

TRAINING AND CERTIFICATION PROGRAM Individual Registration Form

Registrant Full Legal Name _____
 Dealer or Employer Name _____
 BC Motor Dealer License Number or Salesperson Licence Number _____

Shipping Address: Please deliver course materials to my: Work or Home address provided below
 Address _____ City _____ Prov. *BC*
 Postal Code _____ Phone _____ Fax/e-mail _____

Registering For:	Class Number	Date	Location
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Methods of Payment: Visa or MasterCard

Name on Card _____ Card Number _____
 Expiry Date _____ Cardholder Signature _____

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 604-294-9313.

Cash or Debit: Must be made in person at the VSA office. (address below)

Cheque: Mail a cheque, payable to **Motor Vehicle Sales Authority of BC**, along with your completed registration form to #150 – 6400 Roberts Street, Burnaby, BC, V5G 4C9.
 Please note: **Faxed registrations payable by cheque will be returned incomplete.**

Registration Policies:

A Salesperson Licence Application is required for your course registration to be processed. Application can be obtained at: <http://www.mdcbc.com/salesperson.htm> or contact Licensing at 604-294-9889 ext. 710

Cost: The **registration fee is \$ 420.00** and includes: pre-course assignment (mailed 10 days prior to the course), course binder (at class), two full days of instruction (8:30 am to 5:00 pm), written exam, and certificate upon successful completion of the course.

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

Cancellations or Transfers: Each registered person will be responsible for full payment of all confirmed registration fees unless the VSA receives written notice of cancellation at least **TEN BUSINESS DAYS** prior to the start of the class. Request for transfer to another class date must be received in writing at least **TEN BUSINESS DAYS** prior to the start of the class.

Substitutions: Substitutions may be made up to **72 HOURS** prior to the class start time. Substitutions will not be accepted after the 72 hour deadline. Facilitators will not take registrations or make substitutions at the class.

Space is limited: Register early to avoid disappointment. A waiting list will be created in the event that a change or cancellation is received with adequate time to re-assign the seat. You must be currently registered in a class to be accepted on a waitlist.

Questions: For all inquiries about the course or your registration, please contact by email at training@mvsabc.com or, for the Greater Vancouver/Fraser Valley classes contact Brenda, Program Coordinator at 604-294-9889 ext. 236. For classes scheduled in the Northern, Interior and Vancouver Island areas contact Monica, Program Coordinator at 604-294-9889 ext 230.

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