



STUDENT CATALOG TEXAS CAMPUS

2021-2023

APPROVED AND REGULATED BY THE TEXAS WORKFORCE COMMISSION,
CAREER SCHOOLS AND COLLEGES, AUSTIN, TEXAS.”

THE DING KING TRAINING INSTITUTE

DKTI

TRAINING CATALOG

TEXAS CAMPUS

2021-2023

Automotive Reconditioning Tools & Training Programs:

1. **Paintless Dent Repair 200**
2. **Paintless Dent Repair 480**
3. **Paint and Dent Recon #4**
Subjects included in this 200 Hour Program
 - **Smart Paint Repair 40Hrs**
 - **Paintless Dent Repair 160Hrs**
4. **Total Recon #3**
Subjects included in this 212 Hour Program-
 - **Paintless Dent Repair 40Hrs**
 - **Paintless Dent Repair 80Hrs**
 - **Paintless Dent Repair 120Hrs**
 - **Paintless Dent Repair 160Hrs**
 - **Interior Repair 16Hrs**
 - **Windshield Repair 8.5Hrs**
 - **Odor Removal 4Hrs**
 - **Alloy Wheel Repair 16Hrs**

CLASS LOCATIONS:

Campus Location & Administrative Office:

*The Ding King Training Institute -Texas
1603 Hart Street Suite #100
Southlake, Texas 76092
www.TheDingKing.com*

*For more information please call:
(657) 900-2068*

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

VOLUME 1

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ADMINISTRATION

Southlake, TX. Campus	Corporate Office & Costa Mesa, CA. Campus
<i>The Ding King Training Institute 1603 Hart Street Suite #100</i>	<i>The Ding King Training Institute 3100 Airway Ave. Suite 141</i>
<i>Southlake, TX 76092</i>	<i>Costa Mesa, CA 92626</i>
<i>(951) 252-7676</i>	<i>(657) 900-2068</i>
<i>(800) 304-3464</i>	<i>(800) 304-3464</i>

<i>Todd Sudeck</i>	<i>Owner/Chief Financial Officer/ Director of Sales</i>	<i>BA Speech Communications Sales and Marketing</i>
<i>Michelle Scher</i>	<i>School Director/ Licensing Student Liaison, Veterans Specialist and School Certifying Official</i>	<i>Business Development OC College 1996-1998 27 Years in Management and Customer Service</i>
<i>Cher Murchison-Oneil</i>	<i>Admissions Director Vocational Rehabilitation, WIA, Veterans Specialist and School Certifying Official</i>	<i>25 Years Sales Management and Customer Service</i>
<i>Lee Roth</i>	<i>Master Instructor, Campus Manager and Designated Liason for Texas</i>	<i>5 ½ Months Automotive Reconditioning Certificate Program 6 Years Business Owner in the field 7 Years Automotive Reconditioning Instructor and Customer Service 14 Years Combined of Automotive Reconditioning Experience</i>
<i>James Ramirez</i>	<i>Master Instructor, Campus Manager for California</i>	<i>1 Year Automotive Reconditioning Certificate Program 3 Years Business Owner in the field 20 Years Automotive Reconditioning Instructor and Customer Service 22 Years Combined of Automotive Reconditioning Experience</i>
<i>Mike Boone</i>	<i>Sales and Student Care Representative</i>	<i>25 Years Sales and Management</i>
<i>Liza Sudeck</i>	<i>Student Care Representative and Bilingual Student Consultant</i>	<i>19 Years Sales and Customer Service</i>

ADMINISTRATIVE FACULTY & STAFF

INSTRUCTIONAL STAFF

Instructor Name	Expertise	Instructor Name	Expertise
<i>James Ramirez Ding King Graduate 2000 21 years Automotive Reconditioning Instructor</i>	<i>Paintless Dent Repair Paint Repair Interior Repair Windshield Repair Odor Removal Auto Detail Alloy Wheel Repair Ceramic Coating Paint Correction</i>	<i>Chase Clark Ding King Graduate 2014 7 years Automotive Reconditioning Instructor</i>	<i>Paintless Dent Repair Paint Repair Interior Repair Windshield Repair Odor Removal Auto Detail Alloy Wheel Repair Ceramic Coating Paint Correction</i>

MISSION STATEMENT

In 2005 The Ding King Training Institute started as a two-man team with one guiding policy, to provide auto dealerships, auto body shops, rental car companies, and the general public with the highest quality automotive Paintless Dent Repair, Paint Blemish Repair, and Interior Repair graduates from our training facility.

The Automotive Reconditioning Industry is one of the fastest growing industries today and the demand for properly trained technicians has never been greater. Due to the countless Auto Dealerships, Rental Car Companies, Auto Body Shops, and millions of car owners, this industry is expanding quickly. Realizing the demand for skilled technicians, DKTI offers training courses designed to teach individuals how to perform automotive reconditioning repairs.

DKTI is fully committed to ensuring that each student receives the proper training and knowledge necessary to become useful in the auto reconditioning industry. In order to maintain such a success with each student, we are committed to excellence in the following areas

- Conduct all classes in a safe, clean, comfortable, and friendly environment.
- Provide each student with the innovative and well-planned training lessons that will educate and inspire for higher education.
- Provide each student with excellent equipment that will enable them to provide superior service.
- Maintain a staff of courteous certified instructors who are committed to providing an education that will exceed all industry requirements.
- Teach each student the highest standards of workmanship, personal conduct, and professionalism in order to become an asset to the profession and company in which they serve.

We further promise to stay ahead of industry trends, taking a leadership role in automotive reconditioning technology so we are equipped to respond quickly to each student need.

The Ding King Training Institute Does not have a pending petition in bankruptcy, we are not operating as a debtor in possession, has not filed a petition within the preceding 5 years and has not had a petition in bankruptcy filed against them within the preceding five years that resulted in a reorganization under Chapter 1 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

The Ding King Training Institute is not accredited by an accrediting agency.

Students enrolled in an unaccredited institution may still be eligible for financial aid programs.

For further information on the financial aid programs that we work with, please refer to the following websites:

Military Financial-Aid Services

U.S. Department of Veterans Affairs

<https://www.va.gov/>

Displaced and Laidoff Workers

WIA Information and Tools, Employment & Training Administration...

<https://www.doleta.gov/usworkforce/wia/act.cfm>

Injured Workers

Am I Eligible for Vocational Rehabilitation Services - VRED - California...

www.dor.ca.gov/VRED/Am-I-Eligible-4-VR-Services.html

COURSE CALENDAR/CLASS STARTING DATES

Courses commence on each Monday of the week. Please verify class date with your account representative. The following is a calendar of prospective class starting dates for the 2021, 2022 and 2023 school year:

2021
 HOLIDAYS WE WILL BE CLOSED FOR:
 NEW YEARS DAY, JANUARY 1ST
 VETERANS DAY NOVEMBER 11TH
 THANKSGIVING, NOVEMBER 26TH
 CHRISTMAS DAY, DECEMBER 25TH

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
4	1	1	5	3	7
11	8	8	12	10	14
18	15	15	19	17	21
25	22	22	26	24	28
		29		31	
<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
5	2	6	4	1	6
12	9	13	11	8	13
19	16	20	18	15	20
26	23	27	25	22	27
	30			29	

2022
 HOLIDAYS WE WILL BE CLOSED FOR:
 NEW YEARS DAY, JANUARY 1ST
 VETERANS DAY NOVEMBER 11TH
 THANKSGIVING, NOVEMBER 23RD
 CHRISTMAS DAY, DECEMBER 25TH

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
3	7	7	4	2	6
10	14	14	11	9	13
17	21	21	18	16	20
24	28	28	25	23	27
31				30	
<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
4	1	5	3	7	5
11	8	12	10	14	12
18	15	19	17	21	19
25	22	26	24	28	26
	29		31		

2023
 HOLIDAYS WE WILL BE CLOSED FOR:
 NEW YEARS DAY, JANUARY 1ST
 VETERANS DAY NOVEMBER 11TH
 THANKSGIVING, NOVEMBER 24TH
 CHRISTMAS DAY, DECEMBER 25TH

<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>
2	6	6	3	1	5
09	13	13	10	8	12
16	20	20	17	15	19
29	27	27	24	22	2
30				29	
<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>
3	7	4	2	6	4
10	14	11	9	13	11
17	21	18	16	20	18
24	28	25	23	27	25
31			30		

CLASS BREAKS ARE AS FOLLOWS

PAINTLESS DENT REPAIR- FIRST 3 DAYS BREAK EVERY HOUR FOR 5-10 MINUTES (EYE BREAKS) AND 1 HOUR FOR LUNCH, AT NOON. AFTER 3 DAYS EVERY 1 1/2- 2 HOURS, WILL BREAK 5-10 MINUTES FOR EYE BREAKS AND 1 HOUR FOR LUNCH, AT NOON. ALL OTHER COURSES BREAK AT NOON FOR 1 HR. LUNCH AND CAN TAKE TWO 10 MIN. BREAKS THROUGHOUT THE DAY AS NEEDED.

***ALL CATALOGS ARE MADE AVAILABLE TO STUDENTS PRIOR TO START DATE
 *STUDENT CATALOGS ARE UPDATED EVERY 3 YEARS UNLESS THERE ARE IMMEDIATE CHANGES THAT ARE NECESSARY THROUGHOUT ANY SCHOOL YEAR. IF AND WHEN THERE ARE UPDATES, ALL CURRENT AND FUTURE ENROLLED STUDENTS WILL BE GIVEN A REVISED COPY AND MADE AWARE OF THE CHANGES.**

STUDENT SERVICES

STUDENT PARKING

Student parking is available in front and around the school building. DKTI is not responsible for parking violations, property theft, property damage, etc. Please keep vehicle locked at all times.

FACILITY AND EQUIPMENT

The Ding King Training Institute is a 6000 square ft. facility and is equipped with a large garage-like training classroom. The Classroom is equipped with state of the art tools and equipment that are set-up in stations, so each student has their own set of everything that is used through-out their training. This equipment includes over 40 pieces of paintless dent repair tools, accessories, an automobile hood and hood stand, tool cart, stool and roll chair, per station. The campus has a very accommodating student breakroom and lounge. The lounge is furnished with comfortable couches, a flat screen TV, conference/dining table, water dispenser, refrigerator, coffee station and restrooms equipped with handicapped safety rails.

The campus has a student resource center that offers the use of computers, printer, a selection of automotive books, magazines, a suggested links and website notebook, notepads, pens, folders, as well as binders of example business logos, stationary, t-shirts, etc. The library and lounge is open to students at all times during school hours. M-F 7am to 5pm. Students have access without permission and no fee. All books, magazines and example binders are school property and not for check-out. Everything may be photo copied if desired. Notebooks, pens and copy paper are free for enrolled students, can be taken off campus as well as the snack basket contents, coffee and water.

Our training stations include:

- Paintless Dent Repair; hood stands with vehicle hoods mounted on stands for each student starting PDR. Each hood stand station also has its own lighting system, tool cart with PDR tool set and accessories. The PDR area also includes; a library of information and instruction manuals, literature and a dry erase board, which is used for instruction as well as open to all students to use as needed.
- Windshield Repair; actual car windshield material mounted on a windshield stand. The windshield is used in demonstrations as well as hands on instruction. This station is equipped with a full glass repair kit, lighting system and glass cleaning supplies.
- Wheel Repair; an actual car with different types of wheels. This station is equipped with a full wheel repair kit, set of paints and airbrush, sanders and paper as well as cleaning supplies.
- Auto Detail; an actual car for demonstration and hands on instruction. Complete auto detailing supplies; soaps, wax's, various cloth's, sponges, vacuum, shampooer, extractor etc. as well as, a water station and hose.
- Interior Repair; a variety of actual interior car parts are used, such as seats, panels and armrests. These parts are on a work table for demonstration and hands on instruction, along with a complete interior repair kit. The interior kit includes over 100 different items that are used in the instruction and in real life repairs. Everything from cleaners, paints, fabric, flocks, glues, sanders, to spatulas, spreaders, ink pens and heat guns. This station also has an actual car, for demonstration and hands on.
- Paint Repair; Paint repair is a separate area from the main training floor. Car bumpers on bumper stands and actual cars are in this area for demonstration and hands on instruction. The paint room is equipped with spray guns, compressors, sanders, masking paper, masking tape, safety gear; masks and goggles, library of paint as well as several other items used for demonstration and hands on instruction. You will also find a library of paint color books, reference books, charts, scales and computers.

HOLIDAYS AND EMERGENCY CLOSURE

The Ding King Training Institute is closed on the following holidays: Thanksgiving Day, Christmas Day and Veterans Day. Holidays of all religious beliefs are respected and allowed. If DKTI must close for emergencies or any unexpected reason, students will be notified by phone and/or a notice posted on the entrance door of the main facility explaining the reason for closure and the re-opening date.

ADVISING

The The Ding King Training Institute staff makes every effort to maintain close communication with its students on a daily basis. Students have access to faculty and administrative staff for vocational and academic advising during school hours and are given contact phone numbers for after hours, if necessary..

SPECIAL REQUIREMENTS OR LIMITATIONS

There are no special requirements or limitations. Automotive reconditioning can be structured to fit all life styles and or limitations.

ON-GOING TECHNICAL SUPPORT BY PHONE

Technical support by phone is available to all graduate students, forever. All students are given contact information for technical support upon graduation. We also have an open campus policy. This means that all graduates are welcome to visit any of our campuses for refresh courses for life. This can be done by speaking with an administration representative and scheduling refresh class time.

REFERRAL SERVICES; HOUSING AND MEDICAL

Housing: New The Ding King Training Institute applicants who reside outside of the area may request information about local accommodations available during the course of training. In Texas, housing is not owned or maintained by The Ding King Training Institute. The Ding King Training Institute does have a corporate account with a local hotel and all students are given a special rate. Our hotel is reasonably close to our campus and is offered at a discounted corporate rate. The approximate cost of the hotel is \$____ per night. Weekly will rates fluctuate.

Medical Care: There are hospitals in close proximity to campus. Hospital details are always posted in the lunch room as well as local fire and police information. In the case of an emergency, 911 will be contacted.

CAREER DEVELOPMENT AND PLACEMENT ASSISTANCE

The career development assistance process is ongoing throughout training and included in each subject or module. This specific instruction is designed to give students an edge in successfully gaining the employment they desire and are training for. Instruction may include areas such as: Proper grooming for successful interviews, Resume development, and successful interviewing techniques. Instruction through Career Development leads many students to eye opening approaches to job searching and ultimately, successful employment.

THE DING KING TRAINING INSTITUTE PROVIDES CAREER PLACEMENT ASSISTANCE TO ALL GRADUATES IN GOOD STANDING.

THE DING KING TRAINING INSTITUTE CAN NOT AND DOES NOT GUARANTEE EMPLOYMENT BUT WILL MAKE EVERY EFFORT TO ASSIST IN FINDING EMPLOYMENT FOR OUR GRADUATES.

Texas is one of the fastest growing automobile employment markets in the country. The Ding King Training Institute maintains employment placement responsibilities within the Student Services Department to assist graduates in contacting companies in order to secure employment. Information on job search techniques is also provided to all students and graduates based on current needs of local businesses and industries. The Placement Services Representative helps graduates develop and/or locate positions, which best match the student's capabilities and experiences.

NOTE: Graduates waiving placement assistance may still receive placement assistance by notifying their customer care representative that they wish to be placed in an active, placement-seeking category. While employment is not guaranteed, assuming cooperation on the part of the graduate, each placement services representative will work diligently with each graduate to assist in successful employment.

In order to utilize the placement services offered at The Ding King Training Institute, the soon-to-be graduate or graduate must agree, at a minimum, to the following policies regarding placement assistance:

1. An initial meeting with the Placement Services Representative.
2. Completion and submission of the Employment Questionnaire to the Placement Services Representative.
3. Completion and submission of a typed resume to the Placement Services Representative in an acceptable format.
4. Weekly communication with the Placement Services Representative. If an appointment with an employer or with the Placement Services Representative cannot be kept, prior to the appointment, a call must be made to the Placement Services Department and/or employer to reschedule.
5. In order to enhance the employment potential of each graduate, the Placement Services Department should be notified immediately of the results of each interview and when a job is offered and/or accepted.
6. Graduates must have the legal right to accept employment in the United States. Graduates who are not citizens must show proof of eligibility to obtain employment, i.e. a valid Work Permit, or letter from the INS showing a valid "A" number.
7. Graduates must keep the Placement Services Department advised on any changes in the following; name (i.e., marriage), home and/or mailing address, telephone number, temporary absence from the area, and employment status.
8. When meeting with the Placement Services Department and/or an employer, always **DRESS FOR SUCCESS**.

The amount of effort put forth by the student is the most critical factor in the success of employment placement. Cooperation throughout the employment placement process may ensure a more positive result. The Ding King Training Institute's primary

objective is to provide the student with professional training and educate each student as well as assist them with employment assistance in their field. DKTi does not offer employment as an incentive to enrollment, but we do hire graduates as positions become available.

GENERAL RULES AND POLICIES

*All students must receive, understand and read a copy of this catalog and all binding contracts, prior to beginning course.

ADMISSIONS POLICY

Programs of training offered by The Ding King Training Institute is open for regular enrollment to men and women who need to possess a High School Diploma or the equivalent. If you do not possess a high school diploma or the equivalent you will be required to take an entrance exam. DKTI uses the ACTT CELSA English Language and the ACTT LPAT-S Spanish Language; this is a timed test that will take approx. 45 minutes and be scored immediately. Every student must pass this exam for entry to ensure that each individual possesses the ability to benefit and learn from DKTI programs. If a student wishes to attend and is under 18, he/she will need his/her parent or guardian to sign their enrollment agreement prior to start date.

Programs are taught in **English and Spanish**. Prospective students are invited to visit the school and discuss their needs, goals, and objectives with a customer care representative.

PROCEDURE FOR ENROLLMENT

The applicant initially discusses with a Customer Care Representative his or her career opportunities and the process of registration and enrollment. The applicant is then taken on a tour of the facility. This tour includes an explanation of hands-on instruction, lecture and a review of course equipment and materials. Presuming all requirements and standards of admissions are met, and the applicant is motivated and prepared to make the financial and personal commitment toward their chosen training program a date to start training is determined. The applicant is required to place a 20% deposit down to hold applicants spot in class and the remainder to be paid upon first day of program. Registration can be done via email, fax or in person. Upon arrival to the school on first day of training, the applicant will complete an application covering their personal, educational, and employment history, and the area of occupational interest. The ACTT entrance exam is then administered, completed and graded. A passing grade will assure enrollment. The applicant will be given an enrollment agreement, school catalog, school performance fact sheets, course manuals, and a copy of Buyers/Student Rights to Cancel.

In accordance with Rule, the enrollment agreement, along with the catalog is a binding contract. Therefore, the institution must have an original Enrollment Agreement from the prospective student signed and dated on campus only. Acceptance may be made through e-mail or fax, but upon arrival, the student and institution must sign and date the enrollment agreement only after the entrance exam is completed and passed or a high school diploma or equivalent is furnished.

If an applicant lives outside the area, or in another state, an admissions representative will mail to them, upon their request, the catalog and any other information desired. The applicant must complete an application and submit it to the school with the application fee of \$75.00. This fee is fully refundable if the school does not accept the application. The applicant will receive a phone call from a Customer Care Representative to discuss the process of enrollment for an out-of-area or out-of-state applicant. Each prospective new student must arrange their schedule to be at the main campus location on their first day of class so as to complete the enrollment process and orientation. Balance of tuition is due upon commencement of the first day of class unless other arrangements have been made.

POLICY OF DOCUMENTATION OF STUDENTS DENIED ADMISSION

If for any reason a student is denied enrollment, they will be entered in a log that is kept with initial admission paperwork and reasons for applicant being denied. The Ding King Training Institute is willing to re-exam any student that wishes to re-enroll at a future date. All records are kept for a period of one year.

SATISFACTORY PROGRESS

Students progress is monitored on a daily basis. Instructors report any unsatisfactory progress as well as exceptional progress to the director of the school. Progress reports are done on a weekly basis by an instructor and reports are kept in their student file. All progress and attendance reports are made available to counselors, veterans representatives and students at all times.

Some example's of satisfactory progress: a student who follows direction, completes excercises, listens to his/her instructor, a student who proves they will know how to do this trade when he/she graduates; due to cooperation, dedication and follow through.

If an unsatisfactory progress report is written on a student, the student will be called in to discuss his/her progress. Their will be counseling given at this time as well as a warning. If lack of progress continues a second time it will be grounds for dismissal from course.

Students are able to view their weekly progress reports and are able to discuss them with their student rep. or their instructor if they choose. Upon request a copy of all progress reports will be made available upon graduation.

ATTENDANCE POLICY

It is important that the school have a record of attendance for each student. Instructors will take daily attendance/roll call at any time during class hours. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability, as though they were on the job. **ATTENDANCE AND A POSITIVE WORK ATTITUDE HAVE A GREAT DEAL TO DO WITH SUCCESS AND EMPLOYMENT.**

When students must be absent from class, just as employees are expected to do so on a job, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when the school should expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain an 80% attendance performance or better (Maximum program length) in order to be considered doing "Satisfactory Attendance Progress" and/or to prevent their training from possibly being interrupted. Remember, Poor attendance is not a good habit to have and certainly one which an employer will not accept.

EXCUSED ABSENCES

Your instructor monitors and provides all attendance to the Student Services department. Due to the intensity and short programs DKTI does not differentiate excused or unexcused absences and any time missed must be 100% made up, in order to complete and graduate.

TARDINESS

The Ding King Training Institute places upon its students the same demands that an employer will place upon them as employees. Students are expected to be on time for each class session. A student is considered tardy for class if he/she **ARRIVES LATER THAN 15 MINUTES AFTER THE SCHEDULED START OF CLASS.** A tardy student will be marked daily as being tardy. Any combination of four (4) documented tardiness' will be considered as one (1) absence that will require 1 make-up day.

LEAVING EARLY

The Ding King Training Institute places upon its students the same demands that an employer will place upon them as employees. Students are expected to remain in class for the entire session. A student is considered leaving early from class if he/she **LEAVES EARLIER THAN 15 MINUTES PRIOR TO THE CLOSE OF CLASS.** The Instructor should be notified prior to being dismissed early from class. A student leaving early from class will be marked daily as leaving early. Any combination of four (4) documented early (unexcused) departures will be considered as one (1) absence that does require a make-up day.

MAKE UP WORK

Time may be made up hour for hour during next scheduled class based upon available openings, or otherwise arranged per instructor's approval.

LEAVE OF ABSENCE POLICY

If a Leave of Absence is required, a student must submit in writing to the Administrative Office, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence may be limited to a specified amount of days (**NOT TO EXCEED 30 DAYS**). If the student's leave of absence is **NOT** approved, the student will be considered to have withdrawn from the school. If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying any additional tuition. Students requesting a Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date. Remember, **A LEAVE OF ABSENCE DELAYS YOUR OPPORTUNITY TO BEGIN YOUR NEW CAREER.**

SUSPENSION AND DISMISSAL

DKTI reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance, which does not meet the school's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures.

If suspended: The student will be asked to leave the campus, pending evaluation of student's actions. Evaluation period is 1-2 days. Student will be contacted after evaluation and be asked to report to the admin office to discuss actions.

The student will be put back in class to continue training as usual, if reason for evaluation is corrected. **Probation:** At the time of remittance the student will be on probation for 14 days. Probation- student must sustain perfect attendance (unless absence is necessary), demonstrates professional conduct at all-times, has good academic performance and follows all rules and regulations.

NOTE: Days missed due to evaluation will be made up by extending planned graduation date by class days missed.

POLICY REGARDING REENTRANCE AFTER DISMISSAL FOR UNSATISFACTORY PROGRESS/RE-ENROLLMENT POLICY

A student reentering DKTI should submit a letter requesting reentry with an explanation on how the situation for dismissal/or withdraw has been rectified. The student must have their financial package current. A new enrollment agreement will be established and reviewed for approval. Students wishing to reenter due to dismissal based on behavior and/or attendance problems, may be required to have their readmission request approved by the school director and/or the instructor.

STUDENT RECORDS

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. DKTI protects the privacy and confidentiality of all student records. Students are guaranteed the right to access copies of the documents they signed in their own files. All student files are retained by the institution for a minimum of five years and the transcripts are maintained indefinitely. The student record retention period is five years from the student's completion/withdrawal date. Student files of this period are maintained in storage files.

CHANGING PROGRAMS

At any time, a student may wish to change their career goals. The institution reserves the right to allow or disallow a transfer from one program to another offered at this institution. In this event, the student will either re-sign a contract or a contract addendum. The student will still be charged for the prior program and will be charged for the new program. The student must first notify the admissions office and the student services department prior to changing.

CLASSROOM SIZE

A maximum class size is 8 students per instructor for classroom/laboratory.

GRADUATION REQUIREMENTS/GRADING STANDARDS

Our grading standards are based upon clocked hours. Every course has been outlined by clocked time spent on each module of the total curriculum. The grading standards on each auto-reconditioning course offered at DKTI are based upon a pass or fail condition. The instructors decision of a pass or fail grade are dependent upon the following guidelines:

- The student has been present 100% of the course hours.
- The student is able to demonstrate for the instructor the basic techniques taught during the course and the student should be able to complete repairs satisfactory for the instructor.
- Exit Competency levels must be at 80% or greater. (Percentages are evaluated by an instructor and are all hands-on review)
- All fees and payments are complete.

There is not a final test, examination, internship or externship that determines eligibility of a graduation certificate. There is a final question and answer review that is discussed as a class, to ensure everyone has retained the correct information/answers upon exit. If there are areas of struggle for any student during this review, these areas will be the main focus for the remainder of training.

NON-DISCRIMINATION POLICY

DKTI is dedicated to ensuring a discrimination-free learning environment. DKTI will not discriminate against any student because of race, color, religion, gender, sexual orientation, pregnancy, national origin, ancestry, age, marital status, physical or mental disability, or medical condition. If a student believes they are being discriminated against, they should report the facts of the incident to their instructor, the Director, or Human Resource Manager in writing (see Grievance Policy).

