



Previously known as *The Motor Dealer Council of BC*

Application Package for Registration as a Licensed Salesperson

In order to comply with the *Motor Dealer Act*, the following requirements apply to all persons involved in activities and decisions affecting the retail vehicle sales process within a licensed motor vehicle dealership in British Columbia:

1. Submission of a completed "Application for Registration as a Licensed Salesperson" to the Motor Vehicle Sales Authority of British Columbia (VSA) and payment of the appropriate application and licence fee. Please Note: Applications submitted by fax cannot be processed.
2. Completion of a criminal record check to confirm no convictions under the Criminal Code of Canada or, to qualify for a *Conditional Licence*, proof that a Criminal Record Check has been initiated. **If you know that a criminal record exists**, please contact the VSA Licensing Department at 604-574-5050, local 710 and a licensing officer will assist you.
3. Proof of employment in good standing with a licensed motor dealer.
4. Registration for the mandatory VSA Salesperson Certification Course – Level 1. A passing grade of 75% must be achieved within the conditional licensing period (within 45 days of your start date at the dealership) or the Conditional Licence will expire and you will not be eligible to work in retail vehicle sales.

The application package includes the following documents – use the check boxes as a reminder before submitting the materials by mail, courier or in person (Do Not Fax) to the VSA.

- a) **Application Form for Registration as a Licensed Salesperson:**
- Complete in full Sections A, B & C on page one (Employment Authorization Form) of the application and have it duly signed by an authorized official from the licensed motor dealer with whom you are employed
 - Complete in full all sections and sign on page six
 - Include application and annual licence fee of \$195.00
 - Include passport-sized photo signed on the back by the primary dealer with whom you are employed
 - Include a copy of proof of legal status (e.g. Birth certificate, Canadian passport)
 - Include a copy of acceptable photo identification (e.g. BC driver's licence)
 - Submit the complete application package by mail, courier or in person – Do Not Fax
- b) **Criminal Record Check instructions:**
- Include the receipt as confirmation that Criminal Record Check has been *initiated*
- c) **Registration Form for VSA Salesperson Certification Course – Level 1:**
- Submit your completed course registration form along with payment of \$420.00 or \$520.00 for the Webinar course (Course registration may be faxed in with credit card information prior to mailing in the rest of the application package to ensure placement in the course desired)

The positions required to be licensed include: used and new vehicle sales, business office, lease office, internet sales and sales managers along with all other positions including managers and dealer principals who are involved in activities and decisions affecting the retail vehicle sales process within a licensed dealership.

All qualified salespeople will be issued a Conditional Licence upon receipt and processing of their application materials and full payment. A designated amount of time will be allowed (within 45 days of your start date at the dealership) for conditions to be removed before a regular photo ID licence will be issued. During this time, the individual will be eligible to work within the dealership(s) named on the Conditional Licence. If all conditions are not met within the designated time, the Conditional Licence will expire and the individual will not be eligible to work in retail vehicle sales.

Application form, supporting documents and payment must be submitted by mail as a complete set. Incomplete applications and documents submitted by fax will not be processed.



Motor
Vehicle Sales Authority
of British Columbia

Previously known as the Motor Dealer Council of BC

208 – 5455 152nd Street
Surrey, BC V3S 5A5
Phone: (604) 574-5050
Fax: (604) 574-5883
www.vehiclesalesauthority.com

Criminal Record Check Requirements for VSA Salesperson Licence

In order to comply with the *Motor Dealer Act* (MDA), a person wishing to be licensed as a salesperson with the Motor Vehicle Sales Authority of BC (VSA) must provide a Criminal Record Check. Similar to the process that requires criminal record checks for all persons applying for a motor dealer licence, the presence of a criminal record will not automatically exclude a person from receiving a licence to work as a salesperson. The circumstances of any prior criminal record will be reviewed by the Registrar to determine the relevance of past convictions.

