

**Memorandum**  
**Bureau of Motor Vehicles**  
**Dealer and Agent Services**

**To:** Maine Licensed Dealers  
**From:** David W. Guilmette Director, Office of Investigation & Dealer Licensing  
**Date:** Monday, December 7, 2015  
**Subject:** Dealer and Title Workshop Schedule January 2016

Please review the attached schedule which has been provided to assist your training needs. These workshop sessions include important instructional information regarding the processing and completion of forms such as the Maine Certificate of Title applications, Notice of Sales, and disclosure requirements.

**Due to the technical and legal aspects involving the proper completion of these documents, all newly licensed Maine dealers are required to attend one of these workshops before obtaining their dealer license.** It is always advisable for other dealerships to send new personnel to one of these workshops so they may have a better understanding of the importance of proper completion of the paperwork involved in the sale of a vehicle.

Please complete the registration form below and fax to this office prior to the class. All of the class sizes are limited. In consideration of others, please register for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

**WE HAVE A FULL SERVICE CAFETERIA ON-SITE FOR VISITORS AND STAFF!**

The Bureau of Motor Vehicles Dealer Training Manual and all training schedules are available on the BMV website to view and print. Please use the link provided below to access the most up-to-date information:  
<http://www.maine.gov/sos/bmv/DealerLicensing/index.htm>

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**Dealer & Title Workshop Registration Form**  
**Please fax to (207) 624-9126 or call (207) 624-9000, ext. 52143**

Name of Your Business \_\_\_\_\_ Phone: \_\_\_\_\_

Workshop Location: \_\_\_\_\_ Date: \_\_\_\_\_

Name(s) of Person(s) Attending: \_\_\_\_\_  
\_\_\_\_\_

**Dealership E-Mail Address:** \_\_\_\_\_

**Please notify this office of any cancellations**

## Dealer and Title Workshop Schedule 2016

<b>Date</b>	<b>Time</b>	<b>Location</b>
Wednesday, January 6	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, February 3	9:00 to 4:00	BMV Main Office 101 Hospital St Augusta
Wednesday, March 2	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, April 6	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, May 4	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, June 1	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, July 6	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, August 3	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, September 7	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, October 5	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, November 2	9:00 to 4:00	BMV Main Office, 101 Hospital Street, Augusta
Wednesday, December 7	9:00 to 4:00	BMV Main Office, 101 Hospital Street, Augusta