



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

- ◆ Monday, September 21; Monday, September 28; Monday, October 5, 2009 (*Trenton*)
- ◆ Wednesday, October 7; Thursday, October 8; Friday, October 9, 2009 (*Fairfield*)
- ◆ Wednesday, October 14; Thursday, October 15; Friday, October 16, 2009 (*Trenton*)

INVESTMENT

\$449 per Person – [*Loyalty discount may be available to customers of NJ CAR Services, Inc., and participants of the Online Motor Vehicle Registration Programs (triVIN or CVR).*] 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*** (a \$99 value) at no additional charge.

COURSE DESCRIPTION

Individuals who successfully complete this Program will have a working knowledge of New Jersey Motor Vehicle documents and procedures. Although the course 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 course 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 INCLUDE

- ◆ 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

FALL 2009 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 **THREE** opportunities to train your Title Clerk. Each Three-Day Series is designed for individuals with little or no **Motor Vehicle experience**. Attendees will receive extensive training to learn how to process typical Motor Vehicle transactions for your dealership. **Registrations will be accepted on a first-come, first-served basis.** Please check the box below for your **Three-Day Series selection**.

- SERIES 1 (West Trenton)**

 SERIES 2 (Fairfield)

 SERIES 3 (West Trenton)

DATES:	September 21, 2009 – Monday September 28, 2009 – Monday October 5, 2009 – Monday	October 7, 2009 – Wednesday October 8, 2009 – Thursday October 9, 2009 – Friday
	October 14, 2009 – Wednesday October 15, 2009 – Thursday October 16, 2009 – Friday	

LOCATIONS:	NJ CAR Headquarters 856 River Road West Trenton, NJ 08628	Skyline Auto Auction 100 Route 46 Fairfield, NJ 07004
	NJ CAR Headquarters 856 River Road West Trenton, NJ 08628	

TIME: Classes for **ALL SERIES** begin each day at 8:30 a.m. and end at 4 p.m.

Each session includes a Continental breakfast, lunch and refreshments. SERIES 2 and 3 are suggested for individuals who have a long commute and would prefer to lodge overnight at a local hotel, rather than repeat the trip over three consecutive weeks.

COST: **\$449 (Per Person) –** Includes the **NEW 2009 NJ CAR Motor Vehicle Training & Reference Manual.**
\$349 (Per Person) – If the dealership already purchased the **NEW 2009 NJ CAR Motor Training & Reference Manual.** Please remember to bring the Manual to the Seminars.

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: _____

Attendee Name: _____ Title: _____

E-Mail: _____

Address: _____

City/State/ZIP: _____

Phone: _____ Fax: _____

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, TRENTON, NJ 08628 PHONE: 609.883.5056, EXT. 310 FAX: 609.883.1093
E-MAIL: CPHILLIPS@NJCAR.ORG