

**FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
DIVISION OF MOTORIST SERVICES  
BUREAU OF DEALER SERVICES  
MOTOR VEHICLE DEALER TRAINING SCHOOL**

**MOTOR VEHICLE DEALER TRAINING SCHOOL REQUIREMENTS**

**I. PURPOSE**

The purpose of this document is to explain the requirements for persons to conduct and qualify for a Motor Vehicle Dealer Training School (MVDTS). Authority to operate a MVDTS will be granted only to applicants who enter into an agreement with the Department and utilize instructors deemed qualified by the Department.

**II. DEFINITIONS**

The following words and terms, when used in this document, shall have the following meanings:

- A. **DEPARTMENT** – The Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services.
- B. **MVDTS** – Motor Vehicle Dealer Training School.
- C. **DIRECTOR** – The Director of the Division of Motorist Services
- D. **OPERATOR** – The responsible person designated by the MVDTS to manage the day to day operations of the school.
- E. **INSTRUCTOR** – Any employee or agent of the MVDTS, including public officials who perform instructional duties for the school, with or without pay.
- F. **LICENSEE** – Any person, firm, or corporation who has received a license from the Department to operate a MVDTS.
- G. **APPLICANT** – The person, firm, or corporation who is applying for a license to operate a MVDTS.

**III. QUALIFICATIONS FOR MOTOR VEHICLE DEALER TRAINING SCHOOLS**

- A. To be licensed as a MVDTS the applicant must be able to meet the following requirements and conditions.
  - 1. Make application to and enter into an agreement with the Department to operate a MVDTS using the Department's application and agreement.

2. Must have or have arranged for adequate facilities to provide for instruction to MVDTS students.
3. Must utilize qualified instructors that have been licensed by the Department to perform instructional duties.
4. Neither the sole operator, nor partner, nor any corporate officer or director must not be a convicted felon or facing criminal charges anywhere, excluding minor traffic violations.
5. The applicant must have or employ an operator that has the following:
  - a. Contemporary knowledge of the motor vehicle sales business including regulatory requirements.
  - b. Experience in the educational process as a teacher, instructor, or a school administrator.
6. The applicant must have a curriculum and Course Material in detail that has been reviewed and approved by the Department and other regulatory agencies having jurisdiction over specific subject matters taught in the MVDTS. The approved course material must be used to teach the students.

#### **IV. EVALUATION OF THE APPLICANTS BY THE DEPARTMENT**

- A. The Department will evaluate the application submitted by the applicant to determine if the applicant has met the requirements for licensure as described in Section III. If necessary the Department will schedule an interview with the MVDTS applicant to obtain additional information the Department deems necessary to make a judgment as to whether the applicant qualifies for a license to operate a MVDTS. In any event, the Department will respond to the applicant within forty five (45) days from the date the application is received by the Department.

#### **V. CURRICULUM AND COURSE MATERIAL**

- A. The MVDTS will use a curriculum which has been approved in writing by all regulatory agencies having jurisdiction over specific matters. The curriculum will include required topics from the Division of Motorist Services and select agencies that have jurisdiction over certain motor vehicle dealer functions or services.
  1. Motor Vehicles Required Topics:

- a. Motor Vehicle Dealer Licensing Requirements.
  - b. Titling and registering motor vehicles.
  - c. Electronic Filing System, Electronic Temporary Registration and Electronic Lien Transfers
  - d. Motor Vehicle Dealer records inspections and record keeping practices.
  - e. Motor vehicle emissions inspection requirements.
  - f. Motor Vehicle Dealer consumer complaint investigations.
  - g. Administrative Actions against Motor Vehicle Dealers.
2. Additional agencies that will supply topics.
    - a. Department of Revenue
    - b. Department of Banking and Finance
    - c. Department of Legal Affairs
    - d. Department of Environmental Protection

**NOTE:** A detailed course material must be submitted to the Department for review and approval. The approved course material must be used to teach the students.

- B. The Department recognizes that leaders in the motor vehicle dealer industry have a significant amount of expertise and experience that can promote good business practices. The following topic areas are also required as part of the curriculum.
  1. Dealer financial operations.
  2. Industry trends.

## **VI. CONDUCTING TESTS**

The licensee shall develop and administer a test instrument containing Department approved test content. The licensee will also develop security procedures to ensure for the safe keeping of test questions and to make sure the test is not compromised in any way.

- A. The licensee will have a least three different series of tests so that the same test will not be administered in the same (3) month period, or at its option, the licensee shall maintain a bank of questions from which a series of questions may be randomly pulled for a test instrument. One copy for each series of tests or a copy of the bank of questions must be submitted to the Department for review.
- B. The test will contain fifty (50) multiple choice questions.
- C. A student must answer at least 75% of the questions correctly in order to pass the test.
- D. Each student will be given ninety (90) minutes to take the test.

