



833 METRO DRIVE • LEBANON, PENNSYLVANIA, 17042 • TELEPHONE: 717-273-8551  
FAX: (717) 279-7520 • [www.lcctc.edu](http://www.lcctc.edu)

May 2024

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Auto Body Technology program for 2024-2025 school year.

Students in Auto Body Technology will be expected to purchase and/or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing. They can be contacted at 717-270-9511, or you may use the LCCTC link from [www.lcctc.edu](http://www.lcctc.edu) and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

### **Important Date**

August 26, 2024

First Day of School

Please contact me at 717-273-8551 ext. 2223 or by email at [rgerz@lcctc.edu](mailto:rgerz@lcctc.edu) if you have any questions. I look forward to working with you to prepare your student for post-secondary education and/or a career in the auto body/collision repair and refinishing field.

Sincerely,

Ryan Gerz  
Auto Body Technology Instructor

Attachment(s)

The items below are required or optional (indicated in right-hand column) for enrollment in your CTC program. Please have all required items purchased and/or completed by the first day of school. Your program has a uniform requirement, you are expected to be in uniform the first day the CTC is in session. **Optional Information:** Do you have internet access or a computer in your home? Please be prepared to provide your home and/or cell phone number and email address.

If you have any questions, please contact me at 717-273-8551 ext. 2223 or by email at rgerz@lcctc.edu.

<b>Auto Body Technology Program Checklist</b>		
<b>Purchased or Completed</b>	<b>Item</b>	<b>Required/Optional (R or O)</b>
<input type="checkbox"/>	<b>Work pants or jeans, DARK BLUE ONLY. (NO HOLES in pants and NO SWEATPANTS OR JOGGER type MATERIAL)</b>	<b>R</b>
<input type="checkbox"/>	<b>Uniform shirts are ordered from Major League, you can go to our website and click on uniforms then click on Auto Body and order from there. They are a light blue in color. <u>Shirts must always be tucked in during class to keep daily grade points.</u> Long and Short sleeve button down with Name. You will see 2 styles of shirts, either is acceptable. I would recommend 1 short sleeve and 1 long sleeve for wintertime. (NO T-SHIRTS OR SWEATSHIRTS DURING CLASS) I would recommend ordering as soon as possible as it can take some time for orders come in.</b>	<b>R</b>
<input type="checkbox"/>	<b>1- Pair leather, rubber soled work boots. STEEL TOES REQUIRED</b>	<b>R</b>
<input type="checkbox"/>	<b>1- Lock for student locker</b>	<b>R</b>
<input type="checkbox"/>	<b>Auto Darkening Welding helmet</b>	<b>Optional - There are helmets available to use at CTC</b>
<input type="checkbox"/>	<b>NO CELL PHONES PERMITTED ON STUDENT FROM 8:05AM TO 10:30 AM. NOT FOLLOWING THIS RULE WILL RESULT IN DICIPLINARY ACTION. All phones will be locked in one box from 8:05 AM to 10:30 AM.</b>	<b>R</b>