DRESS CODE

Each student is recommended to wear comfortable and safe attire during their training period. This policy is part of the DKTI expectations for graduation. Students should discuss with their instructor and/or the Placement Office, the typical type of clothing one should wear for the type of course they are enrolled. Students may be at risk of staining clothes depending on the course they are enrolled, therefore should use their best judgment when deciding what to wear to class. DKTI is not responsible for the cost of cleaning or replacing damaged clothing.

THE DKTI RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF THE DKTI STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.

SMOKING

Smoking is not permitted anywhere inside the school facilities or buildings. Please smoke outside the buildings in the designated areas and use the appropriate containers for cigarette disposal.

TELEPHONES

The receptionist desk will take emergency calls for students as well as messages for all students, so they can return necessary phone calls during breaks. There are phones that can be made available to all students needing to place brief phone calls.

OFFICE EQUIPMENT

Students are not to use any of the office telephones, copy machine, or other office equipment without permission and assistance from DKTI staff. There is office equipment that is always available to the students, in the student center.

STUDENT BEHAVIOR/CONDUCT

An important part of the training at DKTI includes the development of professional attitudes and behaviors. PROSPECTIVE EMPLOYERS SEEK EMPLOYEES WHO WILL BE POSITIVE ADDITIONS TO THEIR COMPANIES. Therefore, DKTI has created a professional “work-like” environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a business-like manner. Normal standards of auto shop business attire apply to all students and unconventional clothing cannot be permitted at school. The effectiveness of any training program is dependent upon the full cooperation between students and school staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, problem solving, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers.

DKTI students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment. Students are asked to work cooperatively with the institution to aid them to be as fully prepared as possible to succeed in the competitive job market.

The administrations of the DKTI reserves the right to exercise their judgment to dismiss a student on any of the following grounds but are not limited to:

Grounds for Disciplinary Action:

1. Unsatisfactory academic performance
2. Unsatisfactory attendance
3. Unprofessional behavior and/or conduct that reflects unfavorably upon the school and/or its students
4. Use of drugs, narcotics, alcohol (or under the influence), gambling, profanity
5. Inappropriate clothing worn during training.
6. Failure to abide by the Rules and Regulations of the school
7. Failure to pay tuition (or any other charges) when due
8. Breach of school enrollment agreement
9. Falsifying school records
10. Carrying a concealed or potentially dangerous weapon
11. Disorderly conduct which interferes with the learning process of any other student, instructor, or the general progress of the class
12. Instigation and/or participation in rebellious activities against the school and/or its student(s)
13. Solicitation which reflects unfavorably upon the school and/or its students
14. Vandalism of school property
15. Any form of gang related activity including, but not limited to: wearing of gang colors/attire, etc.
16. Fighting (physical or verbal)
17. Verbal confrontation with any employee and/or student

Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct may request re-admittance into their program by submitting a written request to the School Director. The School Director will discuss the request with the instructor and review the reason for dismissal and will then make the final decision on re-admittance.

POLICY AGAINST HARASSMENT

It is the policy of DKTI to provide a work environment free of discrimination, unlawful harassment including sexual harassment. In keeping with this commitment, we will maintain a strict policy prohibiting discrimination, unlawful harassment, including sexual harassment. This policy applies to all employer agents and employees. It also applies to supervisors and management. Unlawful harassment may take many forms, including but not necessarily limited to:

1. Unwanted sexual advances;
2. Demands for sexual favors in exchange for favorable treatment or continued employment;
3. Threats and demands to submit to sexual requests in order to obtain or retain any employment or training benefit;
4. Verbal conduct such as epithets, derogatory or obscene comments, slurs or sexual invitations, sexual jokes, propositions, suggestive insulting, obscene comments or gestures or other verbal abuse of a sexual nature or where such verbal conduct contains discriminatory overtones;
5. Graphic, verbal commentary about an individual's body, sexual prowess or sexual deficiencies;
6. Flirtations, advances, leering, whistling, touching, pinching, assault, coerced sexual acts, blocking normal movements;
7. Visual conduct such as derogatory or sexual posters, photographs, cartoons, drawings or gestures or other displays in the work place of sexually suggestive objects or pictures;
8. Conduct of comments consistently targeted at only on gender, even if the content is not sexual;
9. Retaliation for having reported or threatened to report in good faith discrimination, unlawful harassment including sexual harassment.

This behavior is unacceptable in the workplace itself and in other work-related settings. In evaluating behavior, the standard to be applied is that of a reasonable victim of the same gender as the victim.

If, in good faith, you believe you have been discriminated against, unlawfully harassed or are the subject of sexual harassment or discrimination by a co-worker or fellow student or any other employee, supervisor, or any agent of DKTI you are required to report all of the facts of the incident and the names of the individuals involved to the School Director at (800) 304-3464. As soon as management receives the report appropriate corrective action will be taken, where necessary.

Any Student / Employee who, after an investigation, is believed to be responsible for any act of unlawful harassment including sexual harassment, or discrimination based on another person's race, color, religion, sex, national origin, age, marital status, sexual orientation, pregnancy, physical or mental disability, medical condition or veteran's status, will be subject to disciplinary action of such severity that will stop such harassment or discrimination and may include separation / dismissal.

Retaliation:

No retaliatory action will be taken against anyone who, in good faith, exercises his / her rights to report harassment, discrimination as defined in this section.

Fraternization:

We are concerned about behavior and personal conduct that tends to violate or does violate federal and state standards, and where such conduct creates either, (1) a hostile and abusive work environment,; (2) creates and safety or hazardous situation where such conduct could result in a violent act by someone associated with those participating in such behavior or conduct; or (3) where such conduct or behavior is considered unwanted. Therefore, no one is allowed to socialize, fraternize, or associate in an intimate way with any co-worker after hours or during non-work where such association jeopardizes DKTI in any way.

If there is any reported conduct or behavior violation by either party or a third party, that report will result in an investigation. Initially both parties will be given a Coaching and Counseling Warning. If the investigation reveals any conduct that places The DKTI in any liability or jeopardy whatsoever, disciplinary action will be taken up to and including discharge.

STUDENT GRIEVANCE PROCEDURES

Dear Students: This school has a Certificate of Approval from the Texas Workforce Commission (TWC). The TWC-assigned school number is: S5725. The school's programs are approved by TWC, as well as (name(s) of other Texas state agencies, as applicable) and (name(s) of any relevant accrediting bodies). Students must address their concerns about this school or any of its educational programs by following the grievance process outlined in the school's catalog. Schools are responsible for ensuring and documenting that all students have received a copy of the school's grievance procedures and for describing these procedures in the school's published catalog. If, as a student, you were not provided with this information, please inform school management. Students dissatisfied with this school's response to their complaint or who are not able to file a complaint with the school, can file a formal complaint with TWC, as well as with other relevant agencies or accreditors, if applicable. Information on filing a complaint with TWC can be found on TWC's website at www.texasworkforce.org/careerschoolstudents.

COMPLAINT PROCEDURE

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance must be received by the Director from the student within 48 hours after the incident occurs, if the incident was not resolved by student's direct instructor.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. A meeting will take place between all parties involved to attempt a resolution.

If the decision is unacceptable to the student, the student must, within 24 hours of the meeting, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report.

Unresolved complaints may be directed to the:

**Texas Workforce Commission
Career Schools and Colleges, Room 226T
101 East 15th Street
Austin, Texas 78778-001
Phone: 512-936-3100/ Texasworkforce.org/careerschools**

CANCELLED COURSES OR PROGRAMS

If a program or course is cancelled for any reason the student will have the choice to either choose a new course or receive a refund for class time not received and tools that are returned in new condition.

CERTIFICATE OF COMPLETION

All graduates who have a satisfactory completion in their course and/or courses will receive a Certificate of Completion. Each certificate will indicate graduates full name, each program completed, number of hours in class per program, name of our school and signature of instructor.

DRUG FREE CAMPUS

The DKTI is a drug and alcohol free facility. Students who violate this policy could be terminated from the program.

ENGLISH AS A SECOND LANGUAGE INSTRUCTION AND SPANISH INSTRUCTION

We do not offer English language services at this time. We can assist you in finding a service and its cost. Please contact The School Director or The Admissions Director for further information.

DKTI does offer Spanish instruction. We do not require a certain level of proficiency only that all DKTI students can pass our entrance exam, which is given in Spanish as well as English. Automotive reconditioning can be structured to fit all life styles and or limitations.

FACULTY STANDARDS

All DKTI Staff Members are employed after meeting our very high standards. All Staff members go through an intensive interview process and back ground check. DKTI employees are a group of people that we can take pride in knowing they are serving our students.

All Instructors license's and/or certificates to teach in each State are kept at their home campus. The documents are always kept up to date, made available as needed. All Instructors are required to have at least 8 hours of continued education per year. Documents showing continued education are kept in employee file.

The number of employees will vary due to student requirements. Every campus has different needs and we staff based upon student needs.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at The Ding King is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in _____ is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending DKTI to determine if your certificate will transfer. DKTI does not award credit for prior experiential learning. The Ding King Training Institute has not entered into an articulation or transfer agreement with any college or university that provides for the transfer of credits earned in any program of instruction.

PAINTLESS DENT REPAIR 200
LECTURE HRS. 8 + LAB HRS. 192 / COST- \$15,000.00
(There are no prerequisites for this program)

Program Description:

PDR is a highly skilled process in which minor dings and dents are removed from an automobile's exterior without creating the costly and time consuming need for traditional body shop repairs. The PDR process involves the use of custom designed dent removal tools that are applied to the inside, skin of a vehicle's sheet metal. To begin, the repair process a dent technician gains access to the inside skin of the metal via an automobile's windows, headlights or other access point. A fluorescent light is then used to magnify the damaged area. The technician then drags the tip of the dent removal tool with leverage, over the damaged area in a fluid, pumping motion. In less than an hour, dings and dents become "massaged out" without any damage to the paint. With continuous practice, DKTI graduates will be able to repair dings and dents on all panels of all metal vehicles, as long as the paint has not been fractured or damaged prior to the repair process.

With the PDR process, a PDR technician can repair minor dings and dents in a fraction of the time required by conventional body shops. Most body shops repair dings and dents with the same techniques that are used to repair major damage. These techniques involve pounding out the dent with force, which cause imperfections in the metal's exterior. Once this occurs, the paint becomes damaged, and the car's panel must be filled, sanded, primed and repainted. Since this process requires the need for paint, a customer runs the risk that the paint will not match the original factory finish and risk objections by a potential buyer at some future date. In addition, the above process takes days to complete, leaving the customer without their car for some time. By contrast, PDR jobs are performed in less than one hour, save the customer 70% versus body shop prices, require no painting and are 100% environmentally friendly.

The majority of the PDR repairs performed by PDR technicians involve dents in surface areas smaller than a baseball, which do not involve paint damage.

The field of Paintless Dent Repair does not require licensure in this State.

Program Objectives:

The objective of the PDR 200 course is to provide the maximum hands-on intensive training to an individual who has the goal to continue their training at home or on-the-job upon graduation, but is looking to speed up the learning curve by longer over the shoulder training. Students will learn how to properly access and remove door dings and minor dents from a vehicle without sanding, filling, or painting. Students will learn how to estimate the service they are providing as well as learn to access damage from all areas of a vehicle. They will also receive on-going technical support by phone. However, a person who has had some auto-body repair experience may excel into a more advanced position upon graduation. This program is designed to provide intensive hands-on training in all aspects of the Paintless Dent Repair field.

Educational Objective:

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of Paintless Dent Repair. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment as a Mobile Dent Technician or a Paintless Dent Technician working for a company. Normal progression should move him/her to positions such as stand-alone technician, dealership dent technician, owner of his/her own business, trade instructor, supervisor, independent hail chaser, hail team member, crew manager or fleet manager.

Occupational Objectives:

Graduates will be qualified for intermediate-level positions with any business offering paintless dent repair. They will also be prepared to perform intermediate paintless dent repairs for requesting customers, for their own business. D.O.T. #807.381-010

The 200-hour course has classes that commence each Monday. Students must contact their customer care representative for class schedule and availability. PDR-200 is 8 hours a day for 25 days or 4 hours a day for 50 days.