## **VII. STUDENT RECORDS MAINTENANCE**

The licensee shall maintain a record of all students attending the school along with test scores for a minimum of three years, whether the student passed the exam or not.

- A. Student records shall contain the following information:
  - 1. Name and address of the student.
  - 2. Name and address of the dealer applicant, if known.
  - 3. Date and location where student attended classes.
  - 4. Student's answer sheet.

## **VIII. CLASS CERTIFICATES**

The MVDTS will issue a Department approved certificate to students who successfully complete the training and examination administered by the school.

The MVDTS shall provide the student with the certificate within five (5) days of successfully completing the school.

## **IX. CLASS REGISTRATION**

The licensee will provide for a readily accessible registration process.

The MVDTS will maintain a current telephone number for prospective students to call who wish register for the school or obtain information about the school.

## **X. CLASSES**

Licenseses shall provide no more than eight (8) hours of instruction on required Department topics listed in Section V.A.1. and shall provide additional instruction not to exceed twenty-four (24) hours for topic related to other regulatory agencies.

- A. Each classroom hour shall consist of fifty (50) minutes of instruction and a ten (10) minute break.
- B. Each student must attend 90% of the classroom instruction.
- C. The licensee will be required to maintain a class roster and attendance record reflecting the name of the students and which classes were attended.
- D. Should the school have to close or reschedule classes due to severe weather; the MVDTS must notify each registered student of the date and time of the rescheduled classes. The Department must be notified as soon as reasonably possible if this occurs.
- E. The MVDTS will conduct at least sixteen (16) hours of instruction that includes a course review and test. The sixteen (16) classroom hours will be distributed over the following topic areas:
  - a. Division of Motorist Services topics: five (5) hours
  - b. Department of Revenue topics: three (3) hours
  - c. Department of Banking and Finance: one (1) hour
  - d. Department of Legal Affairs: one and a half (1.5) hours
  - e. Department of Environmental Protection and Bureau of Emissions Control: one (1) hour
  - f. Dealer financial operations: one and a half (1.5) hours
  - g. Industry trends: one half (.5) hours
  - h. Course review: one (1) hour
  - i. Course examination: one and a half (1.5) hours

## **XI. INSTRUCTOR RECORDS**

The MVDTS must maintain records on school instructors that are subject to inspection by the Department.

- A. The MVDTS may not use any instructor who has not first received an instructor's license from the Department.
- B. The MVDTS' instructor records shall include the following information:
  - 1. Name and address of the instructor.
  - 2. A copy of the instructor's license issued by the Department.
  - 3. A summary of the instructor's qualifications and experience as an instructor and qualifications as a subject matter expert on topics for which the instructor provides instruction. A copy of the instructor's application and summary of qualifications that is submitted to the Department will satisfy this requirement.
  - 4. Copies of any instructor evaluations completed by the Department.
  - 5. The MVDTS will maintain a list of instructors and what classes they teach.

## **XII. CLASSROOM FACILITIES**

The licensee will provide classroom facilities that have been approved by the Department. Such facilities must be conducive to learning and student success and meet any local, state, or federal requirements for physically handicapped students.

- A. Classrooms must be of a size to accommodate the number of student registered.
- B. Classrooms will be comfortable and clean and have restroom readily available.
- C. Classrooms will have the necessary equipment available for students and instructors necessary to achieve school learning objectives.

## **XIII. FEES**

Any and all fees will be disclosed to the prospective student before the student is officially registered.

## **XIV. COURSE EVALUATIONS**

- A. The Department will conduct random inspections of school operations.

1. Course content will be evaluated by the Department to ensure that the school is meeting the objectives that are outlined in the school's curriculum and are in compliance with Florida Statutes.
2. Instructors will be evaluated as to their knowledge, skills, and abilities in effectively delivering course material.

## **XV. INSTRUCTOR QUALIFICATIONS**

The MVDTS will provide instructors who are subject matter experts for the subject matter on which they will provide instruction. The instructors must also have successfully completed a recognized instructor training course or be a certified teacher.

- A. For the purposes of this school, a Subject Matter Expert (SME) is one who has special knowledge derived from training or experience in the particular subject matter being taught in the MVDTS.

### **AND**

- B. Instructors who are qualifying based on "instructor training" must have successfully completed a College, University, Vocational School, U.S. Military School, or a government sponsored train the trainer program.
  1. Instructors who do not hold a state teacher's certificate must have had at least one year of current experience as an instructor.
- C. Instructors who are qualifying by virtue of being a certified teacher may do so as long as they hold a current teaching certificate from the Department of Education.
- D. Each applicant for an Instructor's license will submit an application to the Department along with documentation verifying experience and education.