



MISSOURI DEPARTMENT OF REVENUE  
 DEALER LICENSING SECTION  
 301 W HIGH ST ROOM 370 PO BOX 43  
 JEFFERSON CITY MO 65105  
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**APPLICATION FOR DEALER EDUCATIONAL SEMINAR CERTIFICATION**

FORM <b>5110</b> (REV. 09-2011)	This form must be completed by a company/individual seeking approval from the Department of Revenue to provide Dealer Educational Seminars to used motor vehicle dealers being licensed for the first time.
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Seminar providers must be a recognized business or school with a lawful presence in the state of Missouri with demonstrable experience in providing professional education, including consumer protection laws, to used motor vehicle dealers. Any provider seeking approval must be able to provide tangible evidence that such requirements are met.

BUSINESS NAME (REQUIRED)		TELEPHONE (REQUIRED)	
STREET ADDRESS (REQUIRED)	CITY	STATE	ZIP CODE
MAILING ADDRESS	CITY	STATE	ZIP CODE
E-MAIL ADDRESS (REQUIRED)	BUSINESS WEB ADDRESS (REQUIRED)		
CONTACT PERSON (REQUIRED)			

**INSTRUCTORS** – Each provider must have a minimum of two (2) instructors meeting departmental requirements. Each instructor must meet one of the following requirements. Please attach a separate sheet of paper with the name of each instructor and their qualifications to this application.

- Have at least two years experience in the motor vehicle dealer industry with expertise in all areas addressed in “Contents of Seminar” listed below;
- Held a position for at least one year with a professional organization associated with the automobile dealer business such as an instructor or a policy writer with Missouri Automobile Dealers Association or Missouri Independent Automobile Dealers Association; or
- Have at least one year of experience as an investigator involving the compliance of state and federal motor vehicle dealer laws.

**CONTENTS OF SEMINAR** – Each four hour seminar curriculum must include all Missouri dealer laws as found in Sections 301.550 to 301.573 RSMo, the rules promulgated to implement, enforce, and administer these sections and any other rules and regulations promulgated by the Department of Revenue as well as deceptive and unfair trade practices and UCC regulations as found in other Missouri statutes. Detailed training in compliance with the Federal Trade Commission’s Used Car Rule, federal privacy protection requirements under the Gramm-Leach-Bliley Privacy Protection Act, the Truth in Lending Act, the Equal Credit Opportunity Act, the USA Patriot Act, cash reporting requirements under Treasury Department rules, and all other laws, both federal and state, regulating the business of selling and financing motor vehicles. (See more requirements on back.)

- OTHER REQUIREMENTS** — Seminar providers must complete the following steps after each seminar is completed.
- ✓ Issue a certificate of course completion in the potential dealership’s name that successfully completes the seminar;
  - ✓ Maintain copies of the course completion certificates for 12 months;
  - ✓ Electronically submit the names of the persons/dealerships that have completed the seminar and the date of completion to the Department of Revenue within five working days of completing the course; and
  - ✓ Submit a new Application for Dealer Educational Seminar Certification by September 1 of each year.

**The Director may revoke or refuse to issue or renew a certification of a provider for conducting a seminar not in compliance with 12 CSR 10-26.210, for failing to hold a scheduled seminar, or for any one or any combination of the causes outlined in 12 CSR 10-26.210. A Department representative may attend a seminar without notice to the seminar provider.**

I hereby certify that the educational seminar shall meet the requirements outlined in this application. The seminar shall include, but is not limited to the dealer requirements of Sections 301.550 to 301.573 and the rules promulgated to implement, enforce and administer Sections 301.550 to 301.573. All information regarding this request is true and accurate, and is made without any intent to defraud. I understand that if I fail to comply with all rules and regulations related to dealer educational seminars, failure to hold scheduled or rescheduled seminars, or provide false information to the Director, my certification will no longer be valid upon notice by the Director.

SIGNATURE (REQUIRED)	TITLE	DATE (REQUIRED)
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The seminar must be presented in a room in a non-residential building that is dedicated solely to the seminar for the duration of the seminar and compliant with the Americans with Disabilities Act of 1990, 42 U.S.C. section 12101 et seq., as amended. The seminar must be at least four hours in length. The curriculum must be incorporated into a reference/resource manual and shall be provided to each attendee and lend itself to periodic updates to ensure that the information is current and applicable to the dealer's operations. Such a manual must be provided to the Director for review upon request.

All training materials utilized to conduct the seminar must be presented to the attendees or viewers via a PowerPoint presentation with worksheets/handouts generated from the PowerPoint presentation provided to each attendee. Such PowerPoint presentation must be provided to the Director, upon request, to ensure that the materials reflect current and accurate information.

Providers must provide the attendee with legally required and compliant sample forms to ensure that the attendee will understand what documentation is required under state and federal laws.

The Provider must have a staff capable of providing information about the seminars and registering prospective attendees. The provider must have available a telephone number, fax line, and Internet access to enable potential attendees to inquire about and register for seminars. These services shall be available during normal working hours, Monday through Friday.

The provider must schedule one seminar per month and post it on their web site thirty (30) days in advance. This schedule and location must be publicized by the provider with registration information and forms that may be printed off the provider's web site.

If there are no registered attendees for a scheduled seminar, and the provider chooses to cancel the class, the cancellation must be clearly posted on the web site at least 48 hours in advance of the scheduled seminar start time. If cancellation is not posted in advance, a certified trainer must be at the scheduled location at the scheduled time. The provider must ensure that scheduled seminars are held.

The provider must confirm all seminar attendees' identity through display of non-expired photo identification prior to issuance of attendance certificate. Providers must have the capability to issue each attendee their certificate of completion at the end of each class. The provider must electronically transmit seminar attendee information to the Department as required. An accurate and current electronic database of seminar attendees must be maintained by the provider a minimum one year. Such records shall be available on demand and subject to audit by the Director without notice.

Failure to hold scheduled seminars, provide false information to the Director or maintain acceptable standards of training will result in cancellation of a provider's certification.