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SCHOOL CATALOG for January 1 2018 – December 31 2018

THE MISSION OF TOP GUN PDR TRAINING

It is the mission of Top Gun PDR Training to provide students with high quality and highly individualized instruction to develop and enhance the demanding skills required for success in the Paintless Dent Repair (PDR) field. The Beginning PDR Training program will provide students with specific challenges encountered in the field and training about how to best overcome and master these challenges. The Advanced PDR Training program will provide those already applying PDR skills in the industry with finely honed skills to enhance their performance.

Top Gun PDR Training is an outgrowth of years of experience perfecting the art, craft, and science of PDR. It is our goal to impart a further appreciation and greater respect for the skills required to successfully perform in a demanding field, and, through a highly successful step-by-step program of instruction, permit the student to acquire necessary knowledge and skills.

It is the further goal of Top Gun PDR Training to thereby enhance the field of PDR generally and upgrade the skills and outcomes associated with high expectations and fine performance.

MESSAGE FROM THE DIRECTOR

Welcome to Top Gun PDR Training. At Top Gun we take the best methods known for doing Paintless Dent Repair, and combine these methods with a teaching process that breaks down all the hard to learn elements of PDR into a simple set of learning skills.

We offer a two-week Beginning PDR course, and a one-week Advanced PDR Training course.

The two-week **Beginning PDR** course will challenge you and take you all the way from PDR fundamentals to doing many typical dents and small creases on most areas of a vehicle

The one-week **Advanced PDR** course is for technicians who already make a living at PDR and want to finely hone their skills.

PROGRAMS OF INSTRUCTION

There are two programs at Top Gun PDR Training. The **Beginning PDR Training** course consists of 84 hours over two weeks of instruction. The **Advanced PDR Training** course consists of 40 hours over one week of instruction. No program offered at TopGun PDR Training lead will lead to licensure

Because of the owner / instructor's strong preference, teaching style, and practical demand experience, the ratio of instructor to students is intended to almost exclusively be one-to-one.

OCCUPATIONS OR JOB TITLES

There are no specific occupation or job guarantees or promises of placement made upon graduation from a Top Gun PDR Training program.

Obviously, there are a range of occupations or titles to which such training may lead, and those are very predominantly in the Paintless Dent Repair industry.

Many students who receive such training become self-employed PDR technicians or specialists. Others perform such services for an employer at various kinds of body shops and auto repair facilities. Still others are already employed in this field and are motivated to improve their skills.

STUDENT SERVICES

The training at Top Gun PDR Training is almost exclusively one-on-one, and very intensive. A considerable amount of hands on training is integrated into the program. There are 3 basic videos available at the school that are available to be watched by the student after class. In addition there is a PDR forum where PDR techs discuss industry related issues at www.doording.com. All students are encouraged to sign up and participate in this valuable forum.

Since PDR is a relatively new process, there are no textbooks or other sources of information traditionally available for other vocational courses. Therefore we do not offer student services in the traditional sense of a college or other vocational programs. **There are no other student services offered by Top Gun PDR Training other than those listed in the above paragraph.**

FACULTY AND QUALIFICATIONS

The founder/sole owner/and intended Director and instructor of Top Gun PDR Training is Marty Runik. He has accumulated more than 44 years of specialized teaching experience in the automotive sheet metal industry.

He is also an advanced metal working and metal finishing specialist with over 28 years of experience as a trainer for techs in auto body sheet metal and frame repair,

SCHEDULE OF FEES

<u>Tuition:</u> Beginning PDR Training (84 hrs)	<u>\$5,500</u>
Advanced PDR Training (40 hrs)	<u>\$5,500</u>

THE STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

However, no claim can be paid to any student without a social security number or a

taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

To qualify for a STRF reimbursement you must file a STRF application within one (1) year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within two (2) years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF and "Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive Suite 400 Sacramento Ca. 95833 Phone: 916 431 6959 Toll Free 888 370-7589 Fax 916 263 1897 web site address www.bppe.ca.gov

Application:

Though a completed application is required for admission and student record purposes, there is no application or registration fee.

CANCELLATION AND REFUND RIGHTS

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The deposit is fully refundable in the event of a verifiable emergency or health issue up to and including the first day of scheduled training. In all other cases a 45 day notice is required for a full refund of deposit.

It will be the policy of Top Gun PDR Training to provide a 60% pro rata refund to students who withdraw or otherwise fail to complete a program of instruction. This means that, assuming a student has prepaid for the instruction, a percentage of all paid tuition will be refunded if the student has completed less than 60% of a program. After the student completes 60% of a program, there will be no refund.

A 100% refund will be granted up to and through midnight of the the first day of instruction. All refunds will be made the same date upon which the student's withdrawal has been determined.

This method of calculating a refund will be followed as required by the State of California.

1. Deduct a registration fee not to exceed one hundred dollars (\$100) from the total tuition charge.
2. Divide this figure by the number of hours in the program.

3. The quotient is the hourly charge for the program.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the registration fee specified in paragraph (1).
5. The refund shall be any amount in excess of the figure derived in paragraph (4) that was paid by the student.

Here is a sample calculation of a refund for a student in a Beginning PDR Training Program who decides to withdraw after four days of instruction. The student has paid the entire cost of the program (\$5500):

1. The tuition for the program is \$5,500.
2. There are 84 hours in the program. Therefore, \$5,500 divided by 84 equals an hourly charge of \$65.47.
3. The quotient or hourly charge is \$65.47.
4. Four days of instruction equals 32 hours (4 X 8 hrs. = 32 hours). This is the equivalent of (32 X \$65.47) which equals \$2095.04
5. The refund to the student will be (\$5500- \$2095.04) or \$3404.96. The student would be entitled to a refund up to completion of approximately 50 hours of instruction (the 60% point).

What you will be learning

Fog board theory and usage
Tool tip location exercises Tap down use Dent theory
Accuracy Exercises for Locating Center of Dent
Pushing Technique and Probe exercises
Basic Crown Theory and Removal
S.A.L.T. theory
Basic sheet metal working theory, and practice
PDR tool use and theory
Intermediate sheet metal theory
Regular dent removal
Irregular dent removal
Crease removal
Creased dent removal
Dent and crease removal in braced panels
Door dent theory and removal
Door crease removal vertical and horizontal

Door working positions including working “upside down”
Door tools and usage
Basic tool making
Total vehicle access
No drill methods of dent removal
Glue pulling techniques
Aluminum theory and working basic dents on aluminum panels
Basic proper heat usage techniques
Basic core shrinking techniques
Basic large dent removal theory
Teaching the TopGun method of becoming your own trainer.
Individual practice program set-up.
Customized tool selection for your PDR tool kit

Facility and Equipment:

Top Gun PDR Training is a small 3 bay shop with the most up-to-date PDR tools available from all six major PDR tool makers. We also have state of the art reflection systems, many of which you will not see anywhere else. The trainer has personally worked with tool makers to developed many systems and tools used today such as the Hi-Def fog reflection and adjustable handle tool systems used world-wide.

Top Gun PDR Training does not sell tools, but will offer advice about beginning and advanced tool set-ups. There are six major PDR tool manufacturers and perhaps 10 to 12 tools that are really useful. The student should be prepared to spend approximately \$1,600 to \$1,900 for the necessary tool set. **All necessary equipment during training is provided by Top Gun PDR Training.**

Supplies and Materials:

There are no other supplies or materials needed for a program other than a single large notebook. It is typical that students will take many notes as they proceed through a program.

ADMISSIONS

Top Gun PDR Training has not entered into an articulation or transfer agreement with any other school, college or university. We also so not accept credits earned at other institutions, or through challenge examinations, or achievement tests.

Top Gun PDR Training requires that you successfully accomplish the testing procedure outlined at www.topgunpdrtraining.com. (see the [Is PDR For Me page](#) for this test.).

The nature of this work does not lend or limit itself to a high school graduation or equivalent requirement. What is perhaps most critical is well above average hand-eye coordination. (See above mentioned test on TopGun website).

Top Gun PDR Training also asks that potential students obtain an optometrist exam before training to provide ample time to correct any vision problems found. Certain eye problems are not correctable, so it becomes important to know if there may be eye conditions that would hinder one's ability to operate in a trade like PDR.

Vision that is correctable to 20/20 is a requirement, as is the ability to distinguish between minute shades of light and dark. Any astigmatism should be completely correctable

Top Gun PDR Training simply requires a large notebook for taking extensive notes; the student's favorite 10 to 12 tools; a copy of a recent ophthalmologist's eye exam results, and corrective lenses or contacts if needed; and a good "teachable" attitude and willingness to work hard and concentrate...which is typically determined through the initial interview conducted by the owner/instructor.

Top Gun PDR Training provides the basic tools necessary for training purposes. But often a student interested in this vocation will have their own preferred tools.

Since individual backgrounds vary greatly, applicants are assessed on a case-by-case basis. Top Gun PDR Training will carefully interview each applicant to determine whether they possess the necessary motivation and ability to benefit from the proposed program of study as well as to verify that all admissions requirements have been met.

ENTRANCE TESTING

Top Gun PDR Training currently does not require standardized entrance testing. We do ask that you complete the steps as described in the Admissions Section. We also do a specific interview process designed to determine the student potential for success in this training.

ATTENDANCE POLICY

Students must maintain successful attendance. This is defined as missing no more than 8 hours in the normal course of instruction, in both the Beginning and Advanced PDR programs, and making up those 8 hours (or actual hours and instruction missed) within a reasonable timeframe in order to satisfactorily complete the course. Therefore students must ultimately complete all scheduled instruction in order to complete requirements.

ASSESSMENT AND GRADING

Students at Top Gun PDR Training will not be graded in a traditional sense. Program offerings are conducted on a Pass/Fail basis.

In order to maintain satisfactory progress as established by Top Gun PDR Training, a student must maintain attendance, perform satisfactorily throughout the program, and meet the minimum criteria established for completing the program.

Students completing a prescribed program of training and who have maintained satisfactory progress will be able to graduate and receive a diploma attesting to the successful completion of training.

To be eligible to graduate and receive a diploma a student must have completed all instruction and met all training obligations.

Requirements for completion include performing dent, body line dent, and crease removal satisfactorily. Students must be able to demonstrate an acceptable quality of repair at a retail level, that is to say acceptable work sufficient that a reasonable customer would willingly pay. The work must demonstrate the capacity and ability to take out a #2 medium size dent, a two inch average depth crease, one body line standard dent, and a crease dent to the satisfaction of the instructor.

SATISFACTORY PROGRESS

The mode of instruction at Top Gun PDR Training is typically one-to-one; the ratio of instructors to students is 1:1. In this setting instruction is highly individualized and communication is constant. Therefore, students regularly receive direct feedback concerning their ongoing and overall performance.

The instructor typically provides the student with his evaluation of their performance within the first two hours of instruction, sufficient to inform the student whether continued instruction will be worthwhile for the student at that stage of the student's progress.

If at anytime within the first day of instruction the instructor's evaluation does not support continuing in good faith, he will so inform the student, and the student will receive a 100% refund at that point.

Satisfactory daily progress is the student being able to repair dents and creases to a minimum of 1/16 inch increase in depth of dents or creases per day.

Documentation of student progress will be recorded and maintained in the student file on a regular basis by the instructor.

TARDINESS

Top Gun PDR Training is a serious training program designed to maximize every moment of instruction and interaction between student and instructor. The instructor takes the program of instruction very seriously, and it is expected that the student will

do so as well. At the same time that students benefit from the highly individualized instruction, the success of the program as well as the student is dependent on maximizing the demanding skills learned and applied during the course of instruction.

Therefore, students will be permitted no more than three instances of excessive tardiness prior to being subject to dismissal from the program. Excessive tardiness is defined as more than three instances during the course of instruction when the student is more than 15 minutes late at either the commencement of the class in the morning or in the afternoon.

Students will receive a warning and reminder of this policy after each of the first three instances of excessive tardiness. Top Gun PDR Training will reserve the right to dismiss a student for excessive tardiness.

The instructor will determine what constitutes a valid excuse for tardiness. The general rule will be whether a reasonable person in similar circumstances would be in a position to arrive ready for instruction at the appointed time.

PROBATION AND DISMISSAL POLICIES

Top Gun PDR Training reserves the right to suspend or terminate any student whose conduct is deemed inappropriate. Such conduct includes: excessive absences or tardiness; inappropriate behavior toward another student or staff member or person; failure to abide by school rules and regulations; any other conduct deemed sufficiently disruptive of instruction so that, in the estimation of the instructor, continued instruction is not a reasonable or constructive proposition.

Students who have been suspended or terminated may request reinstatement in writing to the Director after a probation period of thirty days.

LIBRARY SERVICES

In addition to key website, dvd, and video resources for students, there are two local area public libraries in which students may find learning resources generally related to the subjects taught by Top Gun PDR Training. These local area libraries are as follows:

Cameron Park Public Library
2500 Country Club Drive
Cameron Park, CA 95682
(530) 621-5500

El Dorado Hills Branch Library
7455 Silva Valley Parkway
El Dorado Hills, CA 95762
(916) 358-3500

SCHOOL LOCATION

Top Gun PDR Training is located in Cameron Park, California, about 20 miles east of Sacramento. Cameron Park is a pleasant Sierra Nevada foothill community between

Sacramento/Folsom and Placerville, California. It is about 70 miles from South Lake Tahoe. Access to and from the freeway (Hwy. 50) is easy and convenient.

There are a variety of reasonably priced accommodations and retail services in the immediate and general vicinity.

STUDENT RECORD RETENTION POLICY

All student records, including copies of graduation documents, transcripts and other records regularly maintained in the student file will be retained permanently. Each record will be retrievable by student name. Each record will include:

The name, address, e-mail address, and telephone number of student.
The course completed and certificate granted and date issued.

Any written records and transcripts documenting any formal education or training relevant to admission to the school;
Copies of any documents signed by the student;
Copies of any tests given to the student prior to admission, including any required ability to benefit tests;
Specific records concerning enrollment dates, withdrawal, leaves of absence, and graduation;
A transcript showing completion or attempted completion of any course taken, along with any grade or evaluation provided to the student;
A copy of any financial aid documents if they apply;
A document showing the total amount of money received from a student or on behalf of a student and the date(s) on which the money was received;
Documentation of any refund, including the amount refunded for tuition and the amount for equipment, if applicable, the method of calculating the refund, date of refund, check number of refund, and the name and address of the person or entity to which the refund was sent;
Copies of any official advisory notices or warnings regarding the student's progress;
Complaints received from the student, including any correspondence, notes, memoranda, or phone logs relating to the complaint;

An exemplar of any notice or disclosure provided to students and a record of the time period within which they were provided will be maintained.

Records of student attendance will also be recorded and maintained as required.

DROPOUT AND LEAVE OF ABSENCE POLICY

Students may initially request orally or in writing to drop out of the program or to receive a grant of a leave of absence for sufficient reasons as determined by the instructor. If such a request is communicated orally, it shall be requested in writing

prior to approval by the instructor. This will be for the purpose of documenting the student record.

Re-admission to the program will be at the sole discretion and under conditions determined as appropriate and necessary by the instructor. The primary governing factor for re-admission will be the passage of time since the student was last in the program, and the instructor's estimate of student progress and capability, and the satisfaction of financial requirements.

Under no conditions will a student be permitted a leave of absence for more than a three month period. If a student needs to discontinue the program of instruction for a period of more than three months, the student will receive a refund of paid tuition according to the refund policy and must thereafter be readmitted to the program.

ENGLISH AS A SECOND LANGUAGE

Top Gun PDR Training will not provide ESL instruction. All instruction will be in English.

VISA SERVICES

Visa services are not provided. This institution will not vouch for student status, or any associated charges.

FINANCIAL AID

Top Gun PDR Training does not participate in any Federal, State, or private financial aid programs. Each student is responsible for obtaining the necessary funds to pay for the instruction provided.

If a student obtains a loan to pay for an instructional program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Bankruptcy Disclosure Statement

TopGun PDR Training has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition in bankruptcy within the preceding 5 years, and has not had a petition in bankruptcy filed against it within the preceding 5 years that has resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11U.S.C. Sec. 1101 et seq).

PLACEMENT SERVICES DISCLOSURE

TopGun PDR Training does not provide placement services

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

"The transferability of credits you earn at TopGun PDR Training is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in TopGun PDR Training is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending TopGun PDR Training to determine if your certificate will transfer."

Award of Credit for prior experiential learning

Topgun PDR training gives no credit for prior experiential learning.

Accreditation

A graduate of the degree program will not be eligible to sit for applicable licensure exam in California and other states.

“A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.”

A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

TopGun PDR Training is not accredited by an accrediting agency recognized by the United States Department of Education (USDE)

HOUSING

This institution has no dormitory facilities under its control, and is not responsible to find or assist a prospective in finding housing.

There are two motels within 2 miles of the facility. Motel 6 is the cheapest, approx \$69 plus Calif. tax per night phone # (530) 677-7177 Address is 3444 Coach Lane Cameron Park Ca. This motel is very basic with no services.

Quality Inn and Suites is the nicest with a kitchenette. King size bed, computer, and free breakfast. The cost is discounted to \$69.00 plus Calif. tax per night if you mention Top Gun. This motel is recommended because it is very comfortable with kitchenette, computer etc, and the best value for the dollar. The phone # is 530 677-2203. Address is 3361 Coach Lane Cameron Park Ca.

STUDENT COMPLAINT PROCEDURE

Top Gun PDR Training is a small school with a single owner/Director/instructor. This is, in fact, a primary benefit of the school, as instruction is by design and preference one-to-one, almost as an artisan to an apprentice.

However, it is recognized that, even with the highly individualized instruction, a dispute may arise with respect to the instruction or a school policy or practice that a student perceives as unfair or damaging to the student.

A student may lodge a complaint orally or in writing to the instructor at the address of the school. The instructor, upon receipt of a complaint, will attempt to resolve the issue(s) directly with the student.

If the student complaint is not resolved within a reasonable period of time, for example within three days, or prior to the need for the student to lodge the complaint again, the instructor will advise the student that the complaint must be provided in writing if it hasn't been already. At that point, the instructor will provide the student with a written summary of the official complaint policy, as described in this catalog.

If a student complains in writing, Top Gun PDR Training will provide the student with a written response within ten days of receipt of the student complaint. The written response will include a summary of the school investigation and disposition of the complaint. If the complaint or relief requested by the student is rejected, specific reasons will be given for the rejection.

If the student remains dissatisfied with the rejection or proposed remedy provided by the school, they may resort to contacting the Bureau at the address provided on their enrollment agreement or take other legal and appropriate action as dictated by the circumstances.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to

Bureau for Private Postsecondary Education
2535 Capital Oaks Drive Suite 400 Sacramento Ca. 95833
Mailing address: P.O. Box 980818 West Sacramento Ca. 95798-0818

Web address: www.bppe.ca.gov
telephone: Toll free 888 370 7589
Ph. 916 431 6959 fax 916 263 1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A Student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web Site www.bppe.ca.gov

This institution is a private institution that is approved to operate by the bureau. Approval means compliance with state standards as set forth in the Ed. Code.