

CHAPTER 7

MECHANIC CERTIFICATION REQUIREMENTS

Section 7-1

MOTOR VEHICLE MECHANICS

7-1.1 Requirement. The Motor Vehicle Service and Repair Act (the Act) requires repair facilities to employ persons properly certified for the types of repairs performed by the facility. Holders of valid mechanic trainee permits must work under the supervision of a properly certified mechanic in the same specialty category of the repair being performed.

7-1.2 Specific Types. Persons who must be certified include:

- a) Those who diagnose or repair the operating condition of a motor vehicle. This includes a person diagnosing that unitized body or structural repairs are not necessary;
- b) Those who perform bench repairs on motor vehicle component parts within a business required to be registered.

NOTE: Service writers are not required to be certified if they greet customers and do not perform diagnosis or repair. Diagnosis and repairs must be performed by properly certified mechanics in the category of repair being diagnosed or performed.

7-1.3 Applying for Mechanic Certificate. Applying for a mechanic certificate for the first time is a multi-step process. An applicant must first take and pass a mechanic certification test (Please refer to section 7-3 for information on testing). Once an applicant has passed a test, the applicant must apply for the mechanic certificate. This can be completed through eServices or by mailing in a paper application to the Department. The Department encourages all applicants to utilize the eServices application to prevent delays in processing. A paper application can be found on the Department website by searching for form AR-0018.

7-1.4 Fees. The certification fee for motor vehicle mechanics and trainees is set by the Act as described below.

- a) The fees for motor vehicle mechanics are as follows:
 - a. Certification test - \$6;
 - b. Application for original certification - \$25;
 - c. Renewal certificate - \$20;
 - d. Replacement certificate - \$5.

- b) The fees for motor vehicle trainees are as follows:
 - a. Application for trainee permit - \$20;
 - b. Replacement fee = \$5.

7-1.5 Revocation, Suspension, or Denial of Certification. A mechanic certificate or trainee permit may be revoked, suspended or denied, if, after a hearing is offered, the Department determines a person:

- a) Engaged in an unfair or deceptive act or practice or made an untrue statement of a material fact;
- b) Violated any provision of the Act;
- c) Violated a probation agreement;
- d) Made unnecessary repairs or repairs not authorized by a customer;
- e) Refused to honor a warranty given to a customer;
- f) Caused or permitted a customer to sign a blank document regarding a motor vehicle repair, such as an estimate, repair order or invoice;
- g) Ordered by a court not to repair motor vehicles as a business or not to violate the Act;
- h) Was a stockholder, officer or director of a corporate registrant, and as an individual either did something or failed to do something which would be grounds for refusing to issue or suspending or revoking a registration issued to that person as an individual;
- i) Failed to comply with a final cease and desist order;
- j) Was convicted of a criminal violation of the Act;
- k) Used the “Waiver of Liability” provision of the Act to avoid other requirements of the Act;
- l) Was convicted of violating the Used Motor Vehicle Parts Act;
- m) Was convicted of any of the following offenses:
 - a. Unlawfully driving away a motor vehicle;
 - b. Concealing or misrepresenting the identity of a motor vehicle;
 - c. Buying, receiving, possessing, concealing or aiding in the concealment of stolen, embezzled or converted property;
 - d. Owning, operating or conducting a chop shop;
 - e. Obscuring, defacing, altering, obliterating, removing, destroying or otherwise concealing or disguising the identity of a registration, serial or identification number.

7-1.6 Reporting Unlicensed Mechanics. It is a violation of the Act to perform a motor vehicle repair without a valid certificate issued by the Michigan Department of State. Information regarding an uncertified mechanic can be provided anonymously to the Michigan Department of State by e-mail, fax, online or in writing, as follows:

Michigan Department of State
Regulatory Monitoring Division
PO Box 30046
Lansing, MI 48918
Fax: (517) 335-3192
E-mail: SOS-RMD-800@michigan.gov

Section 7-2

REPAIR CATEGORIES

7-2.1 Automobile and Light Truck Certification Categories. The repair categories requiring mechanic certification to repair vehicles under 14,000 pounds gross vehicle weight rating (GVWR) are:

- a) Engine Repair;
- b) Engine Tune-up/Performance*;
- c) Front End, Suspension and Steering Systems;
- d) Brakes and Braking Systems*;
- e) Automatic Transmission;
- f) Manual Transmission, Front and Rear Drive Axles;
- g) Electrical Systems*;
- h) Heating and Air Conditioning;
- i) Collision-Related Mechanical Repair;
- j) Unitized Body Structural Repair;
- k) Pre-1973 Vehicle Repair;
- l) BAIID - Breath Alcohol Ignition Interlock Device**

* This category must recertify periodically to retain certification. Refer to section 7.6 for further information.