INSTRUCTION MODULE FOR PAINTLESS DENT REPAIR 200 / Lecture Hrs. 8 Lab Hrs. 192 / Cost- \$15,000.00

	Lecture Modules	Total Hours
Module A	Introduction to Paintless Dent Repair	1
Module B	Demonstration of PDR Process	1
Module C	Metal Characteristics	.5
Module D	Items Used During Training	.5
Module E	The PDR Tool Set	.5
Module F	PDR Accessories	.5
	Total Lecture	Lecture Hrs. 4
Hands-on Modules		
The modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting.		
Module G	Positioning and Reading the Light	6
Module H	Locating the Tip of the Tool	8
Module I	Removing High Points	10
Module J	Removing Low Spots	10
Module K	Removing Dents	22
Module L	Types of Dents	4
Module M	Proper Tool Control	2
Module N	Braced Areas- Shallow Nickel, Dime Quarter Ding Removal	5
Module O	Deep Ding Repair Braced and Open Areas	5
Module P	Crease Dent Repair	6
Module Q	Softball Sized Dent Repair	10
Module R	Body Line Dent Repair	10
Module S	Leverage and Access	6
Module T	Drilling & Plugging Techniques	1
Module U	Glue Pulling, Various Pulling Devices, Tab Selection and Glue Selection	10
Module V	Finishing, Cleaning, Fine Tuning and Cross Checking the Repair	6
Module W	Wet Sanding and Polishing Techniques	2
Module X	Working in Different Environments	2
Module Y	Problem Solving Techniques	2
Module A80	Aluminum Panel Repair	6
Module B80	R and I Vehicle Set-Up	6
Module C80	Brace Ding Repair on Side Panels	8
Module D80	Blending Techniques	5
Module E120	Outdoor PDR	6
Module F160	Correcting Repeat Mistakes	2
Module G120	Develop Speed	6
Module H160	Advanced Glue Pulling Techniques	4
Module I200	Deep Dents on Aluminum	4
Module J200	Utilizing Heat During Repairs	4
Module K200	Attacking Large Complex Damage	10
Module L200	Enhanced Blending Techniques	4
		Lab Hrs. 192
Lecture Modules		
Module S	Estimating Techniques	1
Module T	Marketing and Advertising	2
Module U	Career Development	1
		Lecture Hrs. 4
	Total Clock Hours	200

Curriculum Outline and Instruction:

Module A: Introduction to Paintless Dent Repair

Students will review and tour the PDR manual along with an instructor. They will learn the history, the advantages and benefits of PDR within the automotive industry. They will also examine the vital importance of the success formula to becoming a dent technician.

Module B: Demonstration of PDR Process

Students will observe while the instructor demonstrates the PDR process.

Module C: Metal Characteristics

Students will learn about the different types of vehicle metal, including the theory of metal, and when metal is incapable of withstanding paintless dent repair, i.e., the dent is too deep and has stretched the metal, broken paint.

Module D: Items Required for Training

Students will learn which tools and accessories are used during the PDR training course.

Module E: The PDR Tool Set

Students will learn and examine the PDR tool set required for a technician. The toolset include rods, flat bars, window tools, pistol grips, T-handle tools, hand tools and specialty tools. Each PDR tool is designed for specific purposes, and students will understand that knowing the purpose of each tool is an on-going learning process.

Module F: The PDR Accessories

Students will learn about the functions and necessity of the variety of dent repair accessory items required for successful dent repair.

Module G: Positioning and Reading the Light

Students will learn and understand that a tremendous part of success in PDR depends on the student's ability to "read" the light. Therefore, students will learn the specific techniques required in positioning and reading the light.

Module H: Locating the Tip of the Tool

Prior to performing dent repair, students must successfully learn how locate the tip of the tool they will be using to repair the dent. The success rate of this module varies per individual. Locating the tip of the tool is vital for the success of dent repair. Students will utilize various items in order to optimize their individual results, i.e., the light, hoodstand, dent tool, s-hook, etc. The students will be given special exercises and procedures in locating the tip of the tool.

Module I: Removing High Points

High points are the result of exerting upward pressure from the bottom-side of the metal. The result is an outward protrusion of the metal, a high point. Dent technicians do not want this to happen. Therefore, students will learn the proper techniques in avoiding a high point from occurring, as well as learning the techniques necessary to remove the high point.

Module J: Removing Low Spots

Low spots are the result of pressure being applied from the topside of the metal surface in a downward direction. The metal then stretches, causing a small depression. Students will learn the proper techniques involved removing low spots by properly using the dent hammer and tap down

Module K: Removing Dents

Students will learn how to remove dents by following specific techniques and guidelines illustrated for them in a diagram that is provided to each student. Removing dents of any size is a process, which takes constant practice, patience, and focus.

Module L: Types of Dents

Students will learn and examine the various types of dents and learn how to apply the techniques required in removing each type of dent. The different types of dents include different sizes, shapes, and creases.

Module M: Finishing the Dent

Students will learn and examine the refined techniques necessary to finalize a dent repair.

Module N: Wet Sanding Techniques

Students will learn the advantages, techniques, and proper supplies utilized when conducting wet sanding to the areas where dent repair has been performed. Students will notice as their skill level progresses, they will rely on wet sanding techniques less frequently.

Module O: Access

Students will examine the many techniques and situations necessary to successfully accessing any dent on a vehicle. They will also learn to utilize the various components throughout a vehicle for leverage in order to maximize dent access and success of repair.

Module P: Drilling & Plugging Techniques

Students will learn how to properly use the drill and plugs. They will learn when it is absolutely necessary for drilling and understand that drilling is done only when there is no other alternative.

Module Q: Working in Different Environments

Students will examine which equipment is most appropriate to use when conducting dent repair in direct sunlight, outdoors, and indoors. Unique lighting systems and specific positioning techniques are required to successfully complete dent repair in these different environments.

Module R: Problem Solving Techniques

Students will learn how to assess a potential problem and how to approach solving the problem in the most effective possible way.

Module S: Estimating Techniques

Students will learn how to estimate the cost of a paintless dent repair for all types of business. We will show examples of jobs you can and should not attempt.

Module T: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module U: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career. Students will understand their customer in different markets and learn how best to approach their customer, to land the job.

PAINTLESS DENT REPAIR 480
LECTURE HRS. 85 LAB HRS 395 / COST- \$24,000.00
(There are no prerequisites for this program)

Program Description:

PDR is a highly skilled process in which minor dings and dents are removed from an automobile's exterior without creating the costly and time consuming need for traditional body shop repairs. The PDR process involves the use of custom designed dent removal tools that are applied to the inside, skin of a vehicle's sheet metal. To begin, the repair process a dent technician gains access to the inside skin of the metal via an automobile's windows, headlights or other access point. A fluorescent light is then used to magnify the damaged area. The technician then drags the tip of the dent removal tool with leverage, over the damaged area in a fluid, pumping motion. In less than an hour, dings and dents become "massaged out" without any damage to the paint. With continuous practice, DKTI graduates will be able to repair dings and dents on all panels of all metal vehicles, as long as the paint has not been fractured or damaged prior to the repair process.

With the PDR process, a PDR technician can repair minor dings and dents in a fraction of the time required by conventional body shops. Most body shops repair dings and dents with the same techniques that are used to repair major damage. These techniques involve pounding out the dent with force, which cause imperfections in the metal's exterior. Once this occurs, the paint becomes damaged, and the car's panel must be filled, sanded, primed and repainted. Since this process requires the need for paint, a customer runs the risk that the paint will not match the original factory finish and risk objections by a potential buyer at some future date. In addition, the above process takes days to complete, leaving the customer without their car for some time. By contrast, PDR jobs are performed in less than one hour, save the customer 70% versus body shop prices, require no painting and are 100% environmentally friendly.

The majority of the PDR repairs performed by PDR technicians involve dents in surface areas smaller than a baseball, which do not involve paint damage.

The field of Paintless Dent Repair does not require licensure in this State.

Program Objectives:

The objective of the PDR 480 course is to provide the maximum hands-on intensive training to an individual who has the goal to continue their training at home or on-the-job upon graduation, but is looking to speed up the learning curve by longer over the shoulder training. Students will learn how to properly access and remove door dings and minor dents from a vehicle without sanding, filling, or painting. Students will learn how to estimate the service they are providing as well as learn to access damage from all areas of a vehicle. They will also receive on-going technical support by phone. However, a person who has had some auto-body repair experience may excel into a more advanced position upon graduation. This program is designed to provide intensive hands-on training in all aspects of the Paintless Dent Repair field.

Educational Objective:

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of Paintless Dent Repair. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment as a Mobile Dent Technician or a Paintless Dent Technician working for a company. Normal progression should move him/her to positions such as stand-alone technician, dealership dent technician, owner of his/her own business, trade instructor, supervisor, independent hail chaser, hail team member, crew manager or fleet manager.

Occupational Objectives:

Graduates will be qualified for intermediate to beginning-advanced level positions with any business offering paintless dent repair. They will also be prepared to perform intermediate to beginning-advanced level paintless dent repairs for requesting customers, for their own business. D.O.T. #807.381-010

The 480-hour course has classes that commence each Monday. Students must contact their customer care representative for exact class schedule and availability. PDR-480 is

8 hours a day for 60 days or 4 hours a day for 120 days.

*There are no prerequisites for this course.

INSTRUCTION MODULE FOR PDR 480 / Lecture Hrs. 85 Lab Hrs. 395 / Cost- \$24,000.00

Lecture Modules		Total Hours
Module A	Introduction to Paintless Dent Repair	1
Module B	Demonstration of PDR Process	1
Module C	Metal Characteristics	.5
Module D	Items Used During Training	.5
Module E	The PDR Tool Set	.5
Module F	PDR Accessories	.5
Lecture Hours		4
Hands-on Modules		
The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting.		
Module G	Positioning and Reading the Light	6
Module H	Locating the Tip of the Tool	10
Module I	Removing High Points	20
Module J	Removing Low Spots	20
Module K	Removing Dents	100
Module L	Types of Dents	8
Module M	Proper Tool Control	4
Module N	Braced Areas- Shallow Nickel, Dime Quarter Ding Removal	15
Module O	Deep Ding Repair Braced and Open Areas	15
Module P	Crease Dent Repair	15
Module Q	Softball Sized Dent Repair	10
Module R	Body Line Dent Repair	10
Module S	Leverage and Access	6
Module T	Drilling & Plugging Techniques	1
Module U	Glue Pulling, Various Pulling Devices, Tab Selection and Glue Selection	10
Module V	Finishing, Cleaning, Fine Tuning and Cross Checking the Repair	10
Module W	Wet Sanding and Polishing Techniques	2
Module X	Working in Different Environments	2
Module Y	Problem Solving Techniques	2
Module A80	Aluminum Panel Repair	6
Module B80	R and I Vehicle Set-Up	6
Module C80	Brace Ding Repair on Side Panels	8
Module D80	Blending Techniques	5
Module E120	Outdoor PDR	6
Module F160	Correcting Repeat Mistakes	2
Module G120	Develop Speed	9
Module H160	Advanced Glue Pulling Techniques	10
Module I200	Deep Dents on Aluminum	4
Module J200	Utilizing Heat During Repairs	4
Module K200	Attacking Large Complex Damage	10
Module L200	Enhanced Blending Techniques	4
Module M480	On the Job Training	25
Module N480	Working with Electric Cars	5
Module O480	Paint Correction	25
Lab Hours		395
Lecture Modules		
Module S	Estimating Techniques	20
Module T	Marketing and Advertising	16
Module U	Career Development and Field Work	45
Lecture Hours		81
Total Clock Hours		480

Curriculum Outline and Instruction:

Module A: Introduction to Paintless Dent Repair

Students will review the PDR manual along with watching the instructional video. They will learn the history, the advantages and benefits of PDR within the automotive industry. They will also examine the vital importance of the success formula to becoming a dent technician.

Module B: Demonstration of PDR Process

Students will observe while the instructor demonstrates the PDR process.

Module C: Metal Characteristics

Students will learn about the different types of vehicle metal, including the theory of metal, and when metal is incapable of withstanding paintless dent repair, i.e., the dent is too deep and has stretched the metal, broken paint.

Module D: Items Required for Training

Students will learn which tools and accessories are used during the PDR training course.

Module E: The PDR Tool Set

Students will learn and examine the PDR tool set required for a beginning technician. These tools include rods, flat bars, super skinnies, window tools, pistol grips, super tools, and screw-on tools, etc. Each PDR tool is designed for specific purposes, and students will understand that knowing the purpose of each tool is an on-going learning process.

Module F: The PDR Accessories

Students will learn the functions and necessities of a variety of dent repair accessories required for all dent repairs.

Module G: Positioning and Reading the Light

Students will learn and understand that a tremendous part of success in PDR depends on the student's ability to "read" the light. Therefore, students will learn the specific techniques required in positioning and reading the light.

Module H: Locating the Tip of the Tool

Prior to performing dent repair, students must successfully learn how locate the tip of the tool they will be using to repair the dent. The success rate of this module varies per individual. Locating the tip of the tool is vital for the success of dent repair. Students will utilize various items in order to optimize their individual results, i.e., the light, hood stand, dent tool, s-hook, etc. The students will be given special exercises and procedures in locating the tip of the tool.

Module I: Removing High Points

High points are the result of exerting upward pressure from the bottom-side of the metal. The result is an outward protrusion of the metal, a high point. Dent technicians do not want this to happen. Therefore, students will learn the proper techniques in avoiding a high point from occurring, as well as learning the techniques necessary to remove the high point.

Module J: Removing Low Spots

Low spots are the result of pressure being applied from the topside of the metal surface in a downward direction. The metal then stretches, causing a small depression. Students will learn the proper techniques involved removing low spots by properly using the dent hammer and tap down

Module K: Removing Dents

Students will learn how to remove dents by following specific techniques and guidelines illustrated for them in a diagram that is provided to each student. Removing dents of any size is a process, which takes constant practice, patience, and focus.

Module L: Types of Dents

Students will learn and examine the various types of dents and learn how to apply the techniques required in removing each type of dent. The different types of dents include different sizes, shapes, and creases.

Module M: Finishing the Dent

Students will learn and examine the refined techniques necessary to finalize a dent repair.

Module N: Wet Sanding Techniques

Students will learn the advantages, techniques, and proper supplies utilized when conducting wet sanding to the areas where dent repair has been performed. Students will notice as their skill level progresses, they will rely on wet sanding techniques less frequently.