If you know that a criminal record exists, please contact the VSA Licensing Department at 604-574-5050 local 710. A Licensing Officer will then give you specific instructions on how to obtain a Criminal Record Check with a summary of convictions. This will help to avoid delays in obtaining a Conditional Licence. **No Conditional Licence will be granted** unless details of any known convictions are confirmed by a valid Criminal Record Check.

Criminal Record Check Procedure

Criminal record checks can be conducted through the police department or RCMP detachment in the city where you reside or through a private firm. You will need to bring this letter with you. Each source has its own procedure for Criminal Record Checks. A fee will be charged for this service which is not associated with the VSA and cannot be charged back to the VSA.

Depending upon the police agency or private firm used, the Criminal Record Check form may require you to indicate the categories or levels of information for disclosure. If this is the case, as with RCMP form # 3584, please ensure that at least levels # 1 & # 2 are initiated. If a "vulnerable sector check" is an option please authorize this also.

The original or a certified true copy of the results of the Criminal Record Check is to be sent to:

**Salesperson Licensing
Motor Vehicle Sales Authority of BC
Suite 208 – 5455 152nd Street
Surrey, BC, V3S 5A5**

Please note: Not all police departments or RCMP detachments will mail reports to the VSA. Confirm if your report will be mailed to the VSA or if you will need to return to the detachment to pick it up and forward it to the VSA. If your report is mailed directly to you, you will need to forward the report to the VSA.

To receive a Conditional Licence, the VSA must receive a receipt as proof that the appropriate Criminal Record Check has been initiated. Please submit a copy of the receipt with your salesperson application. If you have any questions about the criminal record check process, please contact the VSA office at 604-574-5050 local 710.

Please note that follow-up may be required to confirm receipt of Criminal Record Checks and details that are forwarded to the VSA office.

For VSA Use Only



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Application for Registration as a Licensed Salesperson Employment Authorization Form

In compliance with the Salesperson Licensing Regulation of the Motor Dealer Act

Section A: Salesperson Information – please print clearly.

Last Name			Given Name(s)		
MM	DD	YYYY	()	SP#	VSA Salesperson # (if known)
Date of Birth			Home Phone		

The following sections are to be completed and signed by an authorized official of the dealership that you are or will be employed at. If you are currently looking for retail vehicle sales employment at a licensed dealership, please check this box.

Section B: Motor Dealer Business Information – please print clearly.

Legal Name of Business		D# VSA Dealer Number
Doing Business As (Name)		Contact Name
()	()	Email Address
Phone Number		Fax Number

Section C: Designated Employment Authorization – please print clearly.

The salesperson identified in *Section A* above will be employed by the motor dealer to act as and is appointed as a designated salesperson as indicated below (check the primary position) effective on;

- Salesperson
 Lease Office
 Business Office
 Internet Sales
 Management
 Dealer Principal

Employment START Date: _____
MM DD YYYY

Print Authorized Official's name	Signature of Authorized Official
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Section D: Cancellation of Employment – please print clearly.

Dealer: Please complete Section D and return it to VSA when employment is terminated.

The salesperson identified in *Section A* above is no longer employed and is no longer an authorized designated salesperson of the business effective as of the date below;

MM DD YYYY Employment END Date	_____ Print Authorized Official's Name _____ Signature of Authorized Official
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Application for Registration as a Licensed Salesperson

In compliance with the Salesperson Licensing Regulation of the Motor Dealer Act

The Motor Vehicle Sales Authority of British Columbia (VSA) is defined as a public body under the Freedom of Information and Protection of Privacy Act. Personal information is collected, used and disclosed in accordance with the provisions of that Act.

An application containing false information may result in the suspension or cancellation of the salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

Section A: Personal Information – Please print clearly.

