



STATE OF MICHIGAN  
RUTH JOHNSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

REPAIR FACILITY AND MECHANIC TRAINING BULLETIN

DATE: February 1, 2012  
TO: Michigan Repair Facilities and Mechanics  
FROM: Michigan Department of State  
Dealer and Repair Resource Section  
SUBJECT: 2012 Repair Facility and Mechanic Training

---

The Michigan Department of State 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.

To register, please include your full name, address, telephone number, email address, mechanic number or facility registration number, class date of choice and two alternate dates. You will be contacted upon placement.

Submit your registration request to: [BLRD@Michigan.gov](mailto:BLRD@Michigan.gov)

### **Training Dates, Times and Locations:**

Date:	Day:	Hours:	Location:
March 27, 2012	Tuesday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>
April 17, 2012	Tuesday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>
June 14, 2012	Thursday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>
July 19, 2012	Thursday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>
October 18, 2012	Thursday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>
November 7, 2012	Wednesday	1 p.m. to 4 p.m.	<a href="#">Operations Center, Lansing</a> <sup>1</sup>

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