



PROGRAM LETTER

Collision Repair & Refinishing: 47.0603

2026-2027

Mr. Patrick Canavan

pcanavan@steelcentertech.com

412-469-3200 x2511

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Welcome to Automotive Collision Repair and Refinishing. Students enrolled in this program will study all phases of collision repair, including estimating, damage analysis, non-structural and structural repairs, painting, welding, and plastic repair. This is an Automotive Service Excellence (ASE) certified program, utilizing the latest curriculum from ASE, I-CAR, CCC ONE, and NATEF to help students develop the skills necessary to succeed in this rewarding trade.

In addition to learning technical skills, students will acquire the responsibility and work ethic required to succeed in any trade. Students are expected to maintain weekly work logs, complete timecards, and follow proper call-off procedures when absent. Throughout the year, students will also explore customer service and shop management opportunities, further preparing them for a successful career.

Required Supplies and Tools for This Course:

- Notebook with lined paper (hardback binders will be provided for handouts)
- Extra pencils and pens (one of each will be provided every 9 weeks)
- Black Sharpie marker (provided if needed)
- Work boots – steel toe, leather, non-slip sole
- Safety glasses – one pair will be provided; students may purchase a replacement if lost
- Eyeglass wearers – must have side shields or wear safety glasses over their eyeglasses
- ¼ inch socket set (must include both metric and standard sockets, ratchet, and extensions)
- Screwdriver set (Phillips and flathead)

All other specialty and pneumatic tools will be provided.

Before purchasing tools, please check retailers like Sears or Harbor Freight for affordable sets.

Students may bring additional personal tools with prior approval from Mr. Canavan.

If a student cannot afford a toolset, school-provided tools may be used until one can be purchased.

Uniform Requirements

A shop shirt will be required for students to purchase for use during shop activities. Students must also bring a pair of work pants and work boots (steel toe recommended but not required). Please ensure all uniform items are ready before the first day of school.

Student Responsibility

It is the student's responsibility to ensure that all tools, uniforms, and personal belongings are secured in their locker at the end of each school day.

Sincerely,

Mr. Canavan

Collision Repair & Refinishing Instructor