



OHIO DEPARTMENT OF PUBLIC SAFETY
BUREAU OF MOTOR VEHICLES

**USED MOTOR VEHICLE
TRAINING COURSE PROVIDER APPLICATION**

As set forth in 4517.05 of the Ohio Revised Code (R.C.), an authorized provider must consist of an institution of higher learning as defined in R.C. 3345.12 or a professional / trade association that has been in existence for more than five years and has a majority of members who are motor vehicle dealers licensed in Ohio.

Upon approval of an authorized course provider a certificate of authorization will be issued that is subject to renewal biennially.

PROVIDER NAME			
ADDRESS			BUSINESS TELEPHONE #
CITY	STATE	ZIP CODE	EMAIL ADDRESS

CONTACT PERSON	TELEPHONE #
EMAIL ADDRESS	FAX # (OPTIONAL)

The following documentation must be submitted to the Registrar and the Motor Vehicle Dealer Board for review and approval: *(Any changes in the listed below must be approved before utilizing in the training course.)*

- TRAINING COURSE CURRICULUM
Required topics pursuant to 4501:1-3-02 of the Ohio Administrative Code (O.A.C.)
- ORIGINAL COPY OF CERTIFICATE OF COMPLETION
- NOTIFICATION OF COURSE DETAILS (as scheduled)
 - ✓ Date
 - ✓ Time
 - ✓ Location
 - ✓ Length (Hours)
 - ✓ Cost of Course

I understand that an authorized course provider must administer a used motor vehicle dealer training course at least once every ninety days. All attendance records are to be maintained for a minimum of one year from the date of the course and all records are subject to be requested by the Registrar and the Motor Vehicle Dealer Board.

The Registrar reserves the right to reject any prospective course provider or disapprove any current course provider, that fails to meet the following requirements set forth in section 4501:1-3-02 of the O.A.C.

SIGNATURE OF PROVIDER X	DATE
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BMV USE ONLY:
