



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) Consecutive Days for each Series – 8:30 a.m. to 4 p.m. each day.

DATES

WEST TRENTON

◆ WEDNESDAY, SEPTEMBER 15; THURSDAY, SEPTEMBER 16; FRIDAY, SEPTEMBER 17, 2010

FAIRFIELD

◆ WEDNESDAY, SEPTEMBER 22; THURSDAY, SEPTEMBER 23; FRIDAY, SEPTEMBER 24, 2010

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* (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 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 **Two (2)** 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)

DATES: SEPTEMBER 15, 2010 – WEDNESDAY
SEPTEMBER 16, 2010 – THURSDAY
SEPTEMBER 17, 2010 – FRIDAY

SEPTEMBER 22, 2010 – WEDNESDAY
SEPTEMBER 23, 2010 – THURSDAY
SEPTEMBER 24, 2010 – FRIDAY

LOCATIONS: NJ CAR HEADQUARTERS
856 RIVER ROAD
WEST TRENTON, NJ 08628

SKYLINE AUTO AUCTION
100 ROUTE 46
FAIRFIELD, NJ 07004

TIME: CLASSES FOR **SERIES 1 AND 2** BEGIN 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.**
\$349 (PER PERSON) – IF THE DEALERSHIP ALREADY PURCHASED THE **NEW 2010 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 CODE: _____
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