** This category must also obtain a BAIID Installer Certificate in order to install and service BAIID devices. Please contact the Business Licensing Section with question regarding this process.

7-2.2 Heavy-duty Truck Certification Categories. The Heavy-duty Truck Repair categories requiring mechanic certification to repair vehicles over 14,000 pounds GVWR. are:

- a) Engine Repair, Gasoline;
- b) Engine Repair, Diesel;
- c) Drivetrain;
- d) Brakes and Braking Systems;
- e) Suspension and Steering Systems;
- f) Electrical Systems.

7-2.3 Other Certification Categories. Repair categories for other on-road vehicles that require mechanic certification to perform repairs are:

- a) Motorcycle;
- b) Recreational Trailer.

Section 7-3

MECHANIC CERTIFICATION TESTING

7-3.1 Requirement. A person who applies for mechanic certification must pass a written test administered by the Business Licensing Section. A separate test is required for each repair category in which the applicant is requesting certification (see Table 7-1, Repair Categories Requiring Certification). Tests are designed to determine the mechanic's competency to diagnose and repair motor vehicles.

- a) Tests are offered at all Secretary of State branch offices;
- b) Special needs tests are available for persons with learning or language difficulties. Instructions on special needs testing are located on the Department's website: <https://www.michigan.gov/sos/industry-services/mechanics>
- c) A person who has passed a test administered by the National Institute for Automotive Service Excellence (ASE) may become eligible for Michigan certification depending on the category of repair. See the Department's website: <https://www.michigan.gov/sos/industry-services/mechanics>

7-3.2 Master Automobile Mechanic. A person certified in all Automobile and Light Truck Repair categories (not including Collision-Related Mechanical Repair, Unitized Body Structural Repair, BAIID or Pre-1973 Vehicle Repair) will be classified as a Master Automobile Mechanic.

7-3.3 Master Heavy-duty Truck Mechanic. A person certified in all Heavy-duty Truck Repair categories (not including Collision-Related Mechanical Repair) will be classified as a Master Heavy-duty Truck Mechanic.

7-3.4 Specialty Mechanic. A mechanic who is certified in one or more repair categories but fewer than all repair categories is considered a Specialty Mechanic.

Section 7-4

DISPLAY OF CERTIFICATE

7-4.1 Requirement. Each certified mechanic is required to display a valid mechanic certificate or trainee permit issued by the Department in a conspicuous location in the place of business where repairs are being performed.

7-4.2 Certificate Information on Final Invoice. The name and mechanic certificate number of each mechanic who performs a diagnosis and/or repair must appear on the final invoice. If repairs are performed by a trainee under the supervision of a certified mechanic, the name and number of the certified mechanic and trainee must also be listed on the final invoice.

Section 7-5

CERTIFICATION RENEWAL

7-5.1 Effective Date. Mechanic certification becomes effective on the date that the application is approved by the Michigan Department of State. **The certificate expires one year from this date.**

7-5.2 Renewal Procedure. A renewal application, Form AR-0094, Michigan Mechanic Certification Renewal, is mailed to all currently certified mechanics 60 days before their current certifications expire. Additional reminder notices of expiration will not be sent. If a renewal notice has not been received within 30 days of certificate expiration, the mechanic should call the Business Licensing Section at 1-888-SOS-MICH (1-888-767-6424) or licensing@michigan.gov. A mechanic certification must be renewed annually by making application and paying the renewal fee. **It is encouraged that mechanics renew through their eServices account to prevent delays in processing.**

7-5.3 Performing Repairs After Expiration Date. A certified mechanic may continue to perform motor vehicle repairs temporarily after the certification expiration date, pending approval of the renewal application. This only occurs if the renewal application has been received by the Michigan Department of State **on or before** the expiration date.

- a) If the renewal application is filed after the expiration date, a mechanic may temporarily engage in repairs without a certificate from the time the application is received, pending approval of the renewal application; or
- b) From the date on which the application is filed in person, pending approval of the renewal.

7-5.4 Late Fee. A late renewal fee of 1-1/2 times the regular renewal fee will be imposed if the application is received after the certificate expiration date.

7-5.5 Replacement Certificate. If a certificate is lost or destroyed, the mechanic must immediately apply to the Michigan Department of State for a replacement. This can be done through the mechanic's eServices account. The mechanic can also request a duplicate certificate by mail or email. The following information must be submitted Business Licensing Section for a duplicate certificate:

- a) The name and address of the mechanic;
- b) The mechanic certification number;
- c) An explanation of the loss or destruction of the certificate;
- d) A \$5 replacement fee.