Module O: Access

Students will examine the many techniques and situations necessary to successfully accessing any dent on a vehicle. They will also learn to utilize the various components throughout a vehicle for leverage in order to maximize dent access and success of repair.

Module P: Drilling & Plugging Techniques

Students will learn how to properly use the drill and plugs. They will learn when it is absolutely necessary for drilling and understand that drilling is done only when there is no other alternative.

Module Q: Working in Different Environments

Students will examine which equipment is most appropriate to use when conducting dent repair in direct sunlight, outdoors, and indoors. Unique lighting systems and specific positioning techniques are required to successfully complete dent repair in these different environments.

Module R: Problem Solving Techniques

Students will learn how to assess a potential problem and how to approach solving the problem in the most effective way.

Module S: Estimating Techniques

Students will learn how to estimate the cost of a paintless dent repair for all types of business.

Module T: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module U: Career Development and Field Work

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career. Students in PDR480 will also work retail and wholesale accounts with one of our retail and wholesale technicians. On the job, real life experience.

PAINT AND DENT RECON #4
LECTURE HRS. 14 + LAB HRS. 186 / COST \$24,500.00

(There are no prerequisites for this program)

Subjects in this Program- 1) Smart Paint Repair 2) Paintless Dent Repair

Smart Paint Repair

Description of Smart Paint Subject:

The SMART Paint Repair training is a comprehensive paint class offering the tools and equipment needed for all types of paint repairs, including rock chips and scratches, bumper scuffs, tears and gouges, rust spots, clear coat damage, and overall repairs to solids, metallic and pearlescent finishes using both foreign and domestic paints. This system comes complete with everything you'll need with the option to function on either a fixed or mobile basis.

The Ding King SMART Systems allow for complete paint restoration and repair; from simple paint chip and scratch repair to complete panel re-spraying and bumper repair. Repairs are completed quickly and are kept to the damaged area only, allowing you to complete more work in less time. The results are not only faster repairs, but more profit in your pocket.

Our SMART Repair System allows you to perform repairs in all types of climate conditions; hot or cold weather....we will customize your chemical and equipment package to accommodate your specific needs. Additionally, all DK SMART Paint Repair Systems are AQMD Legal and utilizes only VOC Compliant paint chemicals. Besides being environmentally friendly, it allows you to produce finished repairs that will surpass your most finicky customer. This system is easy to use, simple to mix and deliver fast-drying high-performance finishes, making every job look like new.

Subject Objectives:

The objective of the SMART Paint Repair is to provide extensive training to an individual who has the goal to properly repair a wide variety of paint damage utilizing new paint technology. The Ding King will thoroughly prepare students for the field and teaches everything required to become a professional mobile or shop paint repair technician. This course is a combination of classroom, instructor led demonstrations and hands-on repairs on actual cars, and is designed to provide you with a deeper level of knowledge so that you have the experience and confidence to tackle all types of repairs.

This course will teach you everything from proper prep to advanced techniques for blending and more difficult repairs. You will learn how to offer customers quick, professional and undetectable finished repairs for all types of damage.

You will work side by side with a certified Ding King instructor teaching you everything you'll need to know to perform quality repairs. Our certificate granting training sessions include 8 hours of classroom and hands-on training daily in classes with no more than 4 students per instructor.

Educational Objective:

Our objective is to provide every student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of Paint Repair. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment as a Mobile Paint Technician or a Paint Technician working for a company. Normal progression should move him/her to positions such as Paint technician, Business owner, trade instructor or crew supervisor.

Occupational Objectives:

Graduates will be qualified for positions with any business relating to paint repair. They will also be prepared to perform a various range of paint repairs for customers for their own business. D.O.T. #845.381.014

*There are no prerequisites for this course.

You'll Learn to Correct

- Paint Chips
- Key Scratches
- Euro Blackout
- Bumper Scuffs
- Rust Repair
- Paint Swirls
- Dents
- Chipped Door Edges
- Clear Coat Damage

Training Includes

- Color Matching
- Mixing of Paint
- Proper Preparation and Safety
- Spray Gun Techniques
- Polishing
- Spot Blending
- Chemical Reduction Formulations
- Curing Process
- Back Taping
- Filler Applications
- Sanding Process

INSTRUCTION MODULE FOR SMART PAINT REPAIR / Lecture Hrs. 6 Lab Hrs. 34 / Cost- \$12,000.00

Module	Lecture Modules	Total Hours
Module A	Introduction and Safety Measures for SMART Paint Repair	1
Module B	Demonstration of SMART Paint Repair	1
Module C	Introduction to Chip King	1
Module D	Demonstration of Chip King	.5
	Lecture Hours	3.5
	Hands-on Modules	
	The following modules listed below are conducted with hands-on training.	
Module E	Color Matching and Mixing Paint	2.5
Module F	Using the PPG Color Mobile App	2
Module G	Using the Color Matching Books	3
Module H	Using the HVLP Mini Jet Spray Gun	4
Module I	Surface Preparation	5
Module J	Bumper/Panel Painting	6
Module K	Light Scratch and Polishing	2
Module L	Sanding Techniques	2
Module M	Painting Tips	4
Module N	Chip King Process	3
Module O	Problem Solving and Troubleshooting	.5
	Lab Hours	34
	Lecture Modules	
Module P	SMART System for Fixed or Mobile Operations	.5
Module Q	Estimating Guidelines	1
Module R	Marketing and Advertising	.5
Module S	Complete Overview	.5
	Lecture Hours	2.5
	Total Clock Hours	40

Curriculum Outline and Instruction:

Module A: Introduction and Safety Measures for SMART Paint Repair

Students will review the Paint Repair instructional manual and discuss the components included within the paint repair system. Students will learn the importance of the Material Safety Data Sheets (MSDS), including how to read the MSDS, and receive detailed training on each of the chemical products, proper disposal methods, and safety measures.

Module B: Demonstration of the SMART Paint Repair System

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the paint repair system are designed to repair.

Module C: Introduction to Chip King

Students will review all the chemicals and the steps of the Chip King process. This streamlined paint touch up process includes our squeegee application process, using our proprietary wipe-on, wipe-off DK technology and is perfect for anybody looking to offer quick repairs.

Module D: Demonstration of Chip King

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the Chip King is designed to repair.

Module E: Color Matching and Mixing Paint

Utilizing our Color Mobile Application, you'll have direct access to PPG's entire mixing formula database. You'll learn to fill in the relevant fields in the clearly structured user interface, and the requested mixing formula will appear on the screen. The database contains over 200,000 mixing formulas, giving access to more than 100,000 colors. It even provides variants of the requested color for badly oxidized or aging paint. The Color Mobile application is updated and contains all the MSDS information and safety data sheets for all PPG's paint chemicals and toners. This Mobile App operates on any internet based device. Using the new Color Mobile App and the Envirobase Line by PPG this paint and system will provide for superior color matches and reduce your odds of redo's. In addition to less time and fewer redo's, another major savings will be less material needed.

Students will learn how to color match using Color Mobile App, Color Wheel, Swatches, Paint Mixing and understanding the digital scale. They will also examine the importance of safety when using the chemicals and components included in the paint system.

Module F: Using the Color Mobile App

Students will learn how to use the flow pencil when applying small quantities of paint to chips and small scratches.

Module G: Using the PPG Color Books

Students will learn the appropriate use of the Import and Domestic Color Books specific to PPG

Module H: Using the HVLP Mini Jet Spray Gun

Students will learn the appropriate use of the paint spray gun, which includes parts of the gun, tear down, cleaning, re-assemble and use.

Module I: Surface Preparation

Students will learn how to properly prep the surface area so damage can be contained to the smallest repair area possible.

Module J: Bumper/Panel Painting

Students will learn blending, clear coating, European blackening, sanding techniques, and painting techniques for completion of a bumper/panel repair.

Module K: Light Scratch and Polishing

Students will learn how to polish and finish a paint repair using high speed polisher and detail chemicals.

Module L: Sanding Techniques

Students will learn the many levels of sand-paper grits and the appropriate situation to use each by hand and with a DA sander.

Module M: Painting Tips

Students will learn various tips on storage, maintenance, and good habits of a paint repair technician. Different styles or painting will be covered along with tips for working indoors and outdoors.

Module N: Chip King Process

Students will learn the Chip King process and each tool necessary to perform minor paint repairs.

Module O: Problem Solving and Troubleshooting

Students will learn how to prepare for and solve problems that may happen during paint repairs.

Module P: SMART System for Mobile or Shop Operations

The students will learn about the mobile and shop options within the SMART paint repair system. They will also learn to use the different components for each option.

Module Q: Estimating Guidelines

Students will learn how to estimate the cost for all types of paint repair.

Module R: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module S: Complete Overview

Students will focus on demonstrating all techniques learned in course with supervision of their instructor insuring confidence, speed and quality.

Paintless Dent Repair 160**Subject Description of PDR160:**

PDR is a highly skilled process in which minor dings and dents are removed from an automobile's exterior without creating the costly and time consuming need for traditional body shop repairs. The PDR process involves the use of custom designed dent removal tools that are applied to the inside, skin of a vehicle's sheet metal. To begin, the repair process a dent technician gains access to the inside skin of the metal via an automobile's windows, headlights or other access point. A fluorescent light is then used to magnify the damaged area. The technician then drags the tip of the dent removal tool with leverage, over the damaged area in a fluid, pumping motion. In less than an hour, dings and dents become "massaged out" without any damage to the paint. With continuous practice, DKTI graduates will be able to repair dings and dents on any panel of any metal vehicle, as long as the paint has not been fractured or damaged prior to the repair process.

With the PDR process, a PDR technician can repair minor dings and dents in a fraction of the time required by conventional body shops. Most body shops repair dings and dents with the same techniques that are used to repair major damage. These techniques involve pounding out the dent with force, which cause imperfections in the metal's exterior.

Once this occurs, the paint becomes damaged, and the car's panel must be filled, sanded, primed and repainted. Since this process requires the need for paint, a customer runs the risk that the paint will not match the original factory finish and risk objections by a potential buyer at some future date. In addition, the above process takes days to complete, leaving the customer without their car for some time. By contrast, PDR jobs are performed in less than one hour, save the customer 70% versus body shop prices, require no painting and are 100% environmentally friendly.

The majority of the PDR repairs performed by PDR technicians involve dents in surface areas smaller than a baseball, which do not involve paint damage.

The field of Paintless Dent Repair does not require licensure in this State.

Subject Objectives:

The objective of the PDR 160 course is to provide the maximum hands-on intensive training to an individual who has the goal to continue their training at home or on-the-job upon graduation, but is looking to speed up the learning curve by longer over the shoulder training. Students will learn how to properly access and remove door dings and minor dents from a vehicle without sanding, filling, or painting. Students will learn how to estimate the service they are providing and well as learn to access damage from all areas of a vehicle. They will also receive on-going technical support by phone. However, a person who has had some auto-body repair experience may excel into a more advanced position upon graduation. This program is designed to provide intensive hands-on training in all aspects of the Paintless Dent Repair field.

Educational Objective:

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of Paintless Dent Repair. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment as a Mobile Dent Technician, Paintless Dent Technician working for a company (Body Shop, Automotive Paint Shop, Dealership or Carwash), Hail Chaser, Hail Team Member, Hail Management. Normal progression should move him/her these types of positions.

Occupational Objectives:

Graduates will be qualified for intermediate-level positions with any business offering paintless dent repair. They will also be prepared to perform intermediate or entry-level paintless dent repairs for requesting customers, for their own business. D.O.T. #807.381-010

The 160-hour course has classes that commence each Monday. Students must contact their customer care representative for class schedule and availability. PDR160 is 8 hours a day for 20 days or 4 hours a day for 40 days.

*There are no prerequisites for this course.

INSTRUCTION MODULE FOR PAINTLESS DENT REPAIR 160 /Lecture Hrs. 8 Lab Hrs. 152 Cost- \$13,000.00

	Lecture Modules	Total Hours
Module A	Introduction to Paintless Dent Repair	2
Module B	Demonstration of PDR Process	1
Module C	Metal Characteristics	.5
Module D	Items Used During Training	.5
Module E	The PDR Tool Set	1
Module F	PDR Accessories	.5
	Lecture Hours	5.5
Hands-on Modules		
The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting.		
Module G	Positioning and Reading the Light	10
Module H	Locating the Tip of the Tool	18
Module I	Removing High Points	20
Module J	Removing Low Spots	20
Module K	Removing Dents	34
Module L	Types of Dents	4
Module M	Finishing the Dent	12
Module N	Wet Sanding Techniques	2.5
Module O	Access	10
Module P	Drilling & Plugging Techniques	1.5
Module Q	Working in Different Environments	10
Module R	Problem Solving Techniques	10
	Lab Hours	152
Lecture Modules		
Module S	Estimating Techniques	1
Module T	Marketing and Advertising	.5
Module U	Career Development	1
	Lecture Hours	2.5
	Total Clock Hours	160

Curriculum Outline and Instruction:

Module A: Introduction to Paintless Dent Repair

Students will review the PDR manual with their instructor. They will learn the history, the advantages and benefits of PDR within the automotive industry. They will also examine the vital importance of the success formula to becoming a dent technician.

