

The Essentials of Vehicle Registration

CNCDA's semi-annual *The Essentials of Vehicle Registration* seminar series is coming this April and May. Your Association is the longtime leader in training of dealership DMV registration personnel, having trained nearly 10,000 DMV clerks that work in new car dealerships. This spring we will be once again be conducting seminars in five convenient locations around the state for those who need to know the nuts and bolts of dealership DMV registration or for those who are just looking for a general knowledge of vehicle registration.

This comprehensive seminar will provide in-depth instruction on the fundamentals of doing DMV paperwork – perfect for the novice DMV Clerk – and review some of more complex problems that affect the DMV and F&I departments every day. If you want to learn the methods of registering and titling new, used, out of state, and multiple transfers, *The Essentials of Vehicle Registration* is the course for you. Training will include teaching each student how to properly rate fees for all types of transfers and will cover preparation and submission of paperwork, setting up systems to avoid penalties, and learning how to prevent administrative service fees. Our instructor will also review odometer laws, wholesale requirements, out of state deliveries and more complex issues for those more experienced in DMV work.

In addition, this year we will be introducing an all new *CNCDA Vehicle Registration Manual*. This new Association manual is loaded with helpful information and useful forms that you will find invaluable for use on a day-to-day basis and the manual will also cover information on how to perform electronic registrations through the DMV's Business Partner's Automation Program. Best of all it's included in the price of admission – which is still just \$199 for Association members.

All classes are scheduled from 9am – 4pm.

<u>DATE</u>	<u>CITY</u>	<u>LOCATION</u>	<u>ADDRESS</u>
April 22	San Jose	SVADA	151 Metro Drive
April 23	Sacramento	University of Phoenix	2860 Gateway Oaks Drive
April 27	Los Angeles (LAX)	National University	5245 Pacific Concourse Dr.
May 11	San Diego	NCDCA Training Center	10065 Mesa Ridge Court
May 12	Costa Mesa	National University	3390 Harbor Boulevard

Cost/person: \$199: members/\$279: non-members*



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Seminar Date: _____ Location: _____

Dealership: _____

Address: _____ City: _____ Zip Code: _____

Name: _____ Email: _____

Name: _____ Email: _____

Phone: _____ Amount Paid: \$ _____

Payment Type: AmEx Visa Mastercard Check payable to: *Motor Car Dealer Services, Inc.*

Credit Card #: _____ Security Code: _____ Exp. Date: _____ / _____

Name on Credit Card: _____ Signature: _____

✦ (Please include email address to receive registration confirmation) ✦

Return to: CNCDA, 1415 L Street, Suite 700, Sacramento, CA 95814 • 916-441-2599 • Fax 916-441-5612

Refund Policy: Refunds given only upon cancellation prior to 72 hours from date of seminar. No credits

*Only non-member dealerships and allied industry are allowed to attend.