utilize wheel alignment specs, visual inspection to determine suspension component damage.
- 6) Identifies correct materials for both repair and refinish operations.
1. Utilizes correct structural foams, bonding materials, for OEM repair.
 2. Utilizes correct corrosion protection, seam sealers, for OEM repair
 3. Identifies proper color code(s) of vehicle and proper refinish operation.
 4. Identifies bolted parts and assemblies to be removed in the refinish process.
 5. Identifies the need for color matching, blending, blend within panel operations.

- 7) Work and partner with claims, DRP and other appraisers.
 1. Show proficiency with DRP rules, policies and guidelines.
 2. Utilize photo, video and other documentation to defend damage assessment.
 3. Communicate, provide uploads to insurance partners based on rules.
 4. Defend repair assessments using OEM procedures, documented damages.
- 8) Comply with BAR and file compliance rules and policies.
 1. Understand and comply with California BAR rules and policies.
 2. Understand and comply with company file handling procedures, supplement procedures.
 3. Communicate with clients to set expectation, ensure client satisfaction, document communications.
- 9) Understand Repair planning and Production flow, scheduling.
 1. Understand proper disassembly process with Repair Planning, parts and photo documentation, and complete supplemental repair plans—one time.
 2. Understand the impactors of cycle time and take steps in the damage assessment process to improve cycle time, including parts choices, pre-ordering parts, scheduling, and creating once and done accurate repair plans.
 3. Understand production flow, technician scheduling, technician skill level and work assignments.
 4. Understand Production KPI's (key performance indicators) and how to improve them to acceptable standards.
- 10) Understand Time Management, Communication and Sales Skills.
 1. Show Proficiency with time management.
 2. Understand communication with staff and clients.
 3. Understand sales process skills, barriers, rapport, trust and show proficiency in dealing with clients, including 95%+ CSI scores.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by G&C Collision Training Institute and overseen by Visalia Unified School District.

Time spent in related and supplemental instruction may be compensated.

Course Title	Hours
Safety, Trade Theory and Practice	192
<ul style="list-style-type: none"> • Intro to Collision Repair Process • Intro to Vehicle Construction Materials • Intro to Parts Terminology • Intro to Industry Repair Terminology • Intro to Tools • Intro to Mechanical Systems Terminology • Intro to Safety Systems • Intro to Refinishing and Corrosion Protection • Vehicle ID, Estimating Systems and Terminology • Electric and Hybrid Vehicle Estimating • Aluminum Panels and Structural Damage Analysis • Overview of Cycle Time Improvement • Advanced Materials Damage Analysis • Recycled Parts for Collision Repair • Inspecting Repairs for Quality Control • Hail, Theft, Vandalism Damage Analysis • Exterior Panels Damage Analysis • Restraint Systems Damage Analysis • Refinishing Program • Hazardous Materials • New Vehicle Technology and Trends 	
Other Related Courses	28
Time Management	
Relationship Building	
Teamwork	
Communication	
Total RSI Hours	220

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s).

Attachment B-2

Training Schedule and Working Conditions

G&C Collision Training Institute

Occupation

Occupation: Auto Collision Repair Technician

O*Net Code: 49-3023.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be competency based with 444 related and supplemental instruction (RSI) hours and completed within approximately 36 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 41.00 per hour effective 5/13/2025.

Professional Worker Benefits:

Dues check off	\$ 0.00 per hour
Health & Welfare	\$ 2.50 per hour
Pension	\$ 0.00 per hour

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% of demonstrated competencies	\$21.42 /hour
2nd period	40% of demonstrated competencies	\$28.00 /hour
3rd period	75% of demonstrated competencies	\$34.50 /hour
4th period	100% of demonstrated competencies	\$41.00 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

E: Exceeds Expectations (more than satisfactorily demonstrates competency)

M: Meets Expectations (satisfactorily demonstrates competency)

D: Does not meet expectations (competency not yet demonstrated at an acceptable level)

N: Not yet exposed (apprentice has not had ample opportunity to develop competency)

