



Occupational Licensing Industry News OLIN 2020-01

Online Video Prelicensing Dealer Courses

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Effective: Immediately

New Information

Until May 31, 2020, or further notice, **approved** prelicensing dealer education program providers may conduct online video classes via Zoom, Google Meet, Cisco Webex, or any web conferencing tool, due to the coronavirus (COVID-19) pandemic.

Procedures

Pursuant to *California Vehicle Code* §11704.5 and *California Code of Regulations* §268.06, dealer education program providers must list the:

- Start and completion date.
- Total hours of instruction.
- Student's full printed name, date of birth, and California driver license (DL) or identification card (ID) number.
- Program provider's identifying information, which includes the:
 - Printed name, telephone number, and business address.
 - Course curriculum certification number.
 - Signature.
 - Unique sequential certificate identifier, including alpha/numeric symbols.
- Statement certifying the person named on the completion certificate successfully completed the program.
- Dealer Education Program Provider Pre-licensing Dealer Education Monthly Enrollment and Certificate Issuance Log (OL 4005).
- OL 4005 reference in the course location box, stating how the course was provided.

NOTE: In the event of an audit, the dealer education program provider must provide the OL 4005 to a Department of Motor Vehicles (DMV) inspector.

Background

DMV allows online video classes for prelicensing dealer education programs.

References

California Vehicle Code §11704.5

California Code of Regulations §§268.06 and 268.08

Distribution

Notification that this memo is available at **dmv.ca.gov** was made via California DMV's Automated Email Alert System in April 2020 to the following:

- Dealers
- Registration Services

Contact

Questions regarding this memo may be directed to Occupational Licensing Compliance Services and Support Unit at (916) 229-3346.