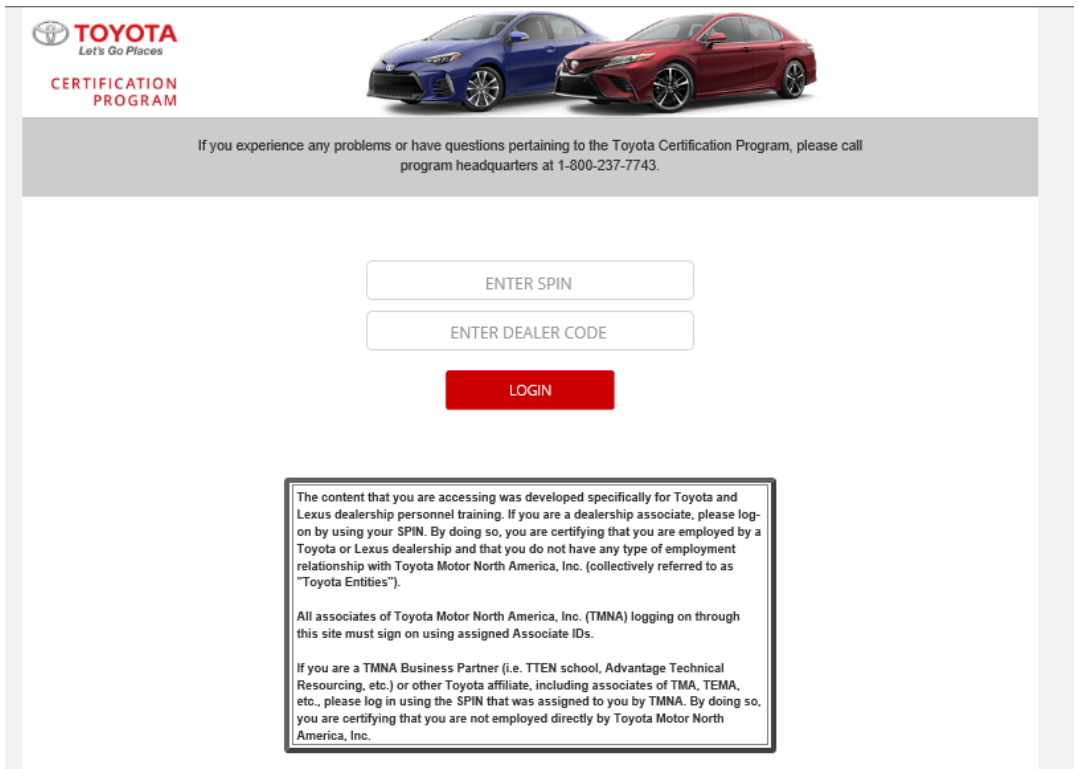




Certified Collision

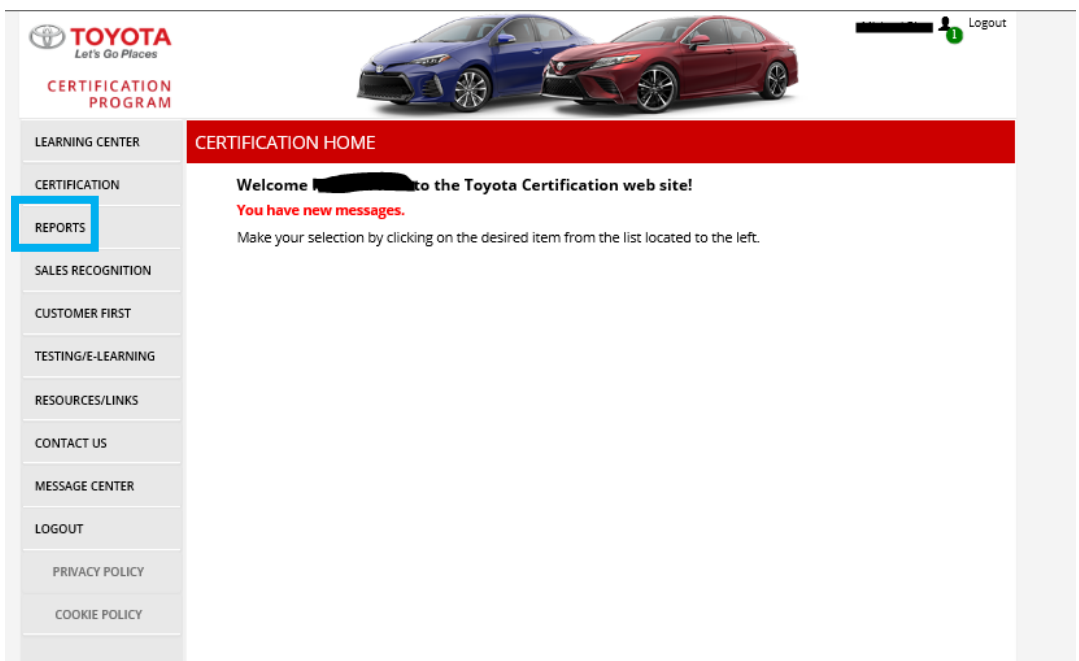
How to View Training Status via the Dealer Certification Dashboard Report

1. Go to ToyotaCertification.com, and Login with SPIN/Workday-ID and Dealer Code



The screenshot shows the Toyota Certification Program login page. At the top left is the Toyota logo with the slogan "Let's Go Places" and "CERTIFICATION PROGRAM" below it. To the right are two cars, a blue one and a red one. Below the cars is a grey bar with the text: "If you experience any problems or have questions pertaining to the Toyota Certification Program, please call program headquarters at 1-800-237-7743." In the center, there are three buttons: "ENTER SPIN", "ENTER DEALER CODE", and "LOGIN". Below the buttons is a box containing a disclaimer: "The content that you are accessing was developed specifically for Toyota and Lexus dealership personnel training. If you are a dealership associate, please log on by using your SPIN. By doing so, you are certifying that you are employed by a Toyota or Lexus dealership and that you do not have any type of employment relationship with Toyota Motor North America, Inc. (collectively referred to as 'Toyota Entities'). All associates of Toyota Motor North America, Inc. (TMNA) logging on through