

# Become a Certified Title & Registration Professional

**Upcoming classes will be offered in West St. Paul, St. Cloud and Rochester!**

The Certified Title & Registration Program has been designed in a coordinated effort with MADA, Driver and Vehicle Services and the Deputy Registrars. Certified Title & Registration Professionals become eligible for CVR (Computerized Vehicle Registration) and will, therefore, be granted unique access to the state's e-support mechanisms with the ability to electronically communicate customer's information to the Deputy Registrar and the State.

All three classes\*\* are mandatory and must be passed (with a test score of 70% or better) to become certified and eligible for CVR. Testing will be conducted by DVS following each class. Individuals who successfully pass the three subject areas will be certified for three years. Continuing education will be required to maintain individual certifications.

## **New to Fleet**

This class addresses transfers which create the first Minnesota Certificate of Title. These include new vehicle sales, leases and transfers based on out of state titles. Also, learn about special situations including secure reassignments, secure powers of attorney, dealer conditionals and special plates.

## **Sales Tax**

Minnesota motor vehicle sales tax requirements can be complex. In this class, \$10 and \$90 "in lieu" taxes, discounts, rebates, disabled modifications, gift exemption, divorce, trusts and many other special situations and exemptions will be covered. This class also explores the legal options for dealers titling vehicles for resale and dealership business use.

## **Minnesota Titles and Transfers**

In this class, you will become proficient in the requirements for transferring ownership of Minnesota titled/registered vehicles; use of Minnesota secure power of attorney and reassignment forms; how to correct ownership, alterations or other incorrect information; and learn about common form attachments (transfer upon death, repossessions, grants or release of liens, and more).

**Please refer to the reverse side of this form for locations and times of each class and for registration information.**

\*\* Important note: these classes are not designed to teach the titling process. The purpose is to improve accuracy and consistency of data, promote quality customer service and expedite the production of state titles. Certification is mandatory to obtain CVR. To participate in any of the title classes (New to Fleet, Sales Tax and Minnesota Titles and Transfers), participants must have at least 6 months experience working directly with titles.

Please indicate the location and class(es) you wish to attend

<p><b>MADA - West St. Paul</b>                  200 Lothenbach Avenue                  West St. Paul, MN 55118                  651-789-2950</p>	<p><b>St. Cloud</b>                  St. Cloud Holiday Inn &amp; Suites                  75 37<sup>th</sup> Avenue South                  St. Cloud, MN 55301</p>	<p><b>Rochester</b>                  Rochester Ramada                  1517 16<sup>th</sup> Street SW                  Rochester, MN 55902</p>
<p><b>Tuesday, September 14, 2010</b>  <input type="checkbox"/> Sales Tax 8:30 am - 10:30 am  <input type="checkbox"/> New to Fleet 11:00 am - 12:30 pm  <input type="checkbox"/> MN Titles &amp; Transfers 1:30 pm - 3:30 pm</p>	<p><b>Tuesday, October 5, 2010</b>  <input type="checkbox"/> Sales Tax 8:30 am - 10:30 am  <input type="checkbox"/> New to Fleet 11:00 am - 12:30 pm  <input type="checkbox"/> MN Titles &amp; Transfers 1:30 pm - 3:30 pm</p>	<p><b>Tuesday, October 12, 2010</b>  <input type="checkbox"/> Sales Tax 8:30 am - 10:30 am  <input type="checkbox"/> New to Fleet 11:00 am - 12:30 pm  <input type="checkbox"/> MN Titles &amp; Transfers 1:30 pm - 3:30 pm</p>

Each class is \$89 and will be billed directly to your MADA Services Account.

Lunch is included for those attending all three sessions.

**TO REGISTER: You may either fax this form to MADA at 651-291-2894, e-mail to [denise@mada.org](mailto:denise@mada.org) or register online at [www.mada.org](http://www.mada.org).**

MADA will send you a confirmation and directions prior to the class. Refunds only on cancellations made 24 hours prior to class.

Name \_\_\_\_\_

Dealership \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

PLEASE NOTE: State E-Support User-ID# is required to log on the DVS website. To obtain an E-Support User ID, go to the website: [www.mndriveinfo.org](http://www.mndriveinfo.org). Click on DVS Resources on the left toolbar, click on Dealer Info., click on On-Line Access for the form(s).

**Any questions, please contact Denise Anderson at 651-789-2950 or [denise@mada.org](mailto:denise@mada.org)**