



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*H. Martin Lancaster, President*

January 23, 2006

**Deadline: February 14, 2006**

**MEMORANDUM**

TO: Senior Continuing Education Administrators

FROM: Barbara Boyce, Director  
Continuing Education

SUBJECT: Motor Vehicle Dealer License – Renewal

Attached you will find updates for the following course: **AUT3001: Motor Vehicle Dealer License – Renewal**

The Division of Motor Vehicles (DMV) has eliminated the requirement that colleges must submit their course outline, schedules, and class rosters to their office. Instead, colleges will only be required to submit a copy of the certificate that is issued to students once they have completed the course. The System Office will collect these copies on behalf of DMV and send them to their office. Therefore, if you intend to offer AUT3001, please mail, fax, or email a copy of your certificate of completion to the name and address below by **February 14, 2006**.

Barbara Boyce Director, Continuing Education	
North Carolina Community College System 5003 Mail Service Center Raleigh, North Carolina 27699-5003	Fax: (919) 807-7169 Email: boyceb@nccommunitycolleges.edu

Please be mindful that two of the minimum six hours required for this continuing education course must include topics required by DMV. Attached you will find a list of the 2006 core topics. Other topics may include but are not limited to business management, basic business accounting, computer literacy, repossession law, lending law, unfair trade practices and related topics.

Also, colleges must ensure that instructors are using the latest edition of the two required manuals that must be used for instructional delivery. For your convenience, I have included the link in section IV, Student Materials and Reference Documents, of the attachment.

- [NC Motor Vehicle Dealers and Manufacturers Regulations Manual](#) (Revised January 2005)
- [NC Division of Motor Vehicles – Vehicle Registration Section Title Manual](#) (Revised January 2006)

If you have questions and/or concerns about these changes, please call me at (919) 807-7158.

BAB/ji  
Attachment

c: Presidents  
Joey I. Gardner, License and Theft Bureau, NC DMV

CC06-016  
Email

North Carolina Community College System  
**AUT3001: Motor Vehicle Dealer Licenses – Renewal**  
 Course Guidelines

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The North Carolina Community College System, in collaboration with the Division of Motor Vehicles (DMV), has established the following guidelines for offering **AUT3001: Motor Vehicle Dealer License – Renewal**.

**I. Course Hours**

Two of the minimum six hours required for this continuing education course must include topics required by DMV. Below you will find a list of the 2006 core topics. Other topics may include but are not limited to business management, basic business accounting, computer literacy, repossession law, lending law, unfair trade practices and related topics.

**II. Core Topics for 2006**

At a minimum instructors must cover the following core topics. Please note that these topics do not have to be taught in the order listed below.

1.	Dealers	How do you determine who is a motor vehicle dealer?
2.	License Renewal	What are the requirements to renew licenses?
3.	Dealer Education	What are the Dealer education requirements?
4.	Dealer Records	What is required for inspection and permanent files?
5.	Salesman Licenses & Registration	What is required for registration & display?
6.	Sales Agents	What are the responsibilities of the employer and sales agents?
7.	Dealer Licenses	How can a license be denied, suspended and revoked?
8.	Damage Disclosure	What are the new laws and requirements for disclosing prior damage?
9.	FTC Buyer Guides	What is required for use of disclosure documents and interpretations?
10.	Privacy Notification	What are the laws and requirements for privacy notifications?
11.	Warranties	What are 'implied warranties' and how can they affect a dealer?
12.	Motor Vehicles Display	How can vehicles be displayed for sale?
13.	Consignments of vehicles	How do you handle consignments with appropriate contracts?
14.	Motor Vehicles Inspections	What does NC law require for resale of vehicles?
15.	Bill of Sale	What does the law require for sale documents?
16.	Installment Agreements	How should installment agreements be documented?
17.	Limits on Finance Charges	What are the limitations on finance charges?
18.	Identity Theft	How does the new law affect the sale of motor vehicles?
19.	Dealer License Plates	What is required for Dealer tags/plates?
20.	Fees and Registration Process	What are the new changes in fees and registration process?
21.	Transport and Temporary Tag	What are the use of and limitations for transport and temporary tags?
22.	Disclosure Signs	How are disclosure signs to be used and displayed?
23.	Total Loss Claims	What are the new requirements for a "total loss" vehicle?
24.	Liens and Abandonment	What does DMV require for vehicles under a lien or abandonment?
25.	Repossessed Motor Vehicles	What does DMV require for vehicles that are repossessed?
26.	FTC Safeguards Rule	What are the major requirements of this Rule?
27.	Patriot Act	What are the requirements under this new Act for dealers?
28.	Soldier and Sailors Relief Act	How does this apply to individuals who enter the Armed Forces?
29.	Cash Transactions	What are requirements for cash transactions exceeding \$10,000?
30.	Truth in Lending Act	What are the major requirements of the Act?

