PURPOSE
To evaluate each contestant’s preparation for employment and to recognize outstanding students for excellence and professionalism in the field of collision damage appraisal and total loss evaluation.

ELIGIBILITY
Open to active SkillsUSA members enrolled in programs with collision damage appraisal and total loss evaluation as an occupational objective.

CLOTHING REQUIREMENTS
Contest Specific – Mechanic
- White crew neck short-sleeved T-shirt
- Work pants or jeans,
- Leather or steel toed work shoes.
- Hair must be contained.
- Safety glasses with side shields or goggles, (Prescription glasses can be used only if they are equipped with side shields approved by OSHA(Z-87). If not, they must be covered with goggles.)

Note: Contestants must wear their official contest clothing to the contest orientation meeting. Also bring #2 pencil, resume and safety assurance form.

EQUIPMENT AND MATERIALS
1. Supplied by the technical committee: Basic equipment of a collision damage appraisal and total loss evaluation laboratory Materials for computerized estimating segment:
   - Automated Estimating System (See SkillsUSA website for details on which estimating systems will be used annually).
   - Digital Camera or tablet with imaging capabilities.
   - Printer networked to estimating systems and digital camera and Wi-Fi Capability.
   - Materials for Total Loss Evaluation:
     1. A vehicle that is an obvious total loss
     2. Total Loss evaluation Software or paper equivalent (See SkillsUSA website for details on which Total Loss and valuation systems will be used annually)
     2. Digital Camera
     3. Vehicle evaluation guide (See SkillsUSA website for details on which vehicle evaluation systems will be used annually)
     4. Conditioning Matrix
   c. Materials for hand written estimating phase:
     - Vehicle owner’s name and address
     - Scratch pads
     - Estimate sheets
     - Estimate books
     - Calculator
     - Parts price list for car involved
  2. Supplied by the contestant - Interview Competition
     a. Two hard copies of résumé.

Note: Your resume may be judged as part of your contest” Check the Contest Guidelines and/or the updates page on the NYS SkillsUSA Website: http://www.nysskillsusa.org

SCOPE OF THE CONTEST
The contest will be consistent with the Collision Repair/Refinishing Technician Task List outlined in the guidelines published by the ASE Education Foundation. www.ASEeducationfoundation.org Contestants will demonstrate their ability to perform jobs of skills selected from the standards mentioned above as determined by the SkillsUSA NYS technical committee.
Knowledge Performance
The contest includes a written knowledge test given by ASE, which will consist of questions covering the areas of the Damage Analysis & Estimating that are identified in the NATEF Collision Repair/Refinishing Program Standards and the ASE Official Study Guide: Collision Repair/Refinish, an estimating test the tests for the high school and college contests will be comprised of diagnosis and repair content from this skill area:

1. Damage Analysis – 12 questions that cover tasks necessary to analyze vehicle damage.
2. Estimating – 13 questions that cover the tasks necessary to estimate vehicle damage.
3. Legal and Environmental Practices – 2 questions that cover the tasks associated with legal and environmental practices.
4. Vehicle Construction – 7 questions that cover the tasks associated with vehicle construction.
5. Vehicle Systems Knowledge - 8 questions that cover tasks to identifying vehicle systems.
6. Parts and Source Identification – 6 questions that cover the tasks for parts and source identification
7. Customer Relations and Sales Skills – 2 questions that cover the tasks associated with customer relations and sales skills.

Skill Performance
Contestants will demonstrate their ability to perform jobs and skills based on the task list outlined by the National Institute for Automotive Service Excellence (ASE) and the National Automotive Technicians Education Foundation (NATEF). The competition includes a series of competencies to assess skills in the following areas: Handwritten Estimate preparation using paper manuals, two computerized estimates/appraisals on frontal damage including unibody damage and light mechanical damage and rear damage including quarter panel replacement, “Virtual” estimate prepared from images assessing virtual (remote) estimating skill and a total loss vehicle inspection report and vehicle evaluation including digital images associated with all computerized estimating and total loss evaluation.

The competitors will also participate in an interview contest. The overall accuracy and quality of the finished products, speed and proper safety practices will be judged.

Standards and Competencies -

CDA 1.0 — Complete a computerized estimate on a frontal damaged unibody vehicle where unibody damage and light mechanical damage are present. This will be done consistent with related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards and ASE Catalog of Collision Repair/Refinishing Tests B6 (Damage Analysis and Estimating)

1.1 List entrant number on estimating test
1.2 Locate provided “Vehicle Description and Labor Rate information” and complete owner and vehicle information section on estimate (e.g., owner name, address, phone numbers, license plate, vehicle year, series, mileage, vehicle identification number)
1.3 Identify and record customer/vehicle information
1.4 Identify and record vehicle identification (VIN) information
1.5 Locate and select vehicle to be estimated in the provided collision estimating software application.
1.6 Prepare estimate properly identifying parts to be replaced, repaired.

