
Motor Vehicle Dealer Board

Independent Dealer-Operator Recertification Guidelines

All independent dealer-operators must complete a recertification course or pass the recertification exam every 36 months from their expiration date. There are **no** grandfather exceptions to recertify as an Independent Dealer Operator.

The board shall transmit a recertification notice to the home address or email address of record of independent dealer operators at least 90 days prior to the expiration date of the certificate of qualification. Failure to receive a recertification notice does not absolve the dealer operator from the recertification requirements.

Independent dealer operators must maintain an original copy of the proof of completing a recertification course or exam for a period of five years.

If an independent dealer-operator completes a continuing education course or a course required by a disciplinary order this may not be used to satisfy recertification requirements.

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