



NJ CAR MOTOR VEHICLE TITLE CLERK CERTIFICATION PROGRAM

WHO SHOULD ATTEND

Entry-Level Title Clerks, Office Managers & Controllers and others who provide support to the Title Clerk position.

DURATION

Three (3) Full Days – 8:30 a.m. to 4 p.m. each day.

DATES

◆ Wednesday, March 24; Thursday, March 25; Friday, March 26, 2010 (*Fairfield*)

INVESTMENT

\$449 per Person – Participants who enroll in the Motor Vehicle Title Clerk Certification Program will receive a copy of the latest edition of the *NJ CAR Motor Vehicle Training & Reference Manual*.

COURSE DESCRIPTION

Individuals who successfully complete this Program will have a working knowledge of New Jersey Motor Vehicle documents and procedures. Although the seminar has been designed for New Jersey Title Clerks, the Program is extremely valuable to Office Managers, Controllers and anyone else who provides support to the Title Clerk position. The seminar curriculum is based on *NJ CAR's Motor Vehicle Training & Reference Manual*. Individuals who attend the entire Program and complete testing receive NJ CAR's Certification.

TOPICS COVERED

- ◆ New Jersey Identification Information
- ◆ General Title Procedures
- ◆ Lien Information and Select Title Transactions
- ◆ Corrections and Centrally Processed Transactions
- ◆ Power of Attorney Forms
- ◆ Odometer Disclosure
- ◆ Registrations
- ◆ Special Plates
- ◆ Dealer Temporary Tags
- ◆ Preparation of Documents
- ◆ New Jersey Sales & Use Tax
- ◆ Business License Services
- ◆ New Jersey Motor Vehicle Fees

SPRING 2010 NJ CAR MOTOR VEHICLE TITLE CLERK CERTIFICATION PROGRAM

DOES YOUR TITLE CLERK HAVE THE NECESSARY SKILLS TO WORK WITH NEW JERSEY MOTOR VEHICLE DOCUMENTS?

MARK YOUR CALENDARS! NJ CAR is offering an opportunity to train your Title Clerk. This THREE-DAY SERIES is designed for **individuals with little or no Motor Vehicle experience.** Attendees will receive extensive training on how to process New Jersey Motor Vehicle transactions for their dealership. **Registrations will be accepted on a first-come, first-served basis.** ***Please complete the information below.***

SERIES 2

DATE: **March 24, 2010 – Wednesday**
March 25, 2010 – Thursday
March 26, 2010 – Friday

LOCATION: **SERIES 2**
Skyline Auto Auction
100 Route 46
Fairfield, NJ 07004

TIME: Classes for this **SERIES** begins each day at 8:30 a.m. and end at 4 p.m.; each session includes a Continental breakfast, lunch and refreshments.

COST: ***\$449 (Per Person) – Includes the NEW 2010 NJ CAR Motor Vehicle Training & Reference Manual.***

DIRECTIONS WILL BE FAXED UPON RECEIPT OF REGISTRATION AND PAYMENT

**Participants must attend all three seminars for Title Clerk Certification.
Cancellations must be received five (5) days prior to the course offering to receive a refund.**

Dealership Name: _____
Attendee Name: _____ Title: _____
E-Mail: _____
Attendee Name: _____ Title: _____
E-Mail: _____
(Attach a Separate List of Attendees with Titles for Additional Multiple Attendees.)
Address: _____
City: _____ State _____ Zip Code _____
Phone: _____ Fax: _____ E-Mail: _____

PAYMENT INFORMATION

Payment enclosed in the amount of \$ _____ *(Payable to "NJ CAR")*
Charge to the following **Credit Card:** CORPORATE PERSONAL
 AMEX VISA MASTERCARD DISCOVER
Credit Card No.: _____ Exp. Date (Month/Year): ____/____
Cardholder Name: _____
Credit Card Billing Address: **SAME** as Corporate Address

I am an authorized user of the above-mentioned credit card and NJ CAR is authorized to charge this card the total amount due.

Cardholder Signature: _____

FORWARD COMPLETED REGISTRATION TO:

NJ CAR, ATTN: CHRISTINE PHILLIPS
856 RIVER ROAD, WEST TRENTON, NJ 08628 PHONE: 609.883.5056, EXT. 310 FAX: 609.883.1093
E-MAIL: CPHILLIPS@NJCAR.ORG