



**Memorandum  
Bureau of Motor Vehicles  
Dealer Licensing**

**To:** Maine Licensed Dealers  
**From:** David W. Guilmette Director, Division of Enforcement, Anti-Theft, and Regulations  
**Date:** Y gf pguf c{ . 'P qxgo dgt"4: . '423:  
**Subject:** Dealer and Title Workshop 201; Schedule

Please review the attached schedule, which has been provided to assist your training needs. These workshop sessions include important instructional information regarding the processing and completion of forms, such as the Maine Certificate of Title applications, Notice of Sales, and disclosure requirements.

Due to the technical and legal aspects involving the proper completion of these documents, all newly licensed Maine dealers are required to attend one of these workshops before obtaining their dealer license. It is always advisable for other dealerships to send new personnel to one of these workshops, so they may have a better understanding of the importance of proper completion of the paperwork involved in the sale of a vehicle.

Please complete the registration form below, and fax or email the form to this office prior to the class. All of the class sizes are limited. In consideration of others, please register for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations. In the case of bad weather, if the Bureau of Motor Vehicles is open the class will be held. State office closures are listed on our website at [www.maine.gov](http://www.maine.gov) in the "Alerts" section under "Citizen Alert System".

The Bureau of Motor Vehicles Dealer Training Manual and all training schedules are available on the BMV website to view and print at [www.maine.gov/sos/bmv](http://www.maine.gov/sos/bmv) in the "Services" section under "Dealer Licensing".

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**Dealer & Title Workshop Registration Form**

**Please print.**

Legal name of business: \_\_\_\_\_

Contact phone number: \_\_\_\_\_ Training date requested: \_\_\_\_\_

Name of person attending: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Official title: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person attending: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Official title: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person attending: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Official title: \_\_\_\_\_ Email: \_\_\_\_\_

**You may fax your request to (207) 624-9126, or you can email it to [dealerlicensing.bmv@maine.gov](mailto:dealerlicensing.bmv@maine.gov)**

If you have any questions, please contact Dealer Licensing at (207) 624-9000 ext. 52143.

**Please notify this office of any cancellations**

## 2019 Dealer and Title Workshop Schedule

<b>Date</b>	<b>Time</b>	<b>Location</b>
Wednesday, January 2	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, February 6	9:00 to 4:00	BMV Main Office 101 Hospital St Augusta
Wednesday, March 6	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, April 3	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, May 1	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, June 5	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, July 3	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, August 7	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, September 4	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, October 2	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, November 6	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta
Wednesday, December 4	9:00 to 4:00	BMV Main Office, 101 Hospital St, Augusta