

Training Courses: Motor Vehicle Damage Appraisers

<p>AAIM - Auto Appraisal Institute of Massachusetts 75 Christopher Street Dorchester, MA 02122 (617) 282-1500 http://www.autoappraisertraining.com</p>	<p>Greater Lowell Regional Voc. Technical School Pawtucket Blvd Tyngsboro, MA 01879 *Course only offered to H.S. students</p>	<p>Northeastern University Financial Services Institute 269 Ryder Hall Boston, MA 02115 (617) 373-7972 http://www.cps.neu.edu/pdprograms/professional-development</p>
<p>Assabet Valley Technical School Center for Continuing Education 215 Fitchburg Street Marlborough, MA 01752-1288 508-485-9430 www.assabetafterdark.com</p>	<p>Insurance Tech Training Inst. 1601A East Division Arlington, TX 76011</p>	<p>Progressive Casualty Ins. Co. The Summit East 300 Centerville Rd Warwick, RI 02886 (800)-274-4499</p>
<p>Bay Path Reg. Voc. Tech. H. S. Evening School Director 57 Old Muggett Hill Rd. Charlton, MA 01507-1331 (508) 248-5971/(508) 987-0326, x1715 http://www.baypath.tec.ma.us/ns_catalogue.pdf</p>	<p>Kaplan Education Center One Congress Street Boston, MA 02114 1-800-521-3395 http://www.dearborn.com/ (Not open to the Public)</p>	<p>Southeast School of Auto Appraising 1515 N.University Drive, Coral Springs FL 33071 (877)759-9911 www.seautoschool.com</p>
<p>Blackstone Valley Reg. Voc. Tech H. S. Pleasant Street Upton, MA *Course only offered to H.S. Students</p>	<p>Mass Bay Community College Automotive Division Howard Ferris 250 Eliot St. Ashland, MA 01721 (781) 239-3031</p>	<p>Springfield Tech Comm. College One Amory Square Springfield, MA 01105 (413) 781-7822 http://www.stcc.edu/sce/</p>
<p>Blue Hills Reg. Tech. H.S. 800 Randolph Street Canton, MA 781-828-5800 x228 http://www.bluehills.org/ce/CE2009.pdf</p>	<p>Minuteman Tech. 758 Marrett Road Lexington, MA 02173-7398 (617) 861-6500</p>	<p>TECH-COR 110 East Palatine Road Wheeling, IL 60090 (847) 667-2330</p>
<p>Crawford & Co. 520 Genridge Dr. N.E.</p>	<p>Motors Insurance Corp. 1700 West Third Ave</p>	<p>Travelers Insurance 99 Lamberton Rd.</p>

Atlanta, GA	Flint, MI 48502 (313) 766-9771	Windsor, CT 06095 (203) 615-4981
Great American Ins. Co. 100 Northfield Drive Windsor, CT 06095	North Shore Tech. H. S. 30 Log Bridge Road Middleton, MA 01949 (978) 762-4977 www.nsths.mec.edu	USAA Insurance Co. USAA Building San Antonio, TX 76865
Geico Insurance One Geico Plaza Washington, D.C. 20076	Northeast Metropolitan Regional Vocational Technical High School Attn: Community Education 100 Hemlock Road Wakefield, MA 01880 Tel: 781-246-0810 x1640 http://www.neadulthood.com	North Shore Community Coll 1 Ferncroft Rd. Danvers MA 978-762-4000 http://www.northshore.edu/
Greater Lawrence Technical School 57 River Road Andover, MA 01810 978-686-0194 x1006 www.glts.tec.ma.us	Vale National 5070 Ritter Rd Suite 130 Mechanicsburg, PA 17055 1-800-233-7095, x101	

The Auto Damage Appraisers Licensing Board wishes to facilitate your understanding of what you are required to know on the qualifying examination.

The exam is in two (2) parts. Part I consists of one hundred (100) multiple choice, true/false, and identification questions. In the Part II portion of the examination given at a later date you will be required to write an appraisal on a damaged motor vehicle.

Areas to be covered.

Part I

Laws/Regulations

A. Mass. General Law Chapter 26, Section 8G

- B. Massachusetts General Law Chapter 100A Section 1
- C. 212 CMR 2.00 revised 2/23/96 (Appraiser's Regulation)
- D. 540 CMR 19.00 (Inspection Sticker Removal)
- E. 211 CMR 123.00 (Direct Payment)
- F. 211 CMR 133.00 (Standards for the Repair of Damaged Motor Vehicles)
- G. Massachusetts Automobile Insurance Policy

The Board is unable to provide copies of this material. Should you need copies contact the State House Bookstore, Room 116, Boston, MA 02133, (617) 727-2834.

- 1. Industry Terminology
- 2. Components/Understanding of Parts
- 3. Frame/Unibody
- 4. Mechanical
- 5. Bodywork
- 6. Painting Procedures

Once you have completed your required education course and your application has been approved by the Division, you must schedule your written examination with Prometric. Please contact Prometric at www.prometric.com or call 800-741-9380 to schedule your written examination. The content outlines for all Prometric examinations can be obtained online.

Part II

Each candidate will be expected to write an appraisal on a damaged motor vehicle following procedures listed in your manuals.

Motors Estimating Guide
Mitchell Estimating Guide
ICAR Procedures/Tech-Cor

Estimates must be based on new OEM (original equipment manufacturer) parts only with prices based on the manuals. The estimate will be based on visual damage. Paint & Materials calculations will adhere to published manuals or other forms of documentation.