this site must sign on using assigned Associate IDs. If you are a TMNA Business Partner (i.e. TTEN school, Advantage Technical Resourcing, etc.) or other Toyota affiliate, including associates of TMA, TEMA, etc., please log in using the SPIN that was assigned to you by TMNA. By doing so, you are certifying that you are not employed directly by Toyota Motor North America, Inc."

2. Click on "Reports"



The screenshot shows the Toyota Certification Program dashboard. At the top left is the Toyota logo with the slogan "Let's Go Places" and "CERTIFICATION PROGRAM" below it. To the right are two cars, a blue one and a red one. In the top right corner, there is a user profile icon and the text "Logout". Below the cars is a red bar with the text "CERTIFICATION HOME". On the left side, there is a navigation menu with the following items: "LEARNING CENTER", "CERTIFICATION", "REPORTS" (highlighted with a blue box), "SALES RECOGNITION", "CUSTOMER FIRST", "TESTING/E-LEARNING", "RESOURCES/LINKS", "CONTACT US", "MESSAGE CENTER", "LOGOUT", "PRIVACY POLICY", and "COOKIE POLICY". The main content area displays a welcome message: "Welcome [redacted] to the Toyota Certification web site!" followed by "You have new messages." and "Make your selection by clicking on the desired item from the list located to the left."

