<table>
<thead>
<tr>
<th>Course Outline Modules</th>
<th>Windham Module Test</th>
<th>Module Competency Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>0. CTE Orientation</td>
<td></td>
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<tr>
<td>1. Measuring and Mixing</td>
<td></td>
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<tr>
<td>2. Tools and Equipment</td>
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<td>3. Safety</td>
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<td>4. Write a Damage Report</td>
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<td>5. Refinishing Equipment and Procedures</td>
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<td>6. Detailing</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Windham Module Test Average</th>
<th>x . 75</th>
<th>a</th>
<th>Completer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windham End of Course Exam</td>
<td>x . 25</td>
<td>b</td>
<td></td>
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</table>

Windham Module Score \((a + b)\) = 70+

% Competencies Completed = 70+

Module Competency Rating = 2.7+

If I were hiring for this position, I would: (check one)

[____] 0-No recommendation at this time.
(Cannot be used for Completers.)

[____] 1-Hire this person and look no further.

[____] 2-Interview this person along with other applicants

[____] 3-Not hire this person.

Complete only if student attempted industry certification.

<table>
<thead>
<tr>
<th>Name of Industry Certificate</th>
<th>Code</th>
<th>P/F</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASE, Painting and Refinishing (B2)</td>
<td>0232</td>
<td></td>
</tr>
<tr>
<td>OSHA</td>
<td>0100</td>
<td></td>
</tr>
</tbody>
</table>

I attest that all of the information reported on this form is true.

__________________________  _______________________
Instructor Signature        Date
# Student Progress Record

## Recording Directions

**Skill Rating:** Post the student’s competency rating for each skill performed.

**Module Test Score:** Enter the student’s test score for the module.

**Module Rating:** Use the following scale to determine module rating:

- **[4] Skilled:** Can perform competencies independently with no supervision.
- **[3] Moderately Skilled:** Can perform competencies with limited supervision.
- **[2] Limited Skill:** Requires instruction and close supervision to perform competencies.
- **[1] Unskilled:** Exposed to concept, but no hands-on experience.

*Note:* When evaluating a student’s module rating, skill performance should be given priority.

## 0. CTE Orientation

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>Initial</td>
</tr>
</tbody>
</table>

1. **Identify employment opportunities related to the course.**
2. **Identify the number of classroom hours a student must attend to be considered as a completer.**
3. **Identify the industry-recognized certification.**
4. **Identify course expectations including:**
   - Working conditions
   - Attendance expectations
   - Instructor’s expectations

## 1. The Automotive Collision Career

**Module Test Score:** _______

**Module Rating (4, 3, 2, 1):** ______

1. Identify opportunities in the auto collision field.
2. Identify the basic construction of the auto body.

## 2. Measuring and Mixing

**Module Test Score:** _______

**Module Rating (4, 3, 2, 1):** ______

1. Read a rule, fractional-inch and metric.
2. Solve problems involving volume and ratios.

## 3. Tools and Equipment

**Module Test Score:** _______

**Module Rating (4, 3, 2, 1):** ______

1. Demonstrate safe use and maintenance of general hand tools.
2. Demonstrate safe use and maintenance of auto collision hand tools.
3. Demonstrate safe use and maintenance of electric and pneumatic hand tools.
4. Demonstrate safe use and maintenance of electric, pneumatic, and hydraulic equipment.
5. Describe proper lifting and jacking techniques.

## 4. Safety

**Module Test Score:** _______

**Minimum 100% Required:** ______

**Module Rating (4, 3, 2, 1):** ______

1. Identify government agencies regulating the auto collision industry.
2. Identify general safety rules.
3. Use protective clothing and equipment.
4. Identify the proper use of fire protection equipment.
5. Use chemicals safely.
6. Identify environmental effects of chemicals.
7. Identify proper chemical disposal techniques.
8. Identify information on MSDS.
9. Identify toxic substances.
5. Write a Damage Report  

Module Test Score ______
Module Rating (4, 3, 2, 1)

_____ 1. Diagnose and analyze damage.
_____ 2. Use collision manuals.
_____ 3. Write a damage report in logical sequence.

6. Refinishing Equipment and Procedures  

Module Test Score ______
Module Rating (4, 3, 2, 1)

_____ 1. Demonstrate safe painting practices and use of protective clothing and equipment.
_____ 2. Identify and demonstrate use of refinishing equipment.
_____ 3. Using a paint gun with proper techniques.
_____ 4. Identify surface preparation techniques.
_____ 5. Demonstrate appropriate sanding techniques.
_____ 6. Demonstrate appropriate masking techniques.
_____ 7. Identify undercoats and demonstrate application procedures.
_____ 8. Apply chip-resistant coating.
_____ 9. Identify topcoats and demonstrate application procedures.
_____ 10. Tint and blend color coats.
_____ 11. Mix and apply single-stage topcoat.
_____ 12. Mix and apply basecoat/clearcoat.
_____ 13. Mix and apply multi-stage topcoat.
_____ 15. Perform clearcoat repair and detailing.
_____ 16. Identify paint defects and refinishing procedures.

7. Detailing  

Module Test Score ______
Module Rating (4, 3, 2, 1)

_____ 1. Apply decals and misc. exterior trim.
_____ 2. Demonstrate polishing techniques.
_____ 3. Clean exterior and glass surfaces.
_____ 4. Perform interior detailing.
_____ 5. Clean body openings.
_____ 6. Remove overspray.

Number of Skills Completed +

43 Number of Skills on SPR =

% of Skills Completed

Conference
Date: ___________________ Hours in class: ______
Comments:

Teacher initial: _______        Student initial: _______