Task and Competency Performance Areas

- 1) Understands Damage Assessment, inspection, disassembly procedures.
 1. Communicates knowledge of initial damage assessment and Repair methodology.
 2. Shows knowledge of disassembly of interior and exterior trim, bolted parts, assemblies using manufacturer procedures.
 3. Shows knowledge of parts organization, labeling and identification.
 4. Documents damage utilizing proper forms, and photo/ video procedures.
 5. Knowledge of hand and power tools in the disassembly process.
- 2) Understands parts reassembly procedures.
 1. Shows knowledge of bolted parts, assembly and fasteners used in the reassembly process.
 2. Shows proper reassembly procedures using OEM (Original Equipment Manufacturer) procedures.
 3. Understands proper part alignment, gaps and sealing attributes in the reassembly process.
 4. Understands wiring, electronic component reassembly and performs quality check to ensure proper function.

3) Understands parts, tools and repair equipment Identification.

1. Shows knowledge of mechanical parts and assemblies, and their Terminology.
2. Can Identify all exterior/ interior parts and assemblies and their Terminology.
3. Shows knowledge of hand tools, pneumatic tools, electric and other tools, their terminology and correct usage.
4. Shows knowledge of fasteners, adhesives, structural foams and sealers, and their correct usage.
5. Understands tools used in the refinish process and terminology.
6. Understand protective equipment, coatings, corrosion protection regarding affected areas.

4) Remove and Install Bolt on sheet metal- door shells, fenders, hoods, etc.

1. Remove and install fenders, doors, hoods with OEM, aftermarket and LKQ (used) parts.
2. Align bolt on parts to proper fit, gap ensuring proper sealing from wind, water.
3. Install ancillary parts on bolt on sheet metal including door regulators, door glass, weatherstrips, wiring, labels.

5) Unibody and Full Frame Repairs.

1. Understand unitized full frame types, as well as different types of steel or other material composition and how it affects the repair/ replace process.
2. Understand 3-dimensional measuring equipment and set up and measure unitized structures.
3. Understand 3-dimensional measuring, blocking, tie downs for full frame vehicles.
4. Understand jig set up for frame repair.
5. Diagnose structural corrections needed and perform pulls/ repairs to correct to specification.

6) Remove Welded Sheet Metal- Radiator Supports, Quarter panels, door skins and rear body panels.

1. Understand welded sheet metal to be removed along with bolted parts and assemblies to be removed for access.
2. Understand OEM procedures from sheet metal removal and use correct process/ tooling to remove part.
3. Understand the need to protect adjacent parts/ assemblies and utilize correct procedures for protection.
4. Understand Structural positioning and make any corrections needed prior to removing panel.
5. Understand sealers and structural foams and adhesives that may be present / or preserved.
6. Understand different materials types and utilize correct tooling to remove panels.

7. Remove welded sheet metal radiator supports, quarter panel, door skins, rear body panel.
- 7) Remove Structural Sheet Metal, frame rails, pillars, rocker panels.
 1. Understand welded sheet metal to be removed along with bolted parts and assemblies to be removed for access.
 2. Understand OEM procedures from sheet metal removal and use correct process/ tooling to remove part.
 3. Understand the need to protect adjacent parts/ assemblies and utilize correct procedures for protection.
 4. Understand Structural positioning and make any corrections needed prior to removing panel.
 5. Understand sealers and structural foams and adhesives that may be present / or preserved.
 6. Understand different materials types and utilize correct tooling to remove panels.
 7. Remove structural panels including frame rails, quarter panels, pillars, rocker panels,
- 8) Complete welded sheet metal replacements, quarter panel, radiator support, door skins.
 1. Understand OEM procedures for the panel replacement and utilize the correct procedure and tooling.
 2. Understand MIG, resistance spot welder tooling, and use correct welder for replacement.
 3. Set up welder and perform test weld.
 4. Replace panel ensuring that any needed structural corrections have been made.
 5. Understand backing techniques, full replacements, sectioning procedures, and use correct procedure noted in OEM procedure.
 6. Understand protective procedures and protect adjacent panels, assemblies and electrical circuitry.
 7. Replace corrosion protection, structural foams, adhesives, caulking and seam sealers as noted in OEM procedures.
- 9) Repair dents and other sheet metal issues using body repair materials.
 1. Understand the use of body fillers, sheet metal repair tools, welding tabs, etc., for repairing small to large dents, and sheet metal imperfections.
 2. Understand sheet metal preparation, rough metal shape, and preparation for body fillers.
 3. Mix body fillers, apply body fillers, and use sanding techniques to shape repair.
 4. Complete body filler repairs and processes to repair dents that are undetectable after refinishing.