3. Use the Position drop down menu to Select the Collision Center Position you would like to review

The screenshot shows the Toyota Certification Program interface. At the top, there is a navigation bar with the Toyota logo and 'Let's Go Places' slogan. Below this, the 'MY REPORTS' section is active, showing filters for 'National', 'Chicago', and 'District 8'. The 'CERTIFICATION' dropdown menu is open, and 'Collision Center Manager' is selected. The 'AVAILABLE REPORTS' list on the right includes items like 'Approved Course Listing (All Guilds)', 'Certification Rules', 'Course Parity', 'Dealer Associate Turnover (All Guilds)', 'Dealer Certification Dashboard', 'Dealer Certification Status', 'Dealer Enrollment Report (All Associates)', 'Dealer Enrollment Report', 'Dealer Skills Summary Report', 'Dealer Turnover Report', and 'TCCC LCCC Workshops'.

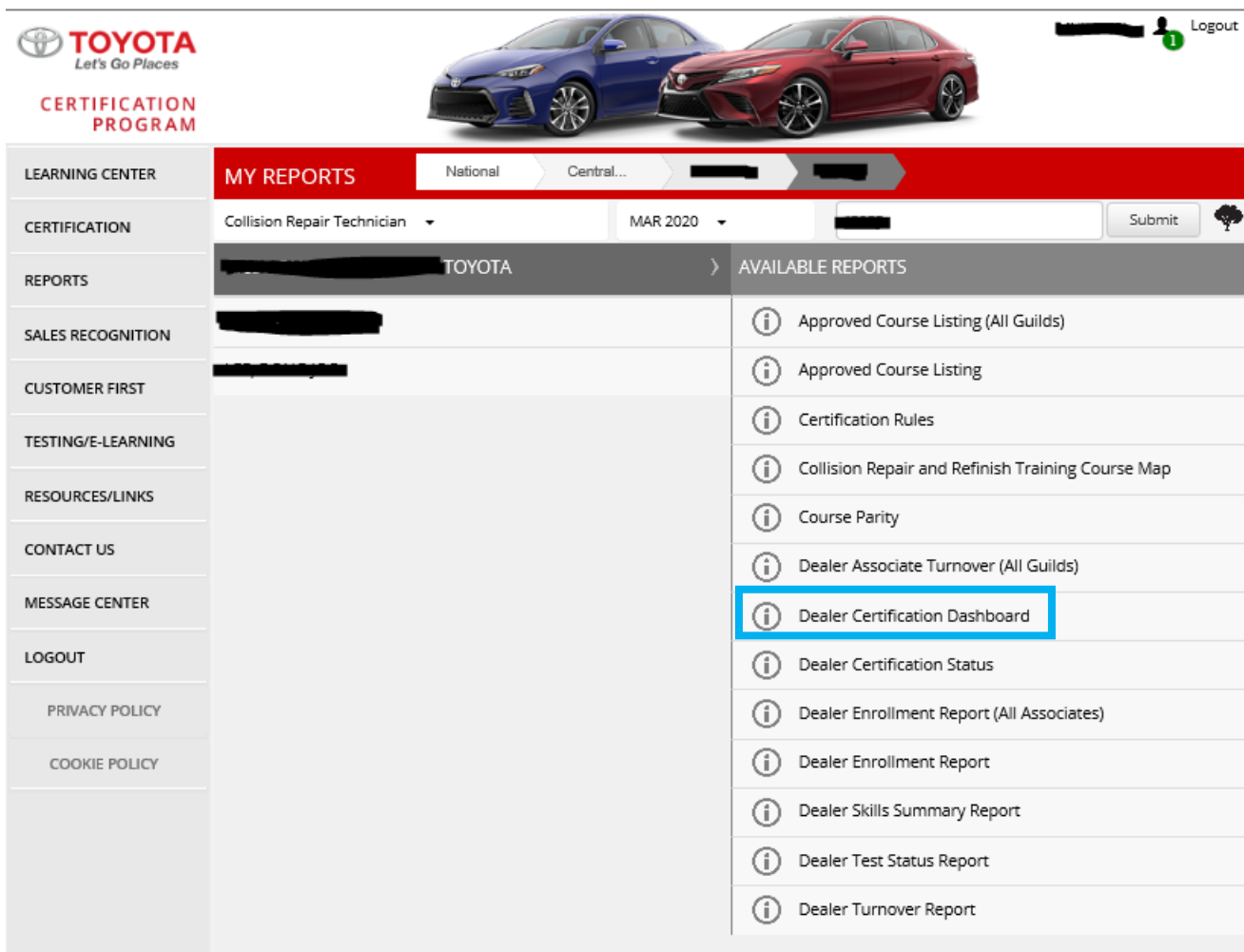
Note:

There are 4 applicable positions:

- 1) Collision Center Manager
- 2) Collision Center Estimator
- 3) Collision Center Repair Technician
- 4) Refinish Technician

This screenshot is similar to the one above, but the 'CERTIFICATION' dropdown menu is expanded to show a list of available positions. The options are: 'Collision Center Manager', 'Collision Estimator', 'Collision Repair Technician', 'Customer Relations Manager', 'Parts Manager', 'Parts Professional', and 'Refinish Technician'. The 'Collision Center Manager' option is highlighted with a blue border, indicating it is the selected position.

4. After you have chosen the Position you would like to review, Click "Dealer Certification Dashboard"



The screenshot displays the Toyota Certification Program interface. At the top left is the Toyota logo with the slogan "Let's Go Places" and the text "CERTIFICATION PROGRAM". To the right are two cars, a blue one and a red one. In the top right corner, there is a "Logout" button with a user icon. Below the header is a navigation bar with "MY REPORTS" and tabs for "National" and "Central...". The main content area is divided into two columns: "MY REPORTS" on the left and "AVAILABLE REPORTS" on the right. The "AVAILABLE REPORTS" column contains a list of report types, with "Dealer Certification Dashboard" highlighted by a blue box. The left sidebar contains various menu items such as "LEARNING CENTER", "CERTIFICATION", "REPORTS", "SALES RECOGNITION", "CUSTOMER FIRST", "TESTING/E-LEARNING", "RESOURCES/LINKS", "CONTACT US", "MESSAGE CENTER", "LOGOUT", "PRIVACY POLICY", and "COOKIE POLICY".

TOYOTA
Let's Go Places
CERTIFICATION PROGRAM

Logout

MY REPORTS National Central... [Redacted]

CERTIFICATION Collision Repair Technician MAR 2020 [Redacted] Submit

REPORTS [Redacted] TOYOTA > AVAILABLE REPORTS

SALES RECOGNITION [Redacted]

CUSTOMER FIRST [Redacted]

TESTING/E-LEARNING

RESOURCES/LINKS

CONTACT US

MESSAGE CENTER

LOGOUT

PRIVACY POLICY

COOKIE POLICY

AVAILABLE REPORTS

- Approved Course Listing (All Guilds)
- Approved Course Listing
- Certification Rules
- Collision Repair and Refinish Training Course Map
- Course Parity
- Dealer Associate Turnover (All Guilds)
- Dealer Certification Dashboard**
- Dealer Certification Status
- Dealer Enrollment Report (All Associates)
- Dealer Enrollment Report
- Dealer Skills Summary Report
- Dealer Test Status Report
- Dealer Turnover Report

Dealer Certification Dashboard Report

The Table below is the most important piece of the Dashboard Report!

- The Table shows the course completion status for each individual
- After all "Required for Certification" courses are complete, the Individual is Certified

Course Titles				Required for Certification										Required for Master level															
Last 4 SPIN	Name	Tenure	2019 Cert Level	2020 Cert On Track*	2020 Cert Level**	T	T	T	B	C	C	M	M	P	P	P	T	T	T	P	P	P	P	P	P	P	P	P	
SPIN	[Redacted]	3	Not Enrolled	YES	Certified	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SPIN	[Redacted]	4	None	NO	None	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Name of Individuals

2020 Cert "On Track":
Individual has or has not completed and passed all available requirements to achieve the Certification (Updated Daily)

2020 Cert Level:
Individual has completed and passed all requirements and achieved Certification. (Updated Monthly)

Course Completion Status:
Green = Completed and Passed
Red = Not yet Attempted
Red with "N" = Attempted and Failed (Updated Daily)