Section 7-6

MECHANIC RECERTIFICATION (Engine Tune-up, Electrical Systems and Braking Systems)

7-6.1 Requirement. Automobile and light truck mechanics certified in the categories of Engine Tune-up/Performance, Electrical Systems, and Brakes and Braking Systems are required to meet one of the following requirements for continued certification:

- a) Pass the current state mechanic certification test;
- b) Show proof of current and appropriate ASE certification. See department's website: <https://www.michigan.gov/sos/industry-services/mechanics>

7-6.2 Expiration Date and Schedule. Mechanics certified in these categories must comply with the recertification requirement before their certification expiration date in accordance with the schedule in Table 7-2.

- a) Mechanics who must recertify will be notified on their individual certification renewal application one year before each requirement takes effect;
- b) Mechanics with expired certifications will not be sent reminder notifications about the recertification requirements.

**Table 7-2
Mechanic Recertification Schedule**

| Mechanic Category | Ongoing Recertification Year |
|-----------------------------|-------------------------------------|
| Engine Tune-up/ Performance | 2023, 2028, 2033 |
| Electrical Systems | 2024, 2029, 2034 |
| Brakes and Braking Systems | 2025, 2030, 2035 |

For example, if your mechanic certificate expires each year on July 16 you have until July 16, 2023, to meet the recertification requirement for Engine Tune-up/Performance, until July 16, 2024, to meet the recertification requirement for Electrical Systems, and until July 16, 2020, to meet the recertification requirement for Brakes and Braking Systems.

John's next requirements for recertification will be in 2023 for Engine Tune-up/Performance, 2024 for Electrical Systems, and 2025 for Brakes and Braking Systems. If you retest between the ongoing recertification years, please refer to your mechanic certificate for your recertification year.

Section 7-7

MECHANIC TRAINEE PERMITS

7-7.1 Authorization. The Act provides that any person who is unable to obtain a mechanic certificate may apply for a mechanic trainee permit to the Michigan Department of State's Business Licensing Section. The mechanic trainee permit makes it possible for a person who is unable to obtain mechanic certification to work and train under the direct supervision of a properly certified mechanic.

- a) **Permit Expiration.** A mechanic trainee permit is valid for a period of **two years** from the date of issue in the major repair categories listed on the permit.
- b) **Reissue Procedures. A permit may not be renewed.** A trainee permit may only be re-issued with the conditions below in the following three categories if you are unable to meet the certification requirements in the areas of (F) Auto Brakes and Braking Systems, (G) Auto Electrical Systems, and (I) Auto Engine Tune-up/Performance provided:
 1. You have not held a trainee permit in those categories in the past three years; and
 2. The trainee must have failed a State of MI mechanic exam in that category anytime from the issue date of their last trainee permit to now, with that particular category on their permit; and
 3. The trainee must wait until a time frame of three years after their permit has expired in order to re-apply for F, G and/or I.
- c) **Recommendation.** Only apply for the areas of repair that a trainee intends to work in, as a trainee permit cannot be re-issued in a category that has expired except for the categories mentioned above.

No fee is required for the permit if the applicant has a current mechanic license or when a trainee applies to add eligible categories to a current trainee permit.

7-7.2 Application Procedures. An application for a mechanic trainee permit is made by submitting Form AR-0135, Application for Motor Vehicle Mechanic Trainee Permit, to the Business Licensing Section, or through eServices.

NOTE: Information on certification requirements, application fees, mechanic testing locations and special need test scheduling can also be obtained from the Business Licensing Section:

Michigan Department of State
Business Licensing Section
Lansing, MI 48918

Telephone: 1-888-SOS-MICH (1-888-767-6424)
Email: licensing@michigan.gov
eService Account (preferred method)

7-7.3 Replacement Permit. A replacement motor vehicle mechanic trainee permit may be issued by the Business Licensing Section in the event of loss or destruction. A trainee can request a duplicate through their eServices account. The trainee can also mail or email the following information to the Business Licensing Section:

- a) The name and address of the applicant;
- b) The applicant's trainee permit number;
- c) An explanation of the loss or destruction of the trainee permit;
- d) A \$5 replacement fee.

7-7.4 Permit and Certificate Information on Final Invoice. The repair work performed by a trainee must be under the supervision of a certified mechanic in the specialty category of repair. The name and mechanic number of the certified mechanic must be listed on the final invoice, along with the name and permit number of the trainee.

NOTE: Each trainee is required to display a valid trainee permit issued by the Business Licensing Section. The permit must be displayed in the place of business and be readily accessible to the customer.

7-8 Sublet Part Repair (Bench work). When bench work (the rebuilding, reconditioning, machining, or assembling of parts or components from a motor vehicle) is performed by a technician at a registered repair facility, the technician must be certified as a mechanic in the proper repair category. The only time a bench mechanic need not be certified is when the employer is not required to be a registered motor vehicle repair facility.