Module B: Demonstration of PDR Process

Students will observe while the instructor demonstrates the PDR process.

Module C: Metal Characteristics

Students will learn about the different types of vehicle metal, including the theory of metal, and when metal is incapable of withstanding paintless dent repair, i.e., the dent is too deep and has stretched the metal, broken paint.

Module D: Items Required for Training

Students will learn which tools and accessories are used during the PDR training course.

Module E: The PDR Tool Set

Students will learn and examine the PDR tool set required for a beginning technician. These tools include rods, flat bars, super skinnies, window tools, pistol grips, super tools, and screw-on tools, etc. Each PDR tool is designed for specific purposes, and students will understand that knowing the purpose of each tool is an on-going learning process.

Module F: The PDR Accessories

Students will learn the functions and necessities of a variety of dent repair accessories required for all dent repairs.

Module G: Positioning and Reading the Light

Students will learn and understand that a tremendous part of success in PDR depends on the student's ability to "read" the light. Therefore, students will learn the specific techniques required in positioning and reading the light.

Module H: Locating the Tip of the Tool

Prior to performing dent repair, students must successfully learn how locate the tip of the tool they will be using to repair the dent. The success rate of this module varies per individual. Locating the tip of the tool is vital for the success of dent repair. Students will utilize various items in order to optimize their individual results, i.e., the light, hood stand, dent tool, s-hook, etc. The students will be given special exercises and procedures in locating the tip of the tool.

Module I: Removing High Points

High points are the result of exerting upward pressure from the bottom-side of the metal. The result is an outward protrusion of the metal, a high point. Dent technicians do not want this to happen. Therefore, students will learn the proper techniques in avoiding a high point from occurring, as well as learning the techniques necessary to remove the high point.

Module J: Removing Low Spots

Low spots are the result of pressure being applied from the topside of the metal surface in a downward direction. The metal then stretches, causing a small depression. Students will learn the proper techniques involved removing low spots by properly using the dent hammer and tap down

Module K: Removing Dents

Students will learn how to remove dents by following specific techniques and guidelines illustrated for them in a diagram that is provided to each student. Removing dents of any size is a process, which takes constant practice, patience, and focus.

Module L: Types of Dents

Students will learn and examine the various types of dents and learn how to apply the techniques required in removing each type of dent. The different types of dents include different sizes, shapes, and creases.

Module M: Finishing the Dent

Students will learn and examine the refined techniques necessary to finalize a dent repair.

Module N: Wet Sanding Techniques

Students will learn the advantages, techniques, and proper supplies utilized when conducting wet sanding to the areas where dent repair has been performed. Students will notice as their skill level progresses, they will rely on wet sanding techniques less frequently.

Module O: Access

Students will examine the many techniques and situations necessary to successfully accessing any dent on a vehicle. They will also learn to utilize the various components throughout a vehicle for leverage in order to maximize dent access and success of repair.

Module P: Drilling & Plugging Techniques

Students will learn how to properly use the drill and plugs. They will learn when it is absolutely necessary for drilling and understand that drilling is done only when there is no other alternative.

Module Q: Working in Different Environments

Students will examine which equipment is most appropriate to use when conducting dent repair in direct sunlight, outdoors, and indoors. Unique lighting systems and specific positioning techniques are required to successfully complete dent repair in these different environments.

Module R: Problem Solving Techniques

Students will learn how to assess a potential problem and how to approach solving the problem in the most effective way.

Module S: Estimating Techniques

Students will learn how to estimate the cost of a paintless dent repair for all types of business.

Module T: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module U: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

Paint and Dent Recon #4 - 200 Hours - Cost \$24,500.00		
SUBJECT HOURS	SUBJECT TITLE	INDIVIDUAL SUBJECT FEE
40	Smart Paint Repair	\$12,000.00
160	Paintless Dent Repair	\$13,000.00

*There is a savings of \$500.00 when taking Paint and Dent Recon #4 in contrast to taking each subject individually.

TOTAL RECON #3
LECTURE HRS 18.5 + LAB HRS 193.5 / COST \$24,500.00
(There are no prerequisites for this program)

Subjects in this Program:

*Paintless Dent Repair 40	*Windshield Repair
*Paintless Dent Repair 80	*Interior Repair
*Paintless Dent Repair 120	*Odor Removal
*Paintless Dent Repair 160	*Alloy Wheel Repair
	*Headlight Restore

Subject Description of Paintless Dent Repair 40, 80, 120 & 160:

PDR is a highly skilled process in which minor dings and dents are removed from an automobile's exterior without creating the costly and time consuming need for traditional body shop repairs. The PDR process involves the use of custom designed dent removal tools that are applied to the inside, skin of a vehicle's sheet metal. To begin, the repair process a dent technician gains access to the inside skin of the metal via an automobile's windows, headlights or other access point. A fluorescent light is then used to magnify the damaged area. The technician then drags the tip of the dent removal tool with leverage, over the damaged area in a fluid, pumping motion. In less than an hour, dings and dents become "massaged out" without any damage to the paint. With continuous practice, DKTI graduates will be able to repair dings and dents on any panel of any metal vehicle, as long as the paint has not been fractured or damaged prior to the repair process.

With the PDR process, a PDR technician can repair minor dings and dents in a fraction of the time required by conventional body shops. Most body shops repair dings and dents with the same techniques that are used to repair major damage. These techniques involve pounding out the dent with force, which cause imperfections in the metal's exterior.

Once this occurs, the paint becomes damaged, and the car's panel must be filled, sanded, primed and repainted. Since this process requires the need for paint, a customer runs the risk that the paint will not match the original factory finish and risk objections by a potential buyer at some future date. In addition, the above process takes days to complete, leaving the customer without their car for some time. By contrast, PDR jobs are performed in less than one hour, save the customer 70% versus body shop prices, require no painting and are 100% environmentally friendly.

The majority of the PDR repairs performed by PDR technicians involve dents in surface areas smaller than a baseball, which do not involve paint damage. The field of Paintless Dent Repair does not require licensure in this State.

Subject Objectives:

The objective of the PDR course is to provide the maximum hands-on intensive training to an individual who has the goal to continue their training at home or on-the-job upon graduation, but is looking to speed up the learning curve by longer over the shoulder training. Students will learn how to properly access and remove door dings and minor dents from a vehicle without sanding, filling, or painting. Students will learn how to estimate the service they are providing and well as learn to access damage from all areas of a vehicle. They will also receive on-going technical support by phone. However, a person who has had some auto-body repair experience may excel into a more advanced position upon graduation. This program is designed to provide intensive hands-on training in all aspects of the Paintless Dent Repair field.

Educational Objective:

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of Paintless Dent Repair. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment as a Mobile Dent Technician, Paintless Dent Technician working for a company, Hail Chaser, Hail Team, Hail Management or Car Dealership. Normal progression should move him/her to these types of positions.

Occupational Objectives:

Graduates will be qualified for intermediate-level positions with any business offering paintless dent repair. They will also be prepared to perform intermediate or entry-level paintless dent repairs for requesting customers, for their own business. D.O.T. #807.381-010

The 160-hour course has classes that commence each Monday. Students must contact their customer care representative for class schedule and availability. PDR40 is 8 hours a day for 5 days, or 4 hours a day for 10 days. PDR80 is 8 hours a day for 10 days or 4 hours a day for 20 days. PDR120 is 8 hours a day for 15 days or 4 hours a day for 30 days. PDR160 is 8 hours a day for 20 days or 4 hours a day for 40 days.

INSTRUCTION MODULE FOR Paintless Dent Repair 40 / Lecture Hrs. 6 Lab Hrs. 34 / Cost- \$7,000.00

Lecture Modules		Total Hours
Module A	Introduction to Paintless Dent Repair	1
Module B	Demonstration of PDR Process	1
Module C	Metal Characteristics	.5
Module D	Items Used During Training	.5
Module E	The PDR Tool Set	.5
Module F	PDR Accessories	.5
Lecture Hours		4
Hands-on (Lab) Modules		
Modules conducted with hands-on training will enable the student to excel more rapidly once he/she enters a natural setting.		
Module G	Positioning and Reading the Light	1
Module H	Locating the Tip of the Tool	2
Module I	Removing High Points	2
Module J	Removing Low Spots	2
Module K	Removing Dents	6
Module L	Types of Dents	1
Module M	Proper Tool Control and Usage	.5
Module N	Braced Areas- Shallow Nickel, Dime Quarter Ding Removal	2
Module O	Deep Ding Repair Braced and Open Areas	2
Module P	Crease Dent Repair	2
Module Q	Softball Sized Dent Repair	5
Module R	Body Line Dent Repair	2
Module S	Leverage and Access	1
Module T	Drilling & Plugging Techniques	.5
Module U	Intro to Glue Pulling, Various Pulling Devices, Tab Selection and Glue Selection	2
Module V	Finishing, Cleaning, Fine Tuning and Cross Checking the Repair	1
Module W	Wet Sanding and Polishing Techniques	1
Module X	Working in Different Environments	.5
Module Y	Problem Solving Techniques	.5
Lab Hours		34
Lecture Modules		
Module AA	Estimating Techniques	1
Module BB	Marketing and Advertising	.5
Module CC	Career Development	.5
Lecture Hours		2
Total Clock Hours		40

INSTRUCTION MODULE FOR PDR 80 / Lecture Hrs. 6.5 Lab Hrs. 73.5 / Cost- \$9,000.00

Lecture Modules		Total Hours
Module A	Introduction to Paintless Dent Repair	1
Module B	Demonstration of PDR Process	1
Module C	Metal Characteristics	.5
Module D	Items Used During Training	.5
Module E	The PDR Tool Set	.5
Module F	PDR Accessories	.5
Lecture Hours		4
Hands-on (Lab) Modules		
Modules conducted with hands-on training will enable the student to excel more rapidly once he/she enters a natural setting.		
Module G	Positioning and Reading the Light	1
Module H	Locating the Tip of the Tool	4
Module I	Removing High Points	4
Module J	Removing Low Spots	4
Module K	Removing Dents	10
Module L	Types of Dents	2
Module M	Proper Tool Control	1
Module N	Braced Areas- Shallow Nickel, Dime Quarter Ding Removal	3
Module O	Deep Ding Repair Braced and Open Areas	3
Module P	Crease Dent Repair	4
Module Q	Softball Sized Dent Repair	6
Module R	Body Line Dent Repair	4
Module S	Leverage and Access	2
Module T	Drilling & Plugging Techniques	.5
Module U	Intro to Glue Pulling, Various Pulling Devices, Tab Selection and Glue Selection	5
Module V	Finishing, Cleaning, Fine Tuning and Cross Checking the Repair	3
Module W	Wet Sanding and Polishing Techniques	1
Module X	Working in Different Environments	1
Module Y	Problem Solving Techniques	1
Module A80	Aluminum Panel Repair	4
Module B80	R and I Vehicle Set-Up	4
Module C80	Brace Ding Repair on Side Panels	4
Module D80	Blending Techniques	2
Lab Hours		73.5

Lecture Modules		
Module AA	Estimating Techniques	1
Module BB	Marketing and Advertising	.5
Module CC	Career Development	1
		Lecture Hours
		2.5
		Total Clock Hours
		80

INSTRUCTION MODULE FOR PAINTLESS DENT REPAIR 120 / Lecture Hrs. 6.5 Lab Hrs. 113 / Cost- \$11,000.00

Lecture Modules		Total Hours
Module A	Introduction to Paintless Dent Repair	1
Module B	Demonstration of PDR Process	1
Module C	Metal Characteristics	.5
Module D	Items Used During Training	.5
Module E	The PDR Tool Set	.5
Module F	PDR Accessories	.5
		Lecture Hours
		4
Hands-on (Lab) Modules		
Modules conducted with hands-on training will enable the student to excel more rapidly once he/she enters a natural setting.		
Module G	Positioning and Reading the Light	2
Module H	Locating the Tip of the Tool	4
Module I	Removing High Points	5
Module J	Removing Low Spots	5
Module K	Removing Dents	11.5
Module L	Types of Dents	2
Module M	Proper Tool Control	1.5
Module N	Braced Areas- Shallow Nickel, Dime Quarter Ding Removal	4
Module O	Deep Ding Repair Braced and Open Areas	4
Module P	Crease Dent Repair	5
Module Q	Softball Sized Dent Repair	8
Module R	Body Line Dent Repair	6
Module S	Leverage and Access	3
Module T	Drilling & Plugging Techniques	.5
Module U	Glue Pulling, Various Pulling Devices, Tab Selection and Glue Selection	5
Module V	Finishing, Cleaning, Fine Tuning and Cross Checking the Repair	3
Module W	Wet Sanding and Polishing Techniques	2
Module X	Working in Different Environments	2
Module Y	Problem Solving Techniques	2
Module A80	Aluminum Panel Repair	5
Module B80	R and I Vehicle Set-Up	6
Module C80	Brace Ding Repair on Side Panels	6
Module D80	Blending Techniques	3
Module E120	Outdoor PDR	6
Module F160	Correcting Repeat Mistakes	2
Module G120	Develop Speed	6
Module H160	Advanced Glue Pulling Techniques	4
		Lab Hours
		113.5
Lecture Modules		
Module AA	Estimating Techniques	1
Module BB	Marketing and Advertising	.5
Module CC	Career Development	1
		Lecture Hours
		2.5
		Total Clock Hours
		120