10)Repair plastics, bumpers, splash shield, ect using plastic welders, adhesives, etc..

1. Understand plastic repair techniques including plastic welders, adhesives and 2 part repair materials.
2. Prepare plastic for repair, utilize correct procedure to complete repair.
3. Test repair to ensure proper adhesion and flex.

11)Diagnose Suspension issues and replace suspension components.

1. Understand suspension components as well as alignment theory including thrust, SAI, camber, Caster, Toe.
2. Diagnose damaged suspension components as part of the collision repair process.
3. Remove and install suspension components as part of the repair process.
4. Replace suspension components as part of the repair process.
5. Understand specific OEM requirements for suspension component R&I or R&R including specific adhesives or torque requirements.

12)Diagnose and replace mechanical components- radiators, A/C recharge/evac, wire harnesses, advanced vehicle systems components, Electric Vehicles.

1. Understand and identify mechanical components within the vehicle as well as components that can be affected by the collision damage.
2. Diagnose collision related issues with mechanical systems and components, document damages.
3. Remove and install or remove and replace mechanical components as specified including A/C evac and recharge, wiring harness, sensors, and other components.
4. Understand ADAS components that are affected by a collision or the repair process, document and ensure they are reset or calibrated.
5. Understand Electric Vehicles, safety issues with moving, and the repair processes, follow OEM procedures and safety procedures.

13)Structural Sheet Metal Replacements, frame rails, pillars, rocker panels.

1. Understand OEM procedures for the panel replacement and utilize the correct procedure and tooling.
2. Understand MIG, resistance spot welder tooling, and use correct welder for replacement.
3. Set up welder and perform test weld.
4. Replace panel ensuring that any needed structural corrections have been made.
5. Understand backing techniques, full replacement, sectioning procedures, and use correct procedure noted in OEM procedure.
6. Understand protective procedures and protect adjacent panels, assemblies and electrical circuitry.
7. Replace corrosion protection, structural foams, adhesives, caulking and seam sealers as noted in OEM procedures.

14) Understand and repair/ Weld varies materials- Aluminum, high and ultra-high strength steels, boron.

1. Understand collision repair welding equipment including MiG, Mig Brazing, Resistance Spotwelding, and how to set up the equipment, and the uses of each welder.
2. Use Mig Welder as per OEM procedures, passing weld quality and destructive test- stitch, spot and plug.
3. Use Mig Brazing equipment as per OEM procedure, passing braze quality test.
4. Set up and use Resistance spot welder as per OEM procedure, passing weld quality and destructive test.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by G&C Collision Training Institute and overseen by Visalia Unified School District.

Time spent in related and supplemental instruction may be compensated.

<u>Course Title</u>	<u>Hours</u>
Safety, Trade Theory and Practice	372

- Intro to Collision Repair Process
- Intro to Vehicle Construction Materials
- Intro to Parts Terminology
- Intro to Industry Repair Terminology
- Intro to Tools
- Intro to Mechanical Systems Terminology
- Intro to Mechanical Repair Terms and Vehicle Protection
- Plastic Repair Program
- Intro to Refinishing and Corrosion Protection
- Trim and Hardware Program
- 3M Plastic Repair
- Non-Structural Repair
- New Vehicle Technology and Trends
- Advanced High Strength Steel Overview
- Resistance Spot Welding
- Welding and Cutting Steel
- Welding Qualification Testing
- Computerized Measuring Steering and Suspension

- Lighting, Charging and Starting Systems
- ICAR Prolevel 1,2,3

Other Related Courses 72

- Time Management
- Relationship Building
- Teamwork
- Communication

Total RSI Hours 444

ARTICLE V Ratio

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s).

