STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

REPAIR FACILITY AND MECHANIC TRAINING BULLETIN

DATE: February 6, 2009

TO: Michigan Repair Facilities and Mechanics

FROM: Michigan Department of State
Dealer and Repair Resource Section

SUBJECT: 2009 REPAIR FACILITY AND MECHANIC TRAINING

The Michigan Department of State is offering training to help repair facilities and their employees with the basic requirements of the Motor Vehicle Service and Repair Act.

- There are no course registration fees.
- Registration is first come, first served.
- Class size is limited – register early!
- Picture ID is required for entry into the buildings where training is held.
- Who should attend?
  - Repair facility owners, managers, service advisers and technicians.

- What will be covered?
  - The basics!
    - www.Michigan.gov Web site
    - Repair Facility Manual
    - Proper written estimates and final invoices
    - Record keeping requirements
    - Repair facility and mechanic responsibilities
    - Common mistakes to avoid
    - Other basic requirements
  - Your questions.

- Pre-register for training by calling the Dealer and Repair Resource Section at 517-373-6993.

Date:	Day:	Hours:	Location:
March 18, 2009	Wednesday	1 p.m. to 4 p.m.	Operations Center, Lansing[1]
April 15, 2009	Wednesday	1 p.m. to 4 p.m.	Operations Center, Lansing[1]
May 12, 2009	Tuesday	1 p.m. to 4 p.m.	Operations Center, Lansing[1]
June 11, 2009	Thursday	1 p.m. to 4 p.m.	Operations Center, Lansing[1]
July 15, 2009	Wednesday	11 a.m. to 2 p.m.	Cadillac Place[2]
August 20, 2009	Thursday	1 p.m. to 4 p.m.	Operations Center, Lansing[1]
September 24, 2009	Thursday	6 p.m. to 9 p.m.	Kent Career/Technical Center[4]
October 22, 2009	Thursday	6 p.m. to 9 p.m.	Oakland/Technical Campus[5]

[1] Operations Center, 7285 Parsons Drive, Dimondale 48821 (**go to building #4, on map #2**)
[2] Cadillac Place, 3044 W. Grand Boulevard, Detroit 48202
[3] Lansing Community College/West Campus/M-TEC, 5708 Cornerstone Drive, Lansing 48917
[4] Kent Career/Technical Center, 1655 East Beltline, N.E., Grand Rapids 49525
[5] Oakland/Technical Campus Southwest, 1000 Beck Road, Wixom 48393