COLLISION REPAIR TECHNICIAN

GATEWAYCC.EDU/**COLLISION-REPAIR-TECHNICIAN**

[INFORMATION PACKET]

APPLIED TECHNOLOGY

GATEWAY COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

MARICOPA COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, http://www.maricopa.edu/non-discrimination.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu

Your Journey Starts Today!

Dear Future Student,

Welcome to GateWay Community College! We are thrilled that you've chosen to pursue your educational journey with us, and we are here to support you every step of the way.

Congratulations! You're taking the first step toward a rewarding career by applying to the Collision Repair Technician program. Our program offers hands-on training designed to prepare students for successful employment in the automotive collision repair industry. As a Collision Repair Technician, you'll gain both the knowledge and practical experience needed to excel in this field.

Throughout the program, you'll learn essential skills such as metal and plastic repair, gas metal arc welding (GMAW), metal inert gas (MIG) welding, vehicle disassembly and reassembly, reading estimates, coolant removal and replacement, air conditioning (A/C) discharge and recharge, and industry-specific terminology.

If you're seeking a career that enables you to work as a Collision Repair Technician, this program is perfect for you! For more information about careers and salary potential in Collision Repair, please visit **onetonline.org**.

Upon completion, our fully accredited program awards a **Certificate of Competency (CCT)** and aligns with industry standards, providing credentials through **I-CAR** (Inter-Industry Conference on Auto Collision Repair) for Non-Structural Technician ProLevel 1 and Refinish Technician ProLevel 1.

Thank you for your interest in GateWay's Collision Repair Technician program. We are excited to be part of your journey, and we look forward to celebrating your graduation!

Sincerely,

The Trades Team

Collision Repair Technician Program Webpage:
gatewaycc.edu/degrees-certificates/autobodycollision-repair

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Clock Hour Trade & Technical Training

GateWay Community College offers specialized clock-hour trade and technical programs designed to prepare students for careers through focused, hands-on learning. Unlike traditional credit-hour programs, clock-hour programs measure progress based on the number of hours and weeks of instructional time completed, providing a direct path to certification. These programs emphasize practical training, allowing students to develop industry-specific skills from experienced professionals. In as little as six months, students can earn certifications in fields such as healthcare, cosmetology, construction, and advanced manufacturing.

With expert instructors and state-of-the-art facilities, GateWay ensures students gain the real-world experience needed to succeed. Whether your goal is to save lives, design new styles, reduce stress, construct shelters, or machine future technologies, GateWay's programs are tailored to provide the essential skills for career success. Located in the Phoenix metropolitan area, GateWay has been serving the community since 1968, committed to innovation and excellence in education.

Collision Repair Technician

Do you consider yourself an automotive artisan with a passion for fixing things? If so, our Collision Repair Technician program might be perfect for you. Through hands-on training, you'll quickly gain the skills needed to launch a career in the automotive collision repair industry. You'll learn metal and plastic repair, welding, vehicle disassembly and reassembly, refinishing, and key industry terminology.

Our Collision Repair Technician program is a non-credit, clock-hour program designed for quick workforce entry. With year-round start dates, classes run four days a week, Monday through Thursday. Before graduating, you'll need to pass the **Inter-Industry Conference on Auto Collision Repair (I-CAR)** certification exam, a globally recognized credential in collision repair. Certification involves 14 online tests, which you can complete at your convenience, making you more competitive in the job market.

Please note, students must be able to lift up to 50 lbs.

Get Started as a Collision Repair Technician Today!

Courses and Hours

Block	Course Number	Course Name	Clock Hours
Block 1	ABO103	Introduction to Auto Body Repair	156
	ABO104	Introduction to Automotive Refinishing	156
Block 2	ABO203	Advanced Automotive Body Repair	156
	ABO204	Advanced Refinishing Fundamentals	156
		Total Clock Hours	**624**

Certificate of Competency (CCT) Information

- **Collision Repair Technician (Day)**

Please note that the curriculum and prerequisites for the program will be revised periodically. It is the applicant's responsibility to remain aware of any changes in admission requirements.