Attachment B-3

Training Schedule and Working Conditions

G&C Collision Training Institute

Occupation

Occupation: Auto Collision Refinish Technician

O*Net Code: 49-3021.00

Article I Term of Apprenticeship and Probation

The standard term of apprenticeship shall be competency based with 444 related and supplemental instruction (RSI) hours and completed within approximately 36 months.

The period of probation shall be reasonable in relation to the full apprenticeship term, with full credit given for such period toward completion of the apprenticeship, and in no event shall exceed the shorter of 25 percent of the length of the program or one year. The period of probation shall be six (6) months.

Article II Wage Schedule

Professional Worker Wage:

\$ 41.00 per hour effective 5/13/2025.

Professional Worker Benefits:

Dues check off	\$ 0.00 per hour
Health & Welfare	\$ 2.50 per hour
Pension	\$ 0.00 per hour

Apprentice Wage and Advancement Schedule:

In no case shall an Apprentice receive a starting wage that is less than the applicable federal, state or local entity (city or county) minimum wage, whichever is higher for the county or city where the apprentice is working. The applicable minimum wage law shall establish the effective date of the minimum wage.

To advance from one period to the next, the apprentice shall have met the following requirements:

1st period	0% of demonstrated competencies	\$21.42 /hour
2nd period	40% of demonstrated competencies	\$28.00 /hour
3rd period	75% of demonstrated competencies	\$34.50 /hour
4th period	100% of demonstrated competencies	\$41.00 /hour

Hours of Work and Working Conditions and Overtime Provision:

Eight hours of labor constitutes a day's work. Employment beyond eight hours in any workday or more than six days in any workweek requires the employee to be compensated for the overtime at not less than one and one-half times the employee's regular rate of pay for all hours worked in excess of eight hours, up to and including 12 hours in any workday, and for the first eight hours worked on the seventh consecutive day of work in a workweek; and double the employee's regular rate of pay for all hours worked in excess of 12 hours in any workday and for all hours worked in excess of eight on the seventh consecutive day of work in a workweek. If employers utilize an alternative workweek schedule in accordance with the California Industrial Welfare Commission Orders, the overtime will be determined and paid in accordance with the applicable alternative workweek provisions.

The workday and workweek and all other conditions of employment for apprentices shall conform to all applicable laws and regulations and shall not be greater than for those of a professional worker.

Overtime shall not be allowed if it will interfere with or impair the training or be detrimental to the health and safety of the apprentice.

ARTICLE III Work-Training

- 1) The employer shall see that all apprentices are under the supervision of a qualified professional worker or instructor and shall provide the necessary diversified experience and training in order to develop the apprentice into a proficiently skilled worker, as outlined herein.
- 2) Each apprentice shall be trained in the use of new equipment, materials and processes as they come into use in the occupation.
- 3) The major categories in which apprentices will be trained (although not necessarily in the order listed) are as follows:

Competency Check List

E: Exceeds Expectations (more than satisfactorily demonstrates competency)

M: Meets Expectations (satisfactorily demonstrates competency)

D: Does not meet expectations (competency not yet demonstrated at an acceptable level)

N: Not yet exposed (apprentice has not had ample opportunity to develop competency)

Task and Competency Performance Areas

- 1) Understands basic collision Industry knowledge, vehicle parts and safety.
 1. Understand collision industry, and functional departments within the collision repair facility.
 2. Understand vehicle parts, components and assemblies.
 3. Understand safety within the collision repair process and facility including working with EV's.
 4. Understand MSDS sheets.
 5. Complete EPA 6H training.
- 2) Understand vehicle preparation, abrading and sanding processes.
 1. Complete de-trimming, surface cleaning and surface identification.
 2. Identify appropriate abrasive materials and abrade surface.
 3. Identify adjacent panels, components and bolted parts that need to be protected and apply appropriate protection.
 4. completed masking using paper, plastic or other appropriate materials.
 5. Understand gradient abrading to prepare surface to the appropriate grade.

3) Understand refinish defect roots causes and implement appropriate solutions.

