
INDEPENDENT DEALER-OPERATOR RE-CERTIFICATION PROGRAM

Effective January 1, 2011, the Independent Dealer Operator Recertification Program is a new, required continuing education program administered by the Motor Vehicle Dealer Board. The new regulations require Independent Dealer Operators to recertify every (3) three years by either completing a continuing education course or successfully passing an examination. Details on continuing education options are addressed later in this section under, "Continuing Education Options".

Recognizing the need for Independent Dealer Operators to recertify was a process involving feedback from the dealer community as well as the overall success of educating new Dealer Operators taking the two day course presented by the Virginia Community College System and the Virginia Independent Automobile Dealers Association (VIADA). Since 2006, over 2,500 students have participated in dealer operator education. Many of these students have gone on to pass the test and qualify and pass as the dealer operator for independent dealerships in Virginia. For additional information on becoming a *new* Independent Dealer Operator click on, <http://www.mvdb.virginia.gov/licenseinfo.htm>

The concept of recertification through continuing education focused on educating *all* Independent Dealer Operators regardless of their qualification status and date. Public comments provided valuable feedback on administering this program and objectives as described below:

- Flexible continuing education choices that does not disrupt day to day business activities;
- Course material emphasis on up to date and recent changes in state and federal laws, regulations, and court decisions that impact the "used car" business as well as to reinforce knowledge on "old" laws and regulations;
- Provide reasonable and practical dates to meet the recertification requirement;
- Build professional development and raise standards on the Independent Dealer Operator Certification

It is believed that Dealer Operators who stay informed of changes in laws and regulations are more likely to succeed in business, have more satisfied customers, and less regulatory oversight.

Program guidelines

There are no grandfather exceptions to recertify as an Independent Dealer Operator. A dealer operator's recertification schedule is based on the month and year in which you were originally certified as a dealer operator. If you do not recall your certification date, there is no need to be concerned. The Motor Vehicle Dealer Board has this information on file and you will receive the recertification notice along with continuing education material well in advance of your recertification deadline date. This ensures the Independent Dealer Operator has ample time to schedule the course or examination without disrupting business activities. This recertification notice and course material will be mailed to the Dealer Operator's home address currently on file at the Board. Please keep us informed on any home (mailing) address changes. Email at recertify@mvdv.virginia.gov , advising us this is a home mailing address change, your full name, dealer certificate number if applicable and new address.

We want to emphasize that your recertification deadline date is NOT tied to you license renewal for the dealership if you are currently the dealer operator. However failure to recertify will result in your Dealer Operator certification becoming invalid and may jeopardize the dealership's licenses if you are currently the dealer operator.

Your recertification deadline date will be *clearly* marked on the notice. It is strongly advised not to delay in this process and choose the continuing education option (described below) which best fits your schedule and learning style. MVDB does not provide advice on which option you should choose to meet the recertification requirement; however we can assist with program requirements. Contacting the course providers below may further assist you on the course offering that meet your needs.

Continuing Education Options

The following (3) three continuing education options will meet your recertification requirement. Options 1 and 2 are continuing education course vendors that offer classroom or online recertification courses. Both the Virginia Independent Automobile Dealers Association (VIADA) and Compass Systems, Inc will notify MVDB *directly* when you have completed the course. If you decide to take the Dealer Operator examination, DMV notifies MVDB of your examination result.

OPTION 1 - VCC- VIADA The Virginia Community College System (VCC) and the Virginia Independent Automobile Dealers Association (VIADA) have teamed up to offer an on-line **and** classroom continuing education courses to choose for recertification. To register for the Dealer Operator Recertification online class go to www.tcc.edu/wd and then click on Virginia Independent Automobile Dealer Operator Recertification. To register for the classroom course, click on www.viada.org/education.php, then Dealer and Recertification. You may also visit the VIADA website at www.viada.org or contact the office at 800-394-1960 for dealer operator recertification information. For the VIADA Course brochure, click on the link course brochures.

OPTION 2- Compass Systems, Inc This course provider is offering an on-line course to meet the dealer operator recertification requirement. To register, please visit www.eProLearn.com or contact the office at 800-296-5585 for dealer operator recertification information. Below is the current course brochure you may view or print for your convenience. For the Compass Systems, Inc brochure, click on the link course brochures.

OPTION 3 – Independent Dealer Operator Recertification Examination This is a recertification examination given at any DMV, Customer Service Centers. You must successfully **pass** the examination for recertification. *If you fail, you will not be allowed to retake this examination and must take a course (see Options 1 and 2) in order to remain certified as a Dealer Operator.*

If you decide to take the examination, complete the Independent Dealer Operator Recertification Registration Form and send \$50 payment to MVDB before you go to DMV. There is *no* need to request the registration form; this along with instructions will be mailed. . When the registration form and fee is received, we will send via email or by US mail to your home address the Examination Authorization Notice. DMV will **not** allow you to take this examination without the Examination Authorization Notice and proper identification. Please note providing your email will ensure the timeliest response and not delay taking the examination at DMV. Further details are included on the Examination Authorization Notice, please read the notice carefully upon receipt.