



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

REPAIR FACILITY AND MECHANIC TRAINING BULLETIN

DATE: April 1, 2010  
TO: Michigan Repair Facilities and Mechanics  
FROM: Michigan Department of State  
Dealer and Repair Resource Section  
SUBJECT: 2010 Repair Facility and Mechanic Training

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The Bureau of Regulatory Services offers training to help repair facilities and their employees with the basic requirements of the Motor Vehicle Service and Repair Act and to answer their questions. 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](http://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 by calling the Dealer and Repair Resource Section at 517-373-6993.

### Training Dates, Times and Locations:

Date:	Day:	Hours:	Location:
May 11, 2010	Tuesday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>
June 17, 2010	Thursday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>
July 22, 2010	Thursday	6 p.m. to 9 p.m.	<a href="#">Lansing Community College</a> <sup>4</sup>
August 17, 2009	Tuesday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>
September 23, 2010	Thursday	6 p.m. to 9 p.m.	<a href="#">Kent Career/Technical Center</a> <sup>2</sup>
October 21, 2010	Thursday	6 p.m. to 9 p.m.	<a href="#">Oakland/Technical Campus</a> <sup>3</sup>

<sup>1</sup> Operations Center, 7285 Parsons Drive, Dimondale 48821 (**go to building #4, on map #2**)

<sup>2</sup> Kent Career/Technical Center, 1655 East Beltline, N.E., Grand Rapids 49525

<sup>3</sup> Oakland/Technical Campus Southwest, 1000 Beck Road, Wixom 48393

<sup>4</sup> Lansing Community College/West Campus/M-TEC, 5708 Cornerstone Drive, Lansing 48917