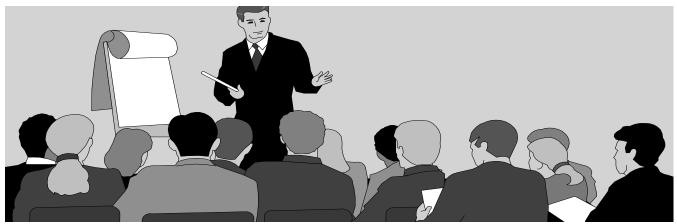
FEBRUARY AGENT SERVICES TRAINING UPDATE BUREAU OF MOTOR VEHICLES P.O. BOX 68031 HARRISBURG, PA 17106-8031

Bulletin No. 12-01C

	Agent Number:	
Nam	e:	
Addr	ess:	
NOT nfor	mation is required per your agent services cont	ail, please include your business e-mail above. Th
his E bage	NTIRE page when requesting your reservation(s).	ling the Agent Services Training courses. Please retu As confirmation of your reservation(s), we will return th to present this reservation page, along with government are to list your name and address above.
	REGISTRAT	TION FORM
	BASIC TRAINING COURSE	ADVANCED REFRESHER AGENT
	This training course is designed for title clerks and notaries with ONE year or less experience in motor vehicle title and registration procedures and forms.	TRAINING COURSE This training course is designed for title clerks and notaries with more than ONE year of experience and with more familiarity with title and registration procedures and forms.
	FEE: \$50/person	FEE: \$50/person
	TIME: 9 a.m. to 4:30 p.m.	TIME: 9 a.m. to 4:30 p.m.
	TRAINING LOCATION:	TRAINING LOCATION:
	1ST CHOICE DATE:	1ST CHOICE DATE:
	2ND CHOICE DATE:	2ND CHOICE DATE:
		NUMBER OF TRAINING COURSE RESERVATIONS AT \$50/person



PennDOT is offering contract required Agent Services Training. Detailed information about contractual training requirements for agents is located in the "Agent Service Training" fact sheet on PennDOT's Driver and Vehicle Services website, www.dmv.state.pa.us. This is a wonderful opportunity for you to meet with a PennDOT representative and discuss any issues you may have. The Basic Training Course and Advanced Refresher Agent Services Training Course meet the recommended training required for PennDOT contract obligations. However, please note this agent service training course DOES NOT meet notary training requirements set by law. We are confident for the money and time you spend to attend this training, it will be of great value and extremely beneficial in your day-to-day business activities.

The Basic Training Course is recommended for those individuals with one year or less experience completing motor vehicle title work. It will include the following topics:

- * Verification in Lieu of Notarization
- * Proof of Ownership Documents
- ☆ Proof of Financial Responsibility
- ❖ Proof of Applicant Identification
- * Pennsylvania Address Requirements
- ❖ In-depth Coverage MV-4ST Procedures
- ❖ In-depth Coverage MV-120 Procedures
- ❖ Supplemental Title Forms
- * Electronic Lien and Title Program

- Sales and Use Tax and Fee Exemption Information
- ★ Powers of Attorney
- ★ Dealer Title Forms
- Additional Title Forms
- ★ Supplemental Registration Forms
- ★ Most Common Reasons for Rejections
- Authorization for the Reissuance of Temporary Registration
- ★ Combination Weight

The Advanced Refresher Agent Services Training Course is recommended for those individuals with more than one year of experience completing motor vehicle title work and will include the following topics:

- ≫ Proof of Ownership Documents
- Acceptable Proof of Financial Responsibility Overview
- ♣ Proof of Applicant Identification
- ※ Pennsylvania Address Requirements
- * Forms MV-1, MV-4ST and MV-120 Overview
- * Electronic Lien and Title Program
- * Verification in Lieu of Notarization

- Authorization for the Reissuance of Temporary Registration
- * Agent Services Contract Overview
- ★ Powers of Attorney

All attendees of either course will receive a course completion certificate. In order to receive this certificate, you must complete the ENTIRE course. Seating is limited, so please register early. Lunch is on your own. There will be no beverage services provided.

To register, please complete the registration form on page 1 of this bulletin. Please PRINT the requested information in the spaces provided. (NOTE: If you have not received this update via e-mail, your business e-mail address is required.) Return page 1, completed in full, along with your check or money order to: Bureau of Motor Vehicles, Agent Services Training, P.O. Box 68031, Harrisburg, PA 17106-8031. Make your check or money order payable to "Commonwealth of Pennsylvania." Please do not send cash. Reservations are taken on a first-come basis. You only need to register for one date of the training you prefer. You do not need to attend each date listed. As confirmation of your reservation(s), we will return your registration form (page 1) with a reservation number. You will need to present your registration form and government-issued photo identification for admittance. Registration begins at 8:30 a.m.

Riverfront Office Center

1101 S. Front Street Harrisburg, PA 17104

SCHEDULE FOR CONTRACT REQUIRED AGENT SERVICES TRAINING

NOTE: No walk-ins will be permitted due to limited seating availability. You MUST be registered and have received confirmation to attend any of the classes listed below.

<u>Locations</u>	<u>Dates</u>
1. HARRISBURG Riverfront Office Center 1101 S. Front Street Harrisburg, PA 17104	Mar. 29, 2012 (Advanced Refresher Agent Services Training)
2. HARRISBURG Riverfront Office Center 1101 S. Front Street Harrisburg, PA 17104	Apr. 5, 2012 (Basic Title & Registration Training) Apr. 19, 2012 (Advanced Refresher Agent Services Training)
3. PITTSBURGH Holiday Inn Monroeville 2750 Mosside Blvd. Monroeville, PA 15146	Apr. 25, 2012 (Advanced Refresher Agent Services Training)
4. HARRISBURG Riverfront Office Center 1101 S. Front Street Harrisburg, PA 17104	May 3, 2012 (Advanced Refresher Agent Services Training)
5. ERIE Bel-Air Hotel and Conference 2800 West 8th Street Erie, PA 16505	ce Center May 15, 2012 (Advanced Refresher Agent Services Training)
6. HARRISBURG	

Currently, PennDOT has only confirmed the above locations. Please watch for future editions of the Driver and Vehicle Services Update Bulletin for additional courses.

May 17, 2012 (Advanced Refresher Agent ServicesTraining)