1. Identify surface defects from over-sanding, rock chips, scratches, un-sanded substrates and inappropriate grits.
2. Complete the appropriate repairs to correct the defects in base substrate, repair plastics.
3. Complete the appropriate repairs to correct defects in sealer/ primer.
4. Complete the appropriate repairs to correct defects in basecoats, clearcoats that can include solvent popping, cracking, peeling, hazing, blisters.

4) Understand post refinish defects and implement solutions.

1. Identify post refinish defects that include runs, drips, dry spots, excessive peel, problem blend areas.
2. Complete post refinish repair using the appropriate method, water sanding, re-spray.
3. Complete polish process including foam pad for acceptable finish with no swirl marks.

5) Understand primers, sealers and foundational coatings and interior jamming.

1. Identify appropriate substrate including sealer, primer, etch primer, etc.
2. Mix primer or sealer product and spray panels.
3. Use blocking or sanding tools to an appropriate level to ready the surface for paint substrates.
4. Complete paint jamming procedure on exterior off vehicle parts.
5. Complete paint jamming on welder parts and assemblies.
6. Ensure adjacent panel protection using appropriate materials.

6) Understand base and topcoats mixing and spraying.

1. Set up spray equipment and adjust.
2. Mix base coats, clear coats with appropriate reducers and catalysts.
3. Spray base coats, and clear coats with acceptable finish defects, coverage.
4. Spray 3 stage color base and top coats.
5. Clean spray equipment including guns, booths, prep decks, and filter changes.

7) Understand color theory, tinting colors and color code retrieval..

1. Find proper color and variant from appropriate color mixing system.
2. Mix color per appropriate mixing formula.
3. Complete spray out test panel and compare to vehicle color.
4. Use color theory to adjust color to create a butt match and a blendable match.
5. Demonstrate effects of "flop" in metallics, clear coat shading.
6. Demonstrate appropriate color match under LED, fluorescent and natural lighting.
7. Demonstrate appropriate color tinting and matching techniques on 3 Stage finishes.

8) Understand spot refinish and color blending procedures.

1. Demonstrate small refinish areas within panels, spot refinish/ full clear operations with acceptable results.
2. Demonstrate color and top coat blending procedures on top rails, quarter panels, and rocker panels.
3. Identify blendable match color mixes.
4. Identify appropriate use of "blending" in refinish procedures.
5. Demonstrate appropriate preparation procedures for spot refinish and blending operations.
6. Prepare undamaged clear coat panels for blend refinish.

9) Understand VOC compliance, regulatory issues Time management and Repair Orders.

1. Track VOC's (volatile organic compounds), prepare reporting on VOC usage.
2. Understand regulatory and compliance issues within the refinish stage of collision repairs.
3. Track time, understand vehicle flow within the paint department scheduling.
4. Complete supplemental operation's needs, and complete photo documentation.

ARTICLE IV Related Instruction

Apprentices shall satisfactorily complete prescribed courses of related and supplemental instruction, which will not be less than 144 hours per year. Related and supplemental instruction will be provided by G&C Collision Training Institute and overseen by Visalia Unified School District.

Time spent in related and supplemental instruction may be compensated.

Course Title	Hours
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Safety, Trade Theory and Practice	372
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- Intro to Collision Repair Process
- Intro to Parts Terminology
- Intro to Industry Repair Terminology
- Intro to Tools
- Intro to Safety Systems
- Plastic Repair Program
- Intro to Refinishing and Corrosion Protection
- Refinishing Equipment and Set up
- Color Theory (PPG)
- PPG Refinish Certification

- Waterborne Products, Systems and Applications
- Surface Preparation, Primer and Topcoats
- Blending Process
- Paint Materials Ratios Khan Academy
- Refinishing Program
- Refinishing Supplement
- Hazardous Materials
- 3M Plastic Repair
- Primer Masking/ Blocking
- General Masking
- Paint Refinish denibbing I Polishing
- New Vehicle Technology and Trends
- ICAR ProLevel 1, 2,3

Other Related Courses**72**

- Time Management
- Relationship Building
- Teamwork
- Communication

Total RSI Hours**444****ARTICLE V Ratio**

The ratio of apprentices to professional workers shall be:

- 1) Ratio #1: Each professional worker may supervise two (2) apprentice(s)