



Issue #7 - 2010

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One-stop shopping for licences:

The VSA salesperson licence application now includes a criminal record check fee

Since salesperson licensing began in 2004, each new applicant has had to obtain and pay for a criminal record check, and then forward the documentation to this Authority.

Now the VSA will do this task for all applicants and the applicant will instead pay the required criminal record check fee to the VSA. The licence and administration fee for a first time applicant will remain \$195. There will be an additional \$50 fee for the criminal record check, which the first time salesperson would have previously paid to another agency (local authorities charge anywhere from \$25 to \$85).

There are several benefits of the new process for the applicant and their dealership:

- faster processing times
- the salesperson no longer needs to go to their local police station
- those with criminal records will find out more quickly if they qualify for licensing

A past criminal event does not necessarily disqualify a person from obtaining a licence. The individual may be required to attend a hearing before the Registrar to demonstrate extenuating circumstances, subsequent good behaviour, references and other information as to why they would be suitable.

Dealers should immediately discard the old application forms and download the new ones from the VSA website: http://www.mvsabc.com/application_package.htm.

Hat's Off to the Open Road Auto Group

The VSA licensing department commends the Open Road Auto Group for an excellent improvisation through their intranet resources to ensure that all employment and licensing information is consistent and filed simultaneously throughout their dealerships and with the VSA. The development of dealer "best practices" and technological innovation is a worthy shared pursuit.

In a memo to all sales staff, Dev Walia, the Vice-president, Finance and Administration, for the Open Road Group, said: "Upon review of the current reporting process, we found it to be cumbersome with built-in delays, thereby precluding us from meeting the VSA reporting requirements. Therefore, in our continuing efforts to streamline and automate our business processes to the fullest extent possible, we have now fully automated the sales associates reporting process for new hires, terminations and transfers."



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He commended the company's Information Technology team for coming up with the following approach:

A fillable version of the “VSA Employment Authorization Form”, as published by the VSA, is now available on the Open Road Intranet for submission to the VSA via email. You can fill and submit this form online within minutes. As soon as you submit this form, an email will go to the VSA and the payroll department. The sender will retain a copy of this email in his/her “sent Items” folder. Therefore, please ensure that the sent items folder is activated on your Outlook. Please review the step-by-step guide below for submitting this form.

A fillable version of the “VSA Employment Change Form” to report terminations and transfers, created by Open Road and endorsed by the VSA, is also available for submission. Again, the form distribution is the same as noted above for the “Employment Authorization Form” and there is no requirement for signatures. Please review the step-by-step guide below for submitting this form. Please note that this newly created form replaces section D of the employment authorization form.

The memo continued with a "step-by-step" guide for how personnel can easily and automatically convey this information to both the company's payroll department and the VSA.