

“Auto Collision & Refinishing Tech”



Application Process/Considerations

- visit [Auto Collision & Refinishing Technician](#) and learn more about this program offering (hyperlinked). This application is a fillable .pdf... type in as much information as you can before printing
- Students please complete** and submit the following **all together** (will be at least 5 pages in package):
 - Pages 2 + 3 of the application** [must have all necessary signatures on p. 2; keep p. 1 for your reference]
 - Updated Resume**
 - Diploma Verification Form**... see your counselor
 - Absence / Late Report**... see your counselor
- discuss your educational and career paths with your counselor and parents/guardians
- understand these are **post secondary level programs** where the expectations are higher than regular high school courses – given they are set to **provincial** and **national certification standards** (ex: need at least 70% in all theory and practical work to earn your level technical training)
- a plan to **successfully complete**:
 - all 'core'/required grade 11 courses for graduation
 - English 12
 - pre-requisite courses (and marks, if applicable) specific to desired trades training program
- on intake date, be a gr. 11 or 12 student in a public school in SD43 (Coquitlam)... cannot be a graduate
- “Pass” a personal interview with Coquitlam and/or Post Secondary personnel (usually done in April)
 - there are limited seats – pre-reqs, attitude, aptitude, lates/absences, references, etc will all be considered

If accepted into the “TRAIN in Trades” program:

- receive a “congratulations & **conditional acceptance**” email or phone call (mid-May, ideally)
Confirmation will be given well in advance of the intake, assuming you have continued to be in good school standing (ex: no excessive lates or absents, no school suspensions, passing all necessary courses with appropriate grades – failure to stay in good standings may result in a withdrawn application by the SD)
- meet all the pre-requisite academic standards/requirements for your specific program
- transportation, to and from the training site(s), is the responsibility of the parent/guardian
- be committed to full and active participation in the TRAIN in Trades Program, most notably in:
 - conducting yourself in a professional and responsible manner in the classroom and workplace
 - not being absent or late while in the program, to the best of your ability
 - physically being able to meet the demands of the trade, and
 - doing the homework and review daily... this could range from 30 mins to 1+ hrs depending on the topic/test
- the school district will cover the **tuition** cost, but, when needed, **student/family must be prepared to pay all other program fees, approx. \$1,800.** [example of some potential costs: textbook, tools, Compass Card...]
- need to ensure you have appropriate PPE for that trade (minimum: CSA approved safety boots + safety glasses)
- have your course timetable adjusted accordingly
- complete a post secondary ‘Application Form’ soon after your district acceptance (for their final approval)
- potentially, if required, student **must have current, government-issued photo ID** (ex: driver’s license or passport) for the final ITA certification exam... **no valid ID = no exam** (they are **very strict** on this)

Student applicant completes pages 2 and 3 (fillable .pdf)

Please **keep page 1** for your own reference.



Student name: _____

Birth date: _____

Home address: _____

Home phone: _____

Student Cell phone: _____

Present school: _____

Current Grade: _____

Emails: **student** – cannot be school-based or parent email: _____

parent/guardian: _____

Student & Family Consent for the “TRAIN in Trades” Program + Media Release

We have read and understand the requirements and expectations explained on page 1. The information on pages 2 + 3, that was **completed by the student**, is accurate/reflective of the applicant. We have looked at district webpage (43Careers.com), specific to this trade, and feel very comfortable with all the expectations and program considerations, including researching some of the links in the right column.

We have read the media release (below) and selected the appropriate response:

“I hereby grant permission to Coquitlam School Board personnel to take photographs or video of my son/daughter while in the program. These images may be used in Career Programs publications, social media, calendars and on the website for purposes of program promotion and celebration of student successes. No last name would be attached to the photograph/video”.

Media consent option: _____

Signature of **Student**

Signature of **Parent or Guardian**

School Consent for the “TRAIN in Trades” Program

We feel this student is a **strong candidate who will be successful in this trades training**. They have met the necessary requirements and **any concerns were (will be) discussed with the district coordinator**. We **fully support** this applicant and feel s/he/they will be a **good ambassador of our school and school the district**.

Note: Counselors and Administrators can contact district coordinator, directly, if further discussion is required.

Signature of **School Counselor**

Signature of **School Administrator**

Student Questionnaire [please answer **all** the questions ... be **accurate and succinct** in answering]

1. I will get one of your teachers to do an '**online** reference letter' for you... which teacher would you like me to ask/email on your behalf? Teacher: _____ Subject: _____
2. Ideally, what job/career would you like to be in when you are, say, 25? _____
3. The program is **34 weeks (VCC)** or **40 weeks (BCIT)** long and has two intakes for each: **Sept.** and **Feb.** Please rank your preferences.
Location: BCIT _____ VCC _____
Intake: September _____ February _____
4. Please () check which of the following you have taken (or plan to take):
 Auto 11 **an Art** course **Work Experience 12** (*ideally 'fixing car bodies' as your placement*)
 a **Metal/Welding** course **other applicable course(s)** (*specify*): _____
5. Please () check your driver's license status:
 "N" **"L"** [should have my "N" by _____] **do not either** [should have my "L" by _____]
6. Attendance and lates are crucial – you can be removed from a program if too many accumulate (ex: "3 strike policy"). **Looking at your attendance/late report**, comment on your **unexcused absents and lates**.

7. Visit: **ITABC.ca** > "**Find my Trade**" > Auto Body & Collision Tech > scroll down to "**Program Profile**" and "**download**" .pdf
How many levels of **technical training** are there for your trade? _____
How many **total paid hours** do you need to **work for full certification**? _____
8. What are your **work** plans after you graduate? _____
9. What are your **educational** plans after you graduate? _____
10. Outside of a school classes, provide an example that shows your **ability to "fix/work with auto bodies"**:

11. Repairing damaged cars requires a **keen eye for detail** and **precision**. Provide a recent example where you have demonstrated these skills. _____

12. Some of the programs might run over **Spring** and/or **Summer Break**... you will not get these breaks as you will be in school, will this be an issue? (if 'yes', explain) _____
13. **In your program**, you will need a final mark of **70% or higher** to gain your level 1 certification. Why do you feel you will achieve this final (overall) mark? _____