



Please find enclosed the information and manual required to complete the Profit from Good Environmental Management course.

Successful completion of this training course is required by all automotive painters and at least one management member (manager, owner, foreman, supervisor, etc.) from each collision repair or auto body shop that uses coatings in a spraybooth. This is a mandatory requirement as part of the Certificate of Approval issued to your shop starting May 2001.

(P.S. – If you do not have a Certificate of Approval for your booth or other equipment – prep station, paint room etc. – or you have received an offense order to obtain a Certificate, you should contact us at 1-866-309-4272. This is a serious matter and needs your attention immediately).

If you have asked about instructor-led or online training, please see the attached pages.

For those completing the course using a cd-rom format:

A cd-rom is forwarded to you with the enclosed training Manual. This option allows you to take the course at the best time and place that works for you. There is one cd-rom and one Manual for each person required to take the course.

Our office will contact you within the first two weeks to check on your progress and answer any questions that may have come up. Don't be afraid to ask questions. We are here to help. We can also send you at no charge further pollution prevention and environmental information to assist you and your shop.

There is a test at the end of the course. 70% is the successful level for pass completion. That written test is located in Chapter 2 of your manual. When you have completed this exam please forward it to [ciia.com](mailto:ciia.com), P.O. Box 47594, Centre Mall, Hamilton, Ontario L8H 7S7. A training course evaluation is also included in the manual, as we value your comments it would be appreciated if you could quickly fill it out and forward it to us also.

A Notice will be forwarded to all students who successfully complete the course as well as a Notice sent to their employer for posting and record keeping. Ontario Ministry officials can request to see the Notice during an inspection.

Further information is featured at [www.autobodyhelp.ca](http://www.autobodyhelp.ca) under "Mandatory Training".

**IMPORTANT NOTE:** The Ontario Ministry of Environment is enforcing this training requirement. Should you receive an officer's order or a provincial offenses order to take this training, you should call 1-866-309-4272 immediately and we can help you meet the order. Additionally, the officer should be kept informed that you are either taking the course, have taken the course or need a time extension.

If you have any questions during or after the course, either on this program, or need other assistance, please call 1-866-309-4272.

Best wishes and good luck,  
John Norris  
Executive Director

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*"To represent the best interests of the industry, providing opportunities for growth for environmentally sound, profitable businesses, having trained professionals serving the public"*

P.O. Box 47594, Centre Mall, Hamilton, Ontario L8H 7S7

Toll Free: 1-866-309-4272 Fax: (905) 905-545-3440

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