_____			_____		
Last Name			Given Name(s)		
_____			_____		
Known as (alias or preferred name)			Email Address		
_____	_____	_____	() _____	() _____	_____
MM	DD	YYYY	Home Phone	Cell Phone	
Date of Birth (minimum 19 years)					
_____			_____		
Apt #	Residence Address				
_____			_____	_____	_____
City			Province	Postal Code	
_____			_____		
Apt #	Mailing Address – if different from above				
_____			_____	_____	_____
City			Province	Postal Code	

Legal status to work in Canada (check one):

- Canadian citizen Landed immigrant
 Work permit holder Temporary refugee

Attach a copy of the document proving your legal status to work in Canada, e.g. birth certificate, Canadian passport, CareCard, citizenship card, landed immigrant visa, NEXUS card, work permit, social insurance card.

Copy of photo identification (check one):

Attach a copy of one item. Must be different than what is used as proof of Legal status.

- Driver's licence Citizenship card
 Passport (if not used as proof of legal status)
 Other (specify): _____

Have you ever previously completed an application for registration as a licensed salesperson with the VSA (previously the MDC)?
 Yes No

Section B: Photo Requirement

The regular salesperson licence is a photo ID. **Please attach a passport-sized photo** that has been endorsed, on the back of the photo, by the primary dealer with whom you are employed.

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Section C: Payment Information

The non-refundable application and annual licence fee is **\$195.00**. Please make cheque or money order payable to the *Motor Vehicle Sales Authority*. Processing of an application will not start until full payment is received and cleared by the financial institution. A \$40.00 service charge will be levied for any dishonoured cheques.

Method of payment (check one):

- Cheque
- Money Order
- Visa
- Certified Cheque
- Master Card
- Cash (in person to VSA office in Surrey)
- Interac (in person at VSA office in Surrey)

Credit card #:

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Expiry:

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Month

Year

Print cardholder's name

Cardholder signature

Section D: Salesperson Certification Course

To qualify for a VSA Salesperson Licence, all salespeople must complete the Salesperson Certification Course offered through the Motor Vehicle Sales Authority (previously the MDC). *Visit the VSA web site at www.vehiclesalesauthority.com for course schedule and registration details.* A Conditional Licence will be issued to allow an eligible salesperson time to successfully complete the course while working. **Please note** that if you do not register for and successfully pass the VSA Salesperson Certification Course with a 75% grade within the allotted conditional licence period, your Conditional Licence will expire. **You will then not be eligible to work in retail vehicle sales until you pass the course.**

Section E: Eligibility

To qualify for a Conditional Salesperson Licence, a Criminal Record Check is required. Confirmation that a Criminal Record Check has *been initiated* is required for a Conditional Licence to be issued (attach receipt issued by the CRC provider). Please refer to *Criminal Record Check Requirements for Salesperson Licensing*. If a criminal record exists, the Registrar is the final arbitrator on what is deemed an acceptable criminal record.

The Motor Vehicle Sales Authority of British Columbia is defined as a public body under the Freedom of Information and Protection of Privacy Act. Personal information is collected, used and disclosed in accordance with the provisions of that Act.

Please complete the eligibility questionnaire on the following page. If you answer "Yes" to any question, please provide details in the space provided or include additional information with your application. If you have any questions, please call the VSA office at (604) 574-5050 local 710.

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Section E: Eligibility (continued)

If you answer "Yes" to any question, please provide details in the space provided or include additional information with your application. **If no details are provided, the application will not be processed.**