1.6.1 Make proper determination of refinishing needs including partial refinishing, blending and application of two or three stage paint applications
1.6.2 Make proper use of alternative parts available on the “Parts information document” as applicable (e.g. New OEM, Aftermarket, Recycled, Rebuilt, reconditioned, etc.
1.6.3 Identify and estimate for unibody/frame damage conditions.
1.6.4 Identify and estimate for mechanical damage using the “mechanical information document” as applicable (e.g.
Students are expected to enter and verify all vehicle options and packages.

3.3 Students are expected to enter replace/repair and material labor rates along with tax rates.

3.4 Students are expected to enter Repair facility Information.

3.5 Students are expected to enter all vehicle damage on the estimate in a logical format making appropriate repair vs replace decisions.

3.6 Students are expected to enter photos into the estimating system in the proper location and enter a photo description.

CDA 4.0 — Complete a total loss vehicle inspection report and conduct a vehicle evaluation. Using the total loss and vehicle evaluation system:

4.1 Document or validate the VIN, year, make and model of the loss vehicle

4.2 Document or validate (if decoded from VIN) all vehicle options

4.3 Document the mileage, aftermarket accessories and any prior damage.

4.4 Using the conditioning matrix, accurately rate each area of the vehicle with the proper condition rating. Use specific conditioning comments as necessary.

4.5 Using the vehicle evaluation guide or consumer website

4.5.1 Identify the correct vehicle and trim level

4.5.2 Identify the correct options and mileage

4.5.3 Document the vehicle evaluation

CDA 5.0 — Complete a handwritten estimate to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards and ASE Catalog of Collision Repair/Refinishing Tests B6 (Damage Analysis and Estimating) *

5.1 Report heading/legibility*

5.1.1 List entrant number on estimating test*

5.1.2 Locate provided “Vehicle Description and Labor Rate Page” and complete owner and vehicle information segment on estimate (e.g., owner name, address, phone numbers, license plate, vehicle year, series, mileage, vehicle identification number)
5.1.3 Identify and record customer/vehicle information
5.1.4 Identify and record vehicle identification (VIN) information
5.1.5 Write legibly*

5.2 Identify parts replacement*
5.2.1 Locate and select vehicle to be estimated in the provided collision estimating guide*
5.2.2 Locate and list the correct part prices and replacement labor times and refinish labor times for the predetermined parts being replaced*
5.2.3 Estimate labor adjustments for vehicle options when appropriate*
5.2.4 Recognize and apply body labor overlap and refinish labor overlap where appropriate*
5.2.5 Consider and apply “included” and “not included” operations where appropriate*
5.2.6 Consider and apply labor footnotes (# signs) when necessary*

5.3 Prepare calculations*
5.3.1 Calculate and list the correct paint and materials allowance*
5.3.2 Calculate and list parts, body labor, refinish labor, paint and material column totals*
5.3.3 Calculate and list total labor hours (body labor plus refinish labor) *
5.3.4 Multiply total labor hours by providing labor rate and list labor dollar amount*
5.3.5 Calculate and list the total estimated amount*

CDA 5.0 — Complete an oral assessment/interview to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards

6.0 — Complete an oral assessment/interview to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards

6.1 Exhibit personal skills such as attendance, time management and individual responsibility
6.1.1 Demonstrate promptness when required to meet interviewer at specific time and location*

7.0 — Maintain professional conduct to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards
7.1 Demonstrate courteous behavior while waiting for the interviewer*

CDA 8.0 — Maintain professional appearance to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards
8.1 Demonstrate proper attire (SkillsUSA uniform light blue shirt, dark blue pants) *

CDA 9.0 — Complete job application and résumé to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards
9.1 Properly and legibly complete a job application and résumé*

CDA 10.0 — Demonstrate interview skills to related tasks in National Automotive Technicians Foundation (NATEF) Collision Repair and Refinishing Standards
Special Instructions to Contestants

Due by Feb 1, 2020

Date submitted:

CONTEST NAME, COLLISION DAMAGE APPRAISAL AND TOTAL LOSS EVALUATION TECHNOLOGY

Chairperson: __Ray Umbrino_____________________________________________________

List any new special instructions for the contestants that are not listed in the New York SkillsUSA Technical Standards for 2020. If you have updated your standards for your contest there should not be much of a need for this form. DO NOT list requirements already printed in the NYS standards.

Only Special Instructions received by Feb. 28, 2020 will be posted on the website!!!

Deleted Materials & Supplies: Due to a change in National Standards we will delete the hand written estimate.

Additional Materials & Supplies: We will add

CDA/TL 5.0 — Complete a vehicle pre scan (using an OEM or non-OEM Scan tool), interpret the diagnostic trouble code and research OEM Repair Procedures.

5.1 Diagnostic Pre Scan
   5.1.1 Perform a vehicle scan using available diagnostic scan tool.
   5.1.2 Interpret any identified diagnostic trouble code(s).

5.2 Access OEM Technical Repair Procedures
   5.2.1 Locate specific repair procedure
   5.2.2 Interpret necessary steps outlined in procedure – this will be graded using a written testing format.

We will use CCC for the data base for OEM repair procedures. We will supply Snap-On and OTC scan tools.

Return to NYLSC Coordinator Ellen T. Coughlin: coughlinsgotskills@gmail.com with a copy going to your cluster manager for their records.

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