



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

February 13, 2008

TO: Michigan Repair Facilities and Mechanics

FROM: Michigan Department of State
 Dealer and Repair Resource Section

SUBJECT: 2008 REPAIR FACILITY AND MECHANIC TRAINING

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 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.

Date:	Day:	Hours:	Location:
March 6, 2008	Thursday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹
March 21, 2008	Friday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹
April 15, 2008	Tuesday	2 p.m. to 5 p.m.	Operations Center, Lansing ¹
May 1, 2008	Thursday	6 p.m. to 9 p.m.	Lansing Community College ⁴
May 23, 2008	Friday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹
June 3, 2008	Tuesday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹
June 18, 2008	Wednesday	6 p.m. to 9 p.m.	Lansing Community College ⁴
July 18, 2008	Friday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹
July 31, 2008	Thursday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹

Date:	Day:	Hours:	Location:
August 14, 2008	Thursday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹
August 27, 2008	Wednesday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹
September 10, 2008	Wednesday	6 p.m. to 9 p.m.	Oakland/Technical Campus ³
September 24, 2008	Wednesday	6 p.m. to 9 p.m.	Kent Career/Technical Center ²
October 9, 2008	Thursday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹
October 21, 2008	Tuesday	1 p.m. to 4 p.m.	Operations Center, Lansing ¹

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

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

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

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

For questions or assistance with registration, contact the Dealer and Repair Resource Section at 517-373-6993.