



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

REPAIR FACILITY AND MECHANIC TRAINING BULLETIN

DATE: October 18, 2017
TO: Michigan Repair Facilities and Mechanics
FROM: Michigan Department of State
Business Regulation Section
SUBJECT: 2018 Repair Facility and Mechanic Training

The Business Compliance and Regulation Division 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!
 - Michigan.gov/sos 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
 - Changes to the Repair Act
 - 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

Training Dates, Times and Locations:

Date:	Day:	Hours:	Location:
January 9, 2018	Tuesday	1 pm to 4 pm	Operations Center, Lansing
February 07, 2018	Wednesday	9 am to 12 pm	Operations Center, Lansing
March 06, 2018	Tuesday	1 pm to 4 pm	Operations Center, Lansing
April 11, 2018	Wednesday	1 pm to 4 pm	Operations Center, Lansing
May 08, 2018	Tuesday	1 pm to 4 pm	Operations Center, Lansing
June 6, 2018	Wednesday	9 am to 12 pm	Operations Center, Lansing
July 18, 2018	Wednesday	1 pm to 4 pm	Operations Center, Lansing
August 08, 2018	Wednesday	9 am to 12 pm	Operations Center, Lansing
September 18, 2018	Tuesday	1 pm to 4 pm	Operations Center, Lansing
October 17, 2018	Wednesday	1 pm to 4 pm	Operations Center, Lansing
November 21, 2018	Wednesday	1 pm to 4 pm	Operations Center, Lansing
December 12, 2018	Wednesday	1 pm to 4 pm	Operations Center, Lansing

Operations Center, 7285 Parsons Drive, Dimondale 48821