



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

May 1, 2025

Dear Student and Parent/Guardian:

Congratulations on getting accepted to the Collision Repair Technology class here at Lancaster County Career & Technology Center, Willow Street Campus. We look forward to you being a part of the 2025-2026 class. I hope that you are eagerly anticipating the opportunity to gain skills in collision repair.

It is our expectation that you will be provided with valuable training each day and that you will work diligently to complete shop work and assignments. You will be responsible for knowing what your assignments are and to complete them on time. Meeting deadlines is an important part of working in this industry and your grade/evaluation will be reflected upon this.

Obtaining and keeping a driver's license is a requirement to work in the automotive industry. Opportunities, such as, internships, co-op, and certifications are subjective to having a driver's license. It is recommended that you work towards obtaining this now if you haven't done so already.

In preparation for the Collision Repair Technology program, you will need to supply yourself with the following items before the first day of school:

1. **Sport Grey** T-shirts are required. (Information is enclosed regarding purchasing the T-shirts.) We recommend that students purchase at least three T-shirts. If you wish to wear a sweatshirt at any point throughout the year, it must be a CTC logo crewneck sweatshirt which you can also order, this is not a required purchase but no other sweatshirts can be worn.
2. Navy Blue work pants are required. (To be purchased at the store of your choice.) Three or more pairs of pants are recommended.
3. Work shoes- leather type. We suggest oil resistant soles. (To be purchased at the store of your choice.) **NO SNEAKER LOOK-A-LIKES ALLOWED.** We will be doing a considerable amount of welding in the class, so make sure the shoes are appropriate for this task.
4. Respirator, paint suit, and other misc. tools that will be provided by the school- No cost to the student.
5. OSHA 10 Certification - No cost to the student.

Please come prepared the first day, August 20, 2025.

The school is utilizing the ICAR online curriculum and is covering the cost of student enrollment. The student will be responsible for the cost of any other certifications obtained in the class. The list and costs are on the program cost sheet included in this information packet.

If you have any questions concerning the information contained herein, please feel free to email me at rwhite@lancasterctc.edu.

WILLOW STREET CAMPUS

1730 Hans Herr Drive, Willow Street, PA 17584 • office: 717.464.7050

We expect to do all that we can to make your experience a great start for a career in the collision repair industry. Have a great summer and we look forward to seeing you in the fall!

Sincerely,

Richard White

Richard White
Collision Repair Instructor