INSTRUCTION MODULE FOR PAINLESS DENT REPAIR 160 / Lecture Hrs. 6.5 Lab Hrs. 153.5 / Cost- \$13,000.00

Lecture Modules		Total Hours
Module A	Introduction to Painless Dent Repair	1
Module B	Demonstration of PDR Process	1
Module C	Metal Characteristics	.5
Module D	Items Required for Training	.5
Module E	The PDR Tool Set	.5
Module F	PDR Accessories	.5
Lecture Hours		4
Hands-on Modules		
Modules conducted with hands-on training will enable the student to excel more rapidly once he/she enters a natural setting.		
Module G	Positioning and Reading the Light	4
Module H	Locating the Tip of the Tool	6
Module I	Removing High Points	8
Module J	Removing Low Spots	8
Module K	Removing Dents	18
Module L	Types of Dents	2
Module M	Proper Tool Control	2
Module N	Braced Areas- Shallow Nickel, Dime Quarter Ding Removal	5
Module O	Deep Ding Repair Braced and Open Areas	5
Module P	Crease Dent Repair	6
Module Q	Softball Sized Dent Repair	9.5
Module R	Body Line Dent Repair	8
Module S	Leverage and Access	5.5
Module T	Drilling & Plugging Techniques	.5
Module U	Glue Pulling, Various Pulling Devices, Tab Selection and Glue Selection	8
Module V	Finishing, Cleaning, Fine Tuning and Cross Checking the Repair	6
Module W	Wet Sanding and Polishing Techniques	3
Module X	Working in Different Environments	3
Module Y	Problem Solving Techniques	3
Module A80	Aluminum Panel Repair	6
Module B80	R and I Vehicle Set-Up	6
Module C80	Brace Ding Repair on Side Panels	8
Module D80	Blending Techniques	5
Module E120	Outdoor PDR	6
Module F160	Correcting Repeat Mistakes	2
Module G120	Develop Speed	6
Module H160	Advanced Glue Pulling Techniques	4
Lab Hours		153.5
Lecture Modules		
Module S	Estimating Techniques	1
Module T	Marketing and Advertising	.5
Module U	Career Development	1
Lecture Hours		2.5
Total Clock Hours		160

Curriculum Outline and Instruction:

Module A: Introduction to Painless Dent Repair

Students will review the PDR manual with their instructor. They will learn the history, the advantages and benefits of PDR within the automotive industry. They will also examine the vital importance of the success formula to becoming a dent technician.

Module B: Demonstration of PDR Process

Students will observe while the instructor demonstrates the PDR process.

Module C: Metal Characteristics

Students will learn about the different types of vehicle metal, including the theory of metal, and when metal is incapable of withstanding painless dent repair, i.e., the dent is too deep and has stretched the metal, broken paint.

Module D: Items Required for Training

Students will learn which tools and accessories are used during the PDR training course.

Module E: The PDR Tool Set

Students will learn and examine the PDR tool set required for a beginning technician. These tools include rods, flat bars, super skinnies, window tools, pistol grips, super tools, and screw-on tools, etc. Each PDR tool is designed for specific purposes, and students will understand that knowing the purpose of each tool is an on-going learning process.

Module F: The PDR Accessories

Students will learn the functions and necessities of a variety of dent repair accessories required for all dent repairs.

Module G: Positioning and Reading the Light

Students will learn and understand that a tremendous part of success in PDR depends on the student's ability to "read" the light. Therefore, students will learn the specific techniques required in positioning and reading the light.

Module H: Locating the Tip of the Tool

Prior to performing dent repair, students must successfully learn how locate the tip of the tool they will be using to repair the dent. The

success rate of this module varies per individual. Locating the tip of the tool is vital for the success of dent repair. Students will utilize various items in order to optimize their individual results, i.e., the light, hood stand, dent tool, s-hook, etc. The students will be given special exercises and procedures in locating the tip of the tool.

Module I: Removing High Points

High points are the result of exerting upward pressure from the bottom-side of the metal. The result is an outward protrusion of the metal, a high point. Dent technicians do not want this to happen. Therefore, students will learn the proper techniques in avoiding a high point from occurring, as well as learning the techniques necessary to remove the high point.

Module J: Removing Low Spots

Low spots are the result of pressure being applied from the topside of the metal surface in a downward direction. The metal then stretches, causing a small depression. Students will learn the proper techniques involved removing low spots by properly using the dent hammer and tap down

Module K: Removing Dents

Students will learn how to remove dents by following specific techniques and guidelines illustrated for them in a diagram that is provided to each student. Removing dents of any size is a process, which takes constant practice, patience, and focus.

Module L: Types of Dents

Students will learn and examine the various types of dents and learn how to apply the techniques required in removing each type of dent. The different types of dents include different sizes, shapes, and creases.

Module M: Finishing the Dent

Students will learn and examine the refined techniques necessary to finalize a dent repair.

Module N: Wet Sanding Techniques

Students will learn the advantages, techniques, and proper supplies utilized when conducting wet sanding to the areas where dent repair has been performed. Students will notice as their skill level progresses, they will rely on wet sanding techniques less frequently.

Module O: Access

Students will examine the many techniques and situations necessary to successfully accessing any dent on a vehicle. They will also learn to utilize the various components throughout a vehicle for leverage in order to maximize dent access and success of repair.

Module P: Drilling & Plugging Techniques

Students will learn how to properly use the drill and plugs. They will learn when it is absolutely necessary for drilling and understand that drilling is done only when there is no other alternative.

Module Q: Working in Different Environments

Students will examine which equipment is most appropriate to use when conducting a repair in different lighting. Unique lighting systems and specific positioning techniques are required to successfully complete dent repair in different environments.

Module R: Problem Solving Techniques

Students will learn how to assess a potential problem and how to approach solving the problem in the most effective way.

Module S: Estimating Techniques

Students will learn how to estimate the cost of a paintless dent repair for all types of business.

Module T: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module U: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

Interior Repair

Subject Description:

The Interior Repair and Restoration System allows for repairing cloth, vinyl, leather, carpet and velour inside a vehicle. Cigarette burns, rips, tears and cracked dashes can easily be repaired with this system.

This program provides the necessary knowledge and skills to function the title of an Automobile-Interior Repairer. There are no prerequisites for this course. This program is designed to provide extensive hands-on training in the interior repair and restoration aspect of the Automobile-Body Repair field.

The field of Interior Repair does not require licensure in this State.

Subject Objectives:

The objective of the course is to teach each student the correct principles in repairing all types of interior/upholstery damage. Graduates will be skilled in repairing all types of interior/upholstery damage including seats, carpets, panels, dashboards, headliners, etc. They will also be knowledgeable in interior restoration.

Educational Objective:

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of Interior Repair Technician. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment as a Mobile Interior Technician or an Interior Dent Technician working for a company. Normal progression should move him/her to positions such as store manager, owner, trade instructor, supervisor, director or school owner.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering Interior Repair and Restoration. They will also be prepared to repair interiors for customers for their own business. D.O.T. #807.381-010

This is a 24-hour course and classes are conducted Monday through Friday. Students must contact their customer care representative for class schedule and availability. 8 hours for 3 days or 4 hours for 6 days.

*There are no prerequisites for this course.

INSTRUCTION MODULE FOR INTERIOR REPAIR Lecture Hrs. 3 Lab Hrs. 21 / Cost- \$6,000.00

	Lecture Modules	Total Hours
Module A	Introduction and Safety Measures for Interior Repair	1
	Lecture Hours	1
Hands-on (Lab) Modules The following modules listed below are conducted with hands-on training. This will enable the student to excel more rapidly once he/she enters a natural setting.		
Module B	Vinyl Repair	3.5
Module C	Leather Repair	3.5
Module D	Leather Restoration	3.5
Module E	Plastic Repair	3.5
Module F	Velour Repair	3.5
Module G	Color Matching	3.5
	Lab Hours	21
Lecture Modules		
Module H	Estimating Guidelines	.5
Module I	Marketing and Advertising	.5
Module J	Career Development	1
	Lecture Hours	2
	Total Clock Hours	24

Curriculum Outline and Instruction:

Module A: Introduction to Interior Repair and Restoration

Students will learn about the components in the interior repair system that they will be using during the interior repair and restoration course and review the Material Safety Data Sheet to ensure proper safety.

Module B: Vinyl Repair

Students will learn the process of repairing the damage on vinyl material. The process includes preparing the surface, hot graining techniques, use of the heat gun, dyeing, and repair techniques.

Module C: Leather Repair

Students will examine the different types of leather, leather preparation, dyeing, crack and abrasion repair.

Module D: Leather Restoration

Students will examine the different types of leather, leather preparation, dyeing, crack and abrasion repair.

Module E: Plastic Repair

Students will learn the steps required for repairing damage in plastic interiors such as, dashboards, console pads, arm rests, etc. They will learn to repair small cracks and holes, replace missing pieces in the plastic, hand-stitching and back-stitching techniques.

Module F: Velour Repair

Students will learn about the different kinds of velour, repair techniques, synthetic and natural fiber repair techniques, dyeing fabric, and the steps involved from preparation to finishing the repair.

Module G: Color Matching

Students will learn about colors in all aspects, from the different kinds of color, using the color wheel, mixing colors, and matching color techniques.

Module H: Estimating Guidelines

Students will examine the appropriate techniques necessary to properly assess the cost for any interior damage for repair/restoration.

Module I: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module J: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

Windshield Repair

Subject Description:

The windshield repair process was designed to avoid the expensive cost of replacement with cost efficient repair. The repair process prevents further breakage and dramatically improves the cosmetic appearance of the windshield by 70%-95%. In addition to the cost savings and safety benefits of windshield repair, there are the environmental benefits. In our landfills 10% of all space is broken automobile windshields, of which, 75% could have been saved by repair.

This program provides the necessary knowledge and skills to function the title of an Automobile-Body Repairer. This program is designed to provide extensive hands-on training in the windshield repair aspect of the Automobile-Body Repair field. The field of Windshield Repair does not require licensure in this State.

Subject Objectives:

The objective of the course is to teach each student the correct skills and principles in repairing various types of windshield damage. Graduates will be skilled in repairing various types of windshield damage.

Educational Objective:

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of Windshield Repair Technician. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment as a Mobile Windshield Repair Technician or a Windshield Repair Technician working for a company. Normal progression should move him/her to positions such as store manager, owner, trade instructor, supervisor, director or school owner.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering Windshield Repair. They will also be prepared to repair windshields for customers for their own business. D.O.T. #807.381-010

This is an 8 hour course and classes are conducted Monday through Friday. Students must contact their customer care representative for class schedule and availability. 8 hours a day for 1 days or 4 hours a day for 2 days.

*There are no prerequisites for this course.

INSTRUCTION MODULE FOR WINDSHIELD REPAIR / Lecture Hrs. 2 Lab Hrs. 6 / Cost- \$1,500.00

	Lecture Modules	Total Hours
Module A	Introduction and Safety Measures for Windshield Repair	.5
	Lecture Hours	.5
	Hands-on (Lab) Modules	
	Modules conducted with hands-on training enable the student to excel more rapidly once he/she enters a natural setting.	
Module B	The Repair Process	.5
Module C	Repairing A Crack	3.5
Module D	Applying Resin to Cracks	1
Module E	Curing the Crack	.5
Module F	Polishing the Repair	.5
	Lab Hours	6
	Lecture Modules	
Module G	Estimating Guidelines	.5
Module H	Marketing and Advertising	.5
Module I	Career Development	.5
	Lecture Hours	1.5
	Total Clock Hours	8.5

Curriculum Outline and Instruction:

Module A: Introduction and Safety Measures for Windshield Repair

Students will learn the following during the introduction to windshield repair: the history of windshield repair, windshield repair system components, review the instructional video and manual, examine basic windshield construction, and discuss the overview of the repair process in relation to the various types of windshield damage, i.e., bull's-eye, star-breaks, combination breaks, daisy breaks, short/long cracks, and headlight damage. Students will also learn the safety measures and equipment necessary to perform safe windshield repairs.

Module B: The Repair Process

Students will learn the entire repair process step by step for bull's eye, star breaks, and combination breaks. These steps include: preparing the chip, drilling techniques, applying the mounting bracket, loading the resin, injecting the resin, applying heat, inspecting the repair, applying finish resin, curing the resin, polishing the repair.

Module C: Repairing a Crack

Students will learn the steps involved when repairing any length of a cracked windshield. They will also learn about the ideal conditions in conducting this type of repair.

Module D: Applying Resin to Cracks

Students will learn the appropriate steps involved when applying resin inside of a cracked windshield.

Module E: Curing the Crack

Students will learn the steps needed to cure the crack once it has been repaired.

Module F: Polishing the Repair

Students will learn how to use the necessary tools and perform the required steps to properly polish a windshield repair.

Module G: Estimating Guidelines

Students will learn how to estimate the cost of windshield damage for both retail and wholesale business.

Module H: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module I: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

Odor Removal

Subject Description:

The Odor Removal System eliminates unwanted odors from the inside of a vehicle. It's not a cover-up, but a true odor-oxidizing agent that wipes out odors permanently, leaving the interior of the vehicle smelling like new.

This subject provides the necessary knowledge and skills to function the title of an Automobile-Body Repairer. There are no prerequisites for this course. This program is designed to provide extensive hands-on training in the odor removal aspect of the Automobile-Body Repair field.

Subject Objectives:

The objective of the course is to teach the student correct principles in odor removal of a vehicle.

Occupational Objectives:

Graduates will be qualified for entry-level positions with any business offering Odor Removal. They will also be prepared to remove odors for customers for their own business. D.O.T. #807.381-010

This is a 4-hour course and classes are conducted Monday through Friday. Students must contact their customer care representative for class schedule and availability. 4 hours in one day.

INSTRUCTION MODULE FOR ODOR REMOVAL / Lecture Hrs. 2 Lab Hrs. 2 / Cost- \$1,000.00

	Lecture Modules	Total Hours
Module A	Introduction and Safety Measures for Odor Removal	.25
Module B	Equipment Overview	.25
	Lecture Hours	.5
	Hands-on (Lab) Modules	
	Modules conducted with hands-on training will enable the student to excel more rapidly once he/she enters a natural setting	
Module C	Identifying Source of Odor	.25
Module D	Cleaning/Disinfecting	.25
Module E	Fogging Techniques	.25
Module F	Equipment Maintenance	.25
	Lab Hours	2
	Lecture Modules	
Module G	Estimating Guidelines	.5
Module H	Advertising and Marketing	.5
Module I	Career Development	.5
	Lecture Hours	1.5
	Total Clock Hours	4

Curriculum Outline:

Module A: Introduction and Safety Measures for Odor Removal

Students will learn the purpose, advantages, and an overview to the odor removal process. They will also review the manual, which is provided to them as a reference tool. They will also review the Material Safety Data Sheets (MSDS) to ensure proper safety and disposal methods.

Module B: Equipment Overview

Students will learn the principles of the odor removal equipment, equipment specifications, proper product selection, advantages, and deodorization tips.

Module C: Identifying Source of Odor

Students will learn the proper techniques required for identifying most vehicle odor sources.

Module D: Cleaning/Disinfecting

Students will examine the proper steps involved when cleaning and disinfecting a vehicle once the odor removal process has been completed.

Module E: Fogging Techniques

Students will learn the methods and most effective ways to perform the odor removal process.

Module F: Equipment Maintenance

Students will learn the proper maintenance and storage methods required to maintain an optimal functioning odor removal unit.

Module G: Estimating Guidelines

Students will examine the appropriate techniques necessary to properly estimate the cost of a vehicle odor removal.

Module H: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module I: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

Alloy Wheel Repair 16

Subject Description:

The Alloy Wheel Repair system is a complete comprehensive package offering the tools and equipment needed for all types of wheel repairs, including minor chips and scratches, scuffs and gouges, rust spots and clear coat damage. This system comes complete with the option to function the system either in a fixed or mobile setting.

The field of Alloy Wheel Repair does not require licensure in this State.

Subject Objectives:

The objective of the Alloy Wheel Repair course is to provide extensive and intensive training to an individual who has the goal to properly estimate and repair a wide variety of wheel damage. They will also receive on-going technical support by phone. This program is designed to provide hands-on training in all aspects of the Wheel Repair system.

Educational Objective:

Our objective is to provide each enrolled student with a high-quality program, in an environment conducive to attaining all the basic skills to become employable in the field of Wheel Repair. Upon completion of the course of study the graduate student should be able to function effectively and gain entry level employment as a Wheel Repair Technician or a Wheel Repair Technician working for a company. Normal progression should move him/her to positions such as store manager, owner, trade instructor, supervisor, director or school owner.

Occupational Objectives:

Graduates will be qualified for positions with any business relating to wheel repair. They will also be prepared to perform a various range of wheel repairs for customers for their own business. D.O.T. #845.381.014

This is a 16-hour course and classes are offered Monday through Friday. Students must contact their customer care representative for class schedule and availability. 8 hours a day for 5 days or 4 hours a day for 10 days.

*There are no prerequisites for this course.

INSTRUCTION MODULE FOR ALLOY WHEEL REPAIR / Lecture Hours 5 Lab Hrs. 11 / Cost- \$6,000.00

	Lecture Modules	Total Hours
Module A	Introduction and Safety Measures for Wheel Repair	1
Module B	Demonstration of Wheel Repair	1
	Lecture Hours	2
	Hands-on (Lab) Modules	
	Modules conducted with hands-on training will enable the student to excel more rapidly once he/she enters a natural setting.	
Module C	Mixing Paint System	1
Module D	Using the Airbrush	1
Module D	Using the Power equipment w/a compressor	2
Module E	Surface Preparation	2
Module F	Wheel Surface Painting	2
Module G	Light Scratch and Polishing	1
Module H	Sanding Techniques	1
Module I	Storage Tips	.5
Module J	Problem Solving and Troubleshooting	.5
	Lab Hours	11
	Lecture Modules	
Module K	The Alloy Wheel Repair System Fixed and Mobile Options	.5
Module L	Estimating Guidelines	1
Module M	Marketing and Advertising	.5
Module O	Career Development	1
	Lecture Module	3
	Total Clock Hours	16

Curriculum Outline and Instruction:

Module A: Introduction and Safety Measures for Alloy Wheel Repair

Students will review the Alloy Wheel instructional manual and discuss the components included within the wheel system and learn the importance of the Material Safety Data Sheets, receive detailed training on each of the products, proper disposal methods, and safety measures.

Module B: Demonstration of the Alloy Wheel Repair System

Students will observe a demonstration conducted by the instructor in addition to understanding the types of damage that the wheel system is designed to repair.

Module C: Mixing Paint System

Students will learn how to use the various paint toners and all involved with mixing vehicle pant colors.

Module E: Using the Air Brush

Students will learn how to use the Air Brush when applying small quantities of paint to wheel and small scratches.

Module G: Using the Power equipment w/ Compressor

Students will learn the appropriate use of the Power equipment which includes grinders and sanders.

Module H: Surface Preparation

Students will learn how to properly prep your wheel before beginning all repairs. This will include; cleaning, buffing, patching and sanding.

Module I: Wheel Surfacing

Students will learn blending, clear-coating, sanding techniques, and painting techniques for completion of a wheel repair.

Module J: Light Scratch and Polishing

Students will learn how to polish and finish a wheel repair using the required equipment and techniques.

Module K: Sanding Techniques

Students will learn the many levels of sand-paper grits and the appropriate situation to use each.

Module L: Storage Tips

Students will learn various tips on storage, maintenance, and good habits of a wheel repair technician.

Module N: Problem Solving and Troubleshooting

Students will learn how to prepare for and solve problems that may happen during wheel repairs.

Module O: The Alloy Wheel Repair System Mobile and Shop Options

The students will learn about the mobile and shop options within the alloy wheel repair system.

Module P: Estimating Guidelines

Students will learn how to estimate the cost of a minor wheel repair.

Module Q: Marketing and Advertising

Students will learn a wide range of advertising and marketing techniques designed to allow students to earn new business.

Module R: Career Development

Students will focus on developing a positive mental attitude, verbal communication skills, and interview techniques, which will help them to further their career.

Total Recon #3 - 212 Hours - Cost \$24,500.00

SUBJECT HOURS	SUBJECT TITLE	INDIVIDUAL SUBJECT FEE
160 Hours - 4 Weeks	Paintless Dent Repair 160	\$13,000.00
24 - 3 Days	Interior Repair	\$6,000.00
8.5 - 1 ½ Days	Windshield Repair	\$1,500.00
4 - ½ Day	Odor Removal	\$1,000.00
16 - 2 Days	Alloy Wheel Repair	\$6,000.00

*There is a savings of \$3000.00 when taking Total Recon #3 in contrast to taking each subject individually.

INDIVIDUAL PRICING FOR SHORT HOUR PAINTLESS DENT REPAIR SUBJECTS BELOW

SUBJECT HOURS	SUBJECT TITLE	INDIVIDUAL SUBJECT FEE
40 Hours -1 Week	Paintless Dent Repair 40	\$7000.00
80 Hours - 2 Weeks	Paintless Dent Repair 80	\$9000.00
120 Hours - 3 Weeks	Paintless Dent Repair 120	\$11,000.00

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student's first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) The last day of attendance, if the student is terminated by the school;
 - (b) The date of receipt of written notice from the student; or
 - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than \$100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than \$100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.
5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required.

Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
6. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
7. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - (a) An enrollee is not accepted by the school;
 - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
 - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

8. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

- (c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has: (1) satisfactorily completed at least 90 percent of the required coursework for the program; and (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.
9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

TUITION AND FEE POLICY

Tuition and registration fees are payable in advance prior to commencing classes. Tuition must be paid in full or payment plan agreed to, prior to commencing classes for student to be classified as a graduate and eligible to receive a certificate and placement assistance.

Course Title	Registration Fee	Tuition and Equipment	Total Cost
Paintless Dent Repair 200	\$75	\$14,925.00	\$15,000.00
Paintless Dent Repair 480	\$75	\$23,925.00	\$24,000.00
Paint and Dent Recon #4	\$75	\$24,425.00	\$24,500.00
Total Recon #3	\$75	\$24,425.00	\$24,500.00

Example of possible charges for a PDR200 course. Examples with 0.00 will vary per situation.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:			
Tuition	\$ 12,000.00	Due upon Registration (20% Max)	\$ 3000.00
Registration Fee	\$ 75.00	(THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT)	
Shipping & Handling	\$ 0.00	Due Date:	\$ 0.00
Equipment	\$ 2925.00	Due Date	\$ 0.00
Airfare	\$ 0.00	Last Due Date (Full Balance) 1/1/2020 \$ 12000.00	
Hotel	\$ 0.00	Additional training beyond the scope of the courses will be charged \$60.00 per hour.	
Tax (if applicable)	\$ 0.00	(1/1/2020 being used as an example of an actual start date)	
STRF (non-refundable fee)	\$ 0.00		
TOTAL FEES	\$ 15,000.00		
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$15,000.00			

The total cost of each course includes the training, average equipment costs (varies, dependent on tools purchased), registration fee, tax and shipping.

Individual costs may vary depending on the tool package, additional equipment purchased, the need for travel and/or housing.

If a student would like a refund, the tools / equipment must be returned to The DKTI in brand new, unused condition. Tool systems are given to the students once payment in full, has been received by The DKTI.

Registration fee of \$75.00 is non-refundable. When applicable, flight costs are assumable by the student in the event of cancellation or withdrawal. (Whether or not the student was initially responsible for the flight costs)

FINANCIAL AID AND ASSISTANCE:

DKTI is proud to offer student loan options for all customers. We have partnered with **eFinancing Solutions** to assist in helping you afford training so you can get started quickly. For further details on a private loan, please contact the corporate office at 1-800-304-3464.

We also work with these very beneficial Federal and State Funding agencies; injured workers (Vocational Rehabilitation), displaced/laid-off workers (Workforce Investment Act) and Vocational Rehabilitation for Veterans (Veterans Affairs).

We take great pride in assisting any and all students who believe they may be eligible for these federal or state, financial aid programs. DKTI's policy in providing assistance with any financial aid; we do an initial interview with a student whom believes they may be eligible for the above mentioned financial aid programs. We encourage students to reach out to a current counselor or a contact you may already be working with. We can get involved and assist with any student who would like or need us to discuss with any counselors, about our school and the students educational intentions with our institute. If a student believes they may be eligible for one of these programs, but has not spoken with anyone yet, we can advise you of what steps to take and who to contact. Please refer to page 3 for a list of financial aid websites. For our in-house financial aid assistance, please contact Cher Oneil- 1-800-304-3464.



Classroom Rules

The Ding King Training Institute is a drug and alcohol free campus. This applies to training sites and transportation provided by DKTI. Students or staff found using these substances will be subject to termination.

PLEASE:

Extend common courtesy to your fellow classmates, employees and visitors at DKTI.

Ask lots of questions, everyone learns more with lots of interaction.

Report all absences to your instructor. (800) 304-3464

Report any injury to your Instructor or the Site Supervisor immediately!

Utilize safety equipment provided at all times.

If you see a hazard or potential danger, notify your Instructor or the Site Supervisor immediately to resolve the danger.

Students should remain in class unless on break, or if your Instructor has given you permission to leave the class.

Utilize your break times for personal business, restroom breaks, smoking, etc.

Clean up after yourself in the classroom and at mealtime.

Keep a positive attitude! “BE HAPPY”!

Be a team player.

If you have a concern with training, a staff member or student, work with your Instructor or the Site Supervisor to resolve the issue.

Share your ideas or suggestions about your training, our services, or business; we are glad to hear about it.

Most of all...

“HAVE A GREAT TIME AND LEARN, LEARN, LEARN”!

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Texas Workforce Commission Career Schools and Colleges, Room 226T at, 101 East 15th Street Austin, Texas 78778-0001 Phone: 512-936-3100 www.texasworkforce.org/careerschools

A student or member of the public may file a complaint about this institution with the Texas Workforce Commission Career Schools and Colleges, Room 226T at, 101 East 15th Street Austin, Texas 78778-0001 Phone: 512-936-3100 www.texasworkforce.org/careerschools

“The information contained in this catalog is true and correct to the best of my knowledge.”

School Director