Virtual Information Sessions

To learn more about your program of interest, we encourage you to attend one of our virtual information sessions. These sessions are recommended for all programs and provide valuable insights. Attending a session prior to contacting an advisor is highly encouraged.

➔ *To register for a Virtual Information Session, visit **gatewaycc.edu/virtual-sessions***

Trades Advisor

All students must meet with the Trades Advisor, Dariyea Hollins, before enrolling. To schedule an appointment, please use the online scheduling tool linked below:

- ★ **Schedule Appointment**
- ★ Email: **dariyea.hollins@gatewaycc.edu**

Complete Admission Application

If you are new to college or Maricopa Community Colleges, or if you need to reapply, visit **maricopa.edu/become-student** and follow the steps below to complete the admission application:

- **New Students:** Click "Join Now" to create an account.
- **Returning Students:** Click "Log In" and enter your MEID and password. If you do not remember your MEID or password, select “Forgot your Username?” and/or “Forgot your Password?” for assistance.

Enter/Verify the Following Information During the Admission Application	
Primary College of Interest:	GateWay Community College
Primary Reason for Attending:	Get a Certificate
Select a Plan:	Collision Repair Technician (Day) (CER)
Select Expected Start:	Select Academic Year

*For assistance, please contact Enrollment Services at **(602) 286-8200***

Request Enrollment

To request enrollment in this clock hour program, send an email from your Maricopa Student Email address to: **clockenroll@gatewaycc.edu**.

Please be sure to include the following in your email:

- Program name, program location, and desired **start date**
- The funding source you intend to use to pay for your program *(self-pay, FAFSA, VA benefits, etc.)*

Enrollment is based on eligibility, completed documents, and space in the program.

Financial Aid

Pursuing higher education shouldn't be limited by financial barriers. The GateWay Community College Financial Aid Office is committed to helping students access the funding they need to cover educational expenses, including tuition, fees, and books.

How to Apply for Financial Aid

If using financial aid for your program, submit your Free Application for Federal Student Aid (FAFSA) at **StudentAid.gov** using the GateWay Skill Center (clock program) school code **E00701**. For assistance, contact the Financial Aid Office at **(602) 286-8117** and follow the prompts for financial aid, and then clock financial aid. You can also reach them via email at **finaid@gatewaycc.edu**.

★ **Complete "To-Do" Items:** Ensure all required tasks in the MCCCD **Student Center** are marked complete to remain eligible for financial aid awards.

★ **Enroll First:** It's recommended that you enroll in your program before applying for financial aid.

Processing Time & Payment Requirements

➢ **Processing Time:** Financial aid processing can take 2-4 weeks.

➢ **Plan Ahead:** Financial aid must be in place at least two weeks before your program starts.

➢ **Payment Plan:** If your financial aid package isn't finalized by the deadline, you'll need to set up a payment plan until the aid is processed. Refer to **Pay for College** for more details.

Additional Resources

- Learn more about financial aid at GateWay: **Financial Aid**
- Browse frequently asked questions: **Financial Aid FAQs**

Uniforms and Professional Appearance

Students must wear a light blue button-down shirt with the GWCC Collision Repair Technician logo, provided in a set of four. Footwear must be closed-toed, non-slip sneakers or boots; steel-toed shoes are recommended but not required. Hair must be pulled off the collar at all times. Safety glasses, a respirator, a welding helmet, and gloves are mandatory.

To maintain the level of professionalism expected in the industry, students are required to wear classroom uniforms provided through lab fees at all times. The dress code for this program is "casual business attire." This means no shorts, open-toed shoes, or Crocs are allowed. For safety and secure footing, students should choose shoes with softer soles, stable platforms, and slip-resistant features. Wearing the appropriate footwear will help prevent foot injuries and other serious accidents. While steel-toed shoes are recommended, they are not mandatory.

Blue jeans and T-shirts with appropriate logos are acceptable, but tank tops are not allowed. Additionally, no loose clothing is permitted. This includes, but is not limited to, items such as ties, scarves, lanyards, and shirts with loose sleeves.

Shorts, dresses, and skirts are prohibited when working in the autobody shop. Wearing the proper clothing helps ensure both your safety and the safety of those around you.

Program Costs *

PROGRAM TUITION AND FEES	Collision Repair Technician
Registration Fee **	$ 15.00
Tuition Clock Hour	$ 3,120.00
Course Fees	$ 2,962.00
TOTAL Tuition & Fees	$ 6,097.00

Estimated Costs for Additional Expenses

ADDITIONAL EXPENSES	ESTIMATED COST
Uniform *(approx. cost per uniform)*	$35.00+
Auto Body and Refinishing Materials	$1,500.00+

**Please note that these are only estimates and may change. Additional fees may apply.*

***Two registration fees will apply if the program extends into the next term.*

Payment Options

After enrolling in a clock hour program, tuition must be paid by the due date. Explore your payment options and set up a plan that works for you. Payment plans can be arranged online through your **Student Center**, and it's crucial to do so before the tuition due date to avoid being dropped from your program. Please note that Nelnet payment plan enrollment fees are non-refundable. Students are responsible for covering all program costs, including tuition, fees, and other expenses. Certification will not be granted until all tuition and fees are paid in full.

➔ *For more details, visit **Payment Options***

Clock Hour Payment Plans

Payment plans allow you to divide your tuition into manageable installments with no interest or credit checks. A down payment is required, and the remaining balance is paid over time. Contact Student Business Services at **(602) 286-8277** or **DL-GWC-CAS@gatewaycc.edu** for specific details.

- 10% down payment due 30 days before the start date
- 1 – 6 scheduled payments require a 10% down payment plus a $25 enrollment fee*
- 7 – 12 scheduled payments require a 10% down payment plus a $45 enrollment fee*

All payment options require an immediate (same-day) down payment. If you choose to sign up for the payment plan, please do so before your tuition due date, otherwise, your classes may be dropped.

**Enrollment fee is non-refundable*

Payment Methods

- **Online:** Log in to your **Student Center** to pay by credit card or e-check.
- **By Phone:** Call **(602) 238-4347** to make a credit card payment by phone. Wait times may increase during peak periods of enrollment.
- **In Person:** Visit the campus where you are enrolling for classes to make your payment in full using cash, credit, or check. A picture ID may be required for payment transactions.

Important Reminders:

- ★ Regularly check your Maricopa student email and **Student Center** for updates on payment balances and deadlines.
- ★ If you've applied for financial aid, check for any pending "To Do List" items that may delay your award.
- ★ Your seat in the program is not secured until your funding is confirmed. Failure to meet payment deadlines may result in being dropped from the program.

➔ *For more details, visit **Pay for College***

Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines listed below will receive a 100% refund for tuition, course, and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse for the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

How to Obtain a Refund

When dropping classes, you must officially do so during the refund period to be eligible for a refund. You can do this online using your **Student Center**, by calling **(602) 286–8200** or in person at the **Admissions and Records** office. Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact **Student Business Services** to receive your refund.

Student Business Service processes all refunds. All refunds of cash, check, and checking/saving payment plan payments are issued through the Maricopa Student Refund Program (MSRP). No refunds of cash are available. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

To ensure you receive your refund as quickly as possible, verify your current address is correct, and update it if necessary in your **Student Center** in the Personal Information section.

➔ *For more details, visit **Student Refunds***

Disability Resources and Services (DRS)

Students with disabilities who need accommodations for a class or program should contact the GateWay Disability Resources & Services (DRS) Department by calling **(602) 286-8171** or emailing **DRS@gatewaycc.edu**. A qualified DRS professional will assess the student's eligibility and notify faculty in writing about the necessary accommodations. During the first class session, faculty will announce that students can meet with them during office hours to discuss any required accommodations. For questions or concerns, please contact DRS.

gatewaycc.edu/disability-resources | DRS@gatewaycc.edu | (602) 286-8171

Medical Marijuana Policy

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including clinical practicums and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college, or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational practicum - will be subject to disciplinary action and criminal prosecution.

Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam-era/disabled Veteran status in employment or in the application, admission, participation, access, and treatment of persons in instructional or employment programs and activities.

Notice

GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication.