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# ARD APPLICATION REQUIREMENTS



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PUBLIC WORKSHOP  
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# PROPOSED REGULATION TEXT SUMMARY

- In accordance with changes made to Business and Professions Code Section 9884 as a result of AB 471 (Low, Chapter 372, Statutes of 2021), the proposed regulations:
  - Detail all information required on an ARD Application
  - Define “nationally recognized and industry-accepted educational certifications”
  - Establish a process for training providers to have the Bureau review and accept their certifications as “bureau-approved educational certifications”

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# PROPOSED SECTION 3351 1 OF 3

- The ARD Application:
  - Requires the applicant to:
    - Pay an application fee (CCR 3351.1)
    - Provide identifying information about the business including new requirements for:
      - Email address
      - License plate (mobile automotive repair)

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# PROPOSED SECTION 3351 2 OF 3

- Provide ownership information such as:
  - Legal name of the applicant
  - Ownership structure
  - Identification of individuals in control of the business
- Gives the applicant the opportunity to provide the Bureau nationally recognized and industry-accepted educational certifications and bureau-approved educational certifications for the business and its employees

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# PROPOSED SECTION 3351 3 OF 3

- Includes expediated application processing requirements for:
  - Member of the United States Armed Forces and their families
  - Refugees/Asylees
- Sets a 12-month abandonment date for applications returned for incomplete information
- Allows applicants up to 14 days to notify the Bureau when there is a material change in the information provided on the application

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# PROPOSED SECTION 3303(r)

- Nationally recognized and industry-accepted educational certification means a diploma, certificate of completion, or a degree received after successful completion of and/or testing on automotive repair provided by any of the following:
  - A vehicle manufacturer
  - Inter-Industry Conference on Automotive Collision Repair (I-CAR)
  - National Institute for Automotive Service Excellence (ASE)
  - Educational institution, or trade school, accredited by an accrediting agency recognized by the U.S. Department of Education

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# PROPOSED SECTION 3395.6 1 of 2

- Bureau-approved educational certification means a certification issued after successful completion of training that has been evaluated and determined by the Bureau to be effective in educating the automotive repair industry on diagnosis and repair of a motor vehicle, the Bureau's laws and regulations, or customer service related to automotive repair
- This evaluation process allows the Bureau to accept certifications from training providers not listed in the definition of "nationally recognized and industry-accepted educational certifications"

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# PROPOSED SECTION 3395.6 2 OF 2

- A training provider wishing to have their certifications accepted as bureau-approved educational certifications shall:
  - Provide the Bureau with information on the evaluation criteria:
    - Length of time providing the training
    - Training course content
    - Number of individuals in the California automotive repair industry that have completed the training
  - Permit the Bureau access to student attendance records for the purpose of authenticating certifications provided to the Bureau



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# QUESTIONS AND COMMENTS

Submit questions and/or comments to:

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