North Carolina Community College System  
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### III. **Additional Recommended Topics**

Colleges may also include additional topics that are directly related to the independent car dealer's responsibilities. Topics may include, but are not limited to the following suggested topics.

- STARS – State Title and Registration System
- Safety/OSHA Requirements
- NC State Inspection Regulations
- Insurance and Liabilities Laws and Rates
- Requirements for Trailers according to pounds
- Tax Requirements and Exemptions
- Approaches to General Sales and Negotiating
- Surety Bonds
- Small Business Bookkeeping / Accounting and Management Practices

### IV. **Student Materials and Reference Documents**

Instructors must use the latest edition of the two required manuals listed below.

- NC Motor Vehicle - Dealers and Manufacturers Regulations Manual, Revised January, 2005. This manual covers General Statute, Chapter 20 – Article 12 and Article 15. Colleges may download this document from DMV's website at the link below or contact their Regional DMV office for a printed copy.  
[http://www.ncdot.org/dmv/forms/licensetheft/download/DealerRegulationManual\\_2005.pdf](http://www.ncdot.org/dmv/forms/licensetheft/download/DealerRegulationManual_2005.pdf)
- NC Division of Motor Vehicles – Vehicle Registration Section Title Manual, 13<sup>th</sup> Edition, Revised January, 2006. This is available on the DMV website at the following link:  
[http://www.ncdot.org/dmv/vehicle\\_services/registrationtitling/titlemanual/](http://www.ncdot.org/dmv/vehicle_services/registrationtitling/titlemanual/)

### V. **Additional Reference Resources**

Instructors are encouraged to utilize additional 4 resources related to small business management, consumer rights, insurance and tax information. They may include but are not limited to the following resources listed below.

DMV New Fees	<a href="http://www.ncdot.org/dmv/hot_topics/feeincrease.html">http://www.ncdot.org/dmv/hot_topics/feeincrease.html</a>
DMV New Registration Process	<a href="http://www.ncdot.org/dmv/vehicle_services/registrationtitling/NewRegistration.html">http://www.ncdot.org/dmv/vehicle_services/registrationtitling/NewRegistration.html</a>
DMV Vehicle Theft	<a href="http://www.ncdot.org/dmv/other_services/licensetheft/vehicleTheft.html">http://www.ncdot.org/dmv/other_services/licensetheft/vehicleTheft.html</a>
DMV Identity Theft	<a href="http://www.ncdot.org/dmv/other_services/licensetheft/identityTheft.html">http://www.ncdot.org/dmv/other_services/licensetheft/identityTheft.html</a>
Federal Trade Commission	<a href="http://www.ftc.gov/">http://www.ftc.gov/</a>
ID Theft	<a href="http://www.ftc.gov/idtheft">http://www.ftc.gov/idtheft</a>
ID Theft Affidavit	<a href="http://www.ftc.gov/idtheft">http://www.ftc.gov/idtheft</a>
Treasury Department	<a href="http://www.treas.gov">www.treas.gov</a>
Credit Reporting Pre-Screening	1-800-567-8688
ID Theft	1-202-326-2502