1.	<p>Have you previously applied for or been granted any registration, exemption or certificate of any kind by the Registrar, Motor Dealer Act or other regulated industries, e.g., real estate in any jurisdiction?</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes Explain in space provided.	<input type="checkbox"/> No
2.	<p>Are you now or have you ever been registered as a motor dealer or salesperson in the motor dealer industry in any jurisdiction outside of British Columbia?</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes Explain in space provided.	<input type="checkbox"/> No
3.	<p>Have you ever been found by an authority to have violated the Motor Dealer Act or the Business Practices and Consumer Protection Act?</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes Explain in space provided.	<input type="checkbox"/> No
4.	<p>Have you been convicted of an offence under any criminal or other law in force in Canada or elsewhere for which a pardon has not been granted? * If you answered yes to this question, please call the Licensing Dept. at (604) 574-5050, local 710 and a Licensing Officer will assist you.</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes Explain in space provided.	<input type="checkbox"/> No
5.	<p>Are you currently under investigation and/or prosecution for violation of any criminal or other law in force in Canada or elsewhere?</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes Explain in space provided.	<input type="checkbox"/> No
6.	<p>Have you ever been convicted of an offence of a criminal or other law in force in Canada or elsewhere under another legal name or alias? * If you answered yes to this question, please call the Licensing Dept. at (604) 574-5050, local 710 and a Licensing Officer will assist you.</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes Explain in space provided.	<input type="checkbox"/> No
7.	<p>Have you ever had a motor dealer licence, or a salesperson licence in the motor dealer industry, or a licence in another regulated industry (e.g., real estate) suspended or revoked in Canada or elsewhere under your current name or any other legal name or alias?</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes Explain in space provided.	<input type="checkbox"/> No

An application containing false information may result in the suspension or cancellation of the salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

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Section F: Employment or other activities for the last five (5) years

Please include any leaves, sabbaticals, unemployment, etc. Attach additional sheets if necessary.

This section must be completed in full or the application will not be processed.

Employer/School: _____

Type of Business/Activity: _____ Position/Title: _____

Name of Supervisor: _____ Phone: _____

I was there from: _____ to: _____ Location: _____

Employer/School: _____

Type of Business/Activity: _____ Position/Title: _____

Name of Supervisor: _____ Phone: _____

I was there from: _____ to: _____ Location: _____

Employer/School: _____

Type of Business/Activity: _____ Position/Title: _____

Name of Supervisor: _____ Phone: _____

I was there from: _____ to: _____ Location: _____

Employer/School: _____

Type of Business/Activity: _____ Position/Title: _____

Name of Supervisor: _____ Phone: _____

I was there from: _____ to: _____ Location: _____

An application containing false information may result in the suspension or cancellation of the salesperson's licence and disciplinary action against the employer(s)/dealer(s) of record.

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Section G: Consent and Undertaking

I consent to the collection of this information as authorized under the Motor Dealer Act (“the Act”). I understand that this information will be used to determine whether I am and remain qualified for licensing. I further consent to the sharing of any information gathered in the course of processing this application with others as may be considered necessary in the course of determining whether I am and remain qualified for licensing.

I understand that I may not buy or sell vehicles to retail consumers for a motor dealer unless I am licensed under the Act as a salesperson to that dealer. I acknowledge that “buying or selling” refers to any form of negotiation concerning the purchase, sale, lease or consignment of a motor vehicle and is not limited to the signing of contracts. I know that this also includes attendance at auctions or the positions commonly referred to as Dealer Principal, Business Office, Lease Office or Management. I confirm that I will not buy or sell vehicles to retail consumers for any dealer until I receive confirmation from the VSA that I am licensed as a salesperson.

I confirm that I am legally entitled to work in retail motor vehicle sales within Canada and I am of the legal age of nineteen (19) years as required under provincial legislation to negotiate and execute a contract.

I certify the information provided by the undersigned in support of this application is true.

An application containing false information may result in the suspension or cancellation of the salesperson’s licence and disciplinary action against the employer(s)/dealer(s) of record.

Name of Applicant	Signature of Applicant
Date	

***** PLEASE NOTE *****

Application Form, supporting documents and full payment must be submitted to the VSA office by mail, courier or in person, as a complete set.

Applications submitted by fax and incomplete applications will not be processed.

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VSA Course Registration Form

Registrant Full Legal Name _____

Dealer or Employer Name _____

BC Motor Dealer Licence Number or Salesperson Licence Number _____

Shipping Address: Please deliver course materials to my: Work or Home

Work / Home Address _____ City _____ Prov. BC

Postal Code _____ Phone _____ Fax/email _____

Registering For: Cla ss Number _____ Date _____ Location _____

- Level I Classroom** Includes a pre-course assignment (mailed 10 days prior to the course), course binder (at class), two days of instruction (8:30 am to 5:00 pm), written exam and certificate upon successful completion of the course. **Fee \$420**
- Level I Webinar Series** Includes a course binder (mailed one week prior to the course), access to the self-study website, five two-hour fully-interactive facilitated webinars, a locally supervised written exam and a certificate upon successful completion of the course. Please check that you meet the minimum requirements for webinar participation. **Fee \$520**
- Level II Classroom** Includes pre-course materials (mailed ten days prior to the course), two days of instruction (8:30 am to 5:00 pm), written exam and a certificate upon successful completion of the course. **Discounted registration fee \$375**

Methods of Payment: Visa or MasterCard

Cardholder Name _____ Card Number _____

Expiry Date _____ Cardholder Signature **X** _____

All credit card information requested above is required to process this registration. Incomplete information will result in this registration being returned without processing. Fax to the VSA at 604-574-5883.

Cash or Debit: Must be made in person at the VSA office.

Cheque: Mail a cheque, payable to **Motor Vehicle Sales Authority of BC**, along with your completed registration form to 208-5455 152nd Street, Surrey, BC V3S 5A5
Please note: **Faxed registrations payable by cheque will be returned incomplete**

Registration Policies:

Confirmation: Confirmation of registration and receipt of payment will be provided by fax or email once processed.

Cancellations or Transfers: A refund or credit will be issued equal to 10% of the fee for every full business day prior to the start of the class – less a fee of \$50. For example, if the VSA receives notice before the start of the fifth business day prior to the course date, a refund of 50% less \$50 will be issued. Cancellations and transfers must be received in writing

Substitutions: Substitutions may be made until noon on the business day prior to the class date. Facilitators will not take registrations or make substitutions at the class. There is a substitution fee of \$25.

Space is limited: Register early to avoid disappointment. A waiting list will be created in the event of a cancellation. You must be registered in a class to be accepted on a waitlist.

Questions: For all inquiries about the course or your registration, please contact us by email at training@mvsabc.com or contact the Program Coordinator at 604-574-5050 ext. 230.

I accept and understand the above noted Registration Policies: **X** _____
Registrant / Payee signature of acceptance. (REQUIRED)

Note: A Salesperson Licence Application is also required to obtain your licence. Applications are at: <http://www.mvsabc.com/salesperson.htm> or contact Licensing at 604-574-5050 ext. 710



SALESPERSON LICENSING FEE SCHEDULE

Effective: January 1, 2010

	Amount
Application & Initial Licence -	\$ 195.00
Annual Licence Renewal - Includes: Conditional Licence and Regular Photo ID Licence(s).	\$ 150.00

REPLACEMENT LICENCES

2 replacements of Regular or Conditional License per licensing year -	no charge
3 rd or more replacement per year -	\$ 40.00 each

Replacement reasons include:

Lost or stolen card, legal name change, change of employer, change of photo.

Replacements due to data-entry or production error -	no charge
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LATE RENEWALS

(In addition to annual licence renewal)

1 – 30 days after annual expiry date -	\$ 30.00
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Lapsed Licence:

31 – 120 days past annual expiry date -	\$ 75.00
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RE-INSTATEMENT

(Includes annual licence fee)

New full application required	\$195.00
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NOTE: All VSA Salesperson Licence Fees are non-refundable.

ADMINISTRATION

NSF Cheque	\$ 40.00
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VSA SALESPERSON CERTIFICATION COURSE

Course must be completed within conditional licence period -	\$420.00
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