



## BUREAU CERTIFIED TRAINING INSTITUTION APPLICATION INSTRUCTIONS

Complete this application in accordance with the instructions below and include additional pages and documents as necessary. The Bureau of Automotive Repair (BAR) cannot consider an application for licensure unless all requested information is provided. If not applicable, indicate N/A. Submit the completed application by email to [bar.hcsu@dca.ca.gov](mailto:bar.hcsu@dca.ca.gov) or to the BAR Hardware Certification and Schools Unit at the above address.

Check the appropriate box for either New Institution Certification or Renewal of Institution Certification. If this application is for renewal, enter the School Number previously assigned by the Bureau of Automotive Repair (BAR).

*Please follow the instructions below to assist you in answering questions 1 - 14 on the application.*

### SECTION 1-14 (COMPLETE ALL SECTIONS. IF NOT APPLICABLE, INDICATE N/A.)

1. **NAME OF BUSINESS:** Provide the exact name as listed on the Business License issued by the municipality.
2. **BUSINESS ADDRESS:** Provide the physical address where the business is conducted. No addresses with post office boxes are permitted. This same address should be shown on invoices and advertisements. All certifications are mailed to the business address of record.
3. **MAILING ADDRESS:** Complete this section if you wish to receive correspondence at an address other than the business address.
4. **CONTACT FOR STUDENT CLASS SCHEDULES AND ENROLLMENT INFORMATION:** Provide the name of the person responsible for providing the students with information on class schedules and enrollment procedures.
5. **CONTACT TELEPHONE NUMBER:** Provide the telephone number of the person responsible for student class schedules and enrollment information.
6. **SCHOOL WEBSITE:** Provide the school website for student information access.
7. **INSTITUTION PUBLIC OR PRIVATE:** If your institution is a public institution, check yes and then continue to section 7 of the application. If not a public institution, check No and continue to section 6.
8. **BPPE APPROVAL:** Before BAR can certify an institution, your institution must have either an approval or a letter of exemption from the Department of Consumer Affairs Bureau of Private Postsecondary Education. Check Yes if your institution has either a letter of approval or exemption and attach a copy of the letter with this application. If not, contact the Bureau for Private Postsecondary Education at (888) 370-7589 or visit the website at [www.BPPE.ca.gov](http://www.BPPE.ca.gov).
9. **ADMINISTRATIVE CONTACT:** Provide the name of the academic dean or the school owner. Please note that this individual is responsible for responding to all BAR correspondence, maintaining BAR approved training course materials and training records, and distributing BAR notices to students.
10. **ADMINISTRATIVE CONTACT TELEPHONE NUMBER:** Provide the contact phone number of the academic dean or the school owner.
11. **ADMINISTRATIVE CONTACT EMAIL:** Provide the email of the academic dean or the school owner.
12. **BUREAU CERTIFIED INSTRUCTOR(S):** Enter the name(s) of BAR certified instructors employed by the institution. To operate, all BAR certified training records, and distributing BAR notices to students.
13. **INSTITUTION BACKGROUND:** Answer all questions a - d. Attach additional information to this application as required.

Expedited application assistance is available for current or former United States military personnel and spouses or domestic partners of active duty or reserve military personnel. A waiver of renewal requirements is available for active duty or reserve military personnel. To apply for expedited application assistance or a renewal requirement(s) waiver, you must submit required documentation as specified at [www.bar.ca.gov](http://www.bar.ca.gov). (See Health and Safety Code section 44031.5(d) and Business and Professions Code sections 114.3 and 115.5.)

Expedited application assistance is available for applicants who were admitted to the United States as a refugee under Section 1157 of Title 8 of the United States Code, applicants who have been granted asylum by the Secretary of Homeland Security or the Attorney General of the United States pursuant to Section 1158 of Title 8 of the United States Code, or applicants who have a special immigrant visa (SIV) that has been granted status under Section 1244 of Public Law 110-181, under Public Law 109-163, or under Section 602(b) of Title VI of Division F of Public Law 111-8. (Business and Professions Code section 135.4)

Acceptable refugee, asylee, and immigration documentation includes:

- Form I-94, Arrival/Departure Record, with an admission class code such as “RE” (Refugee) or “AY” (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the designators “SI” or “SQ.”
- Permanent Resident Card (Form I-551), commonly known as a “Green Card,” with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

14. **CERTIFICATION:** Read, sign, and date section 14 of this application. Signatures affirm that all statements are true and correct. Any false statements made on this application may result in denial of this application or legal action later to revoke the certification.

**REQUIRED EQUIPMENT:** Schools are required to possess all equipment per BAR’s Smog Check Manual referenced in section 3340.45 of Article 5.5 of Chapter 1 of the California Code of Regulations. All equipment referenced in the Smog Check Manual must be on the premises in proper working order and in calibration in accordance with STAR Test-and-Repair station requirements.

## **IMPORTANT ADDITIONAL INFORMATION**

Per California Civil Code Section 1798.17 (Information Practice Act), the Director of the Department of Consumer Affairs is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by Section 1798.40 of the Civil Code.

**APPLICATION FOR CERTIFICATION:** Complete the attached application. Give all applicable information, as requested in the instructions. Send the completed application to the Bureau of Automotive Repair, Hardware Certification and Schools Unit listed on the application. After your certification is initially approved and processed, you will be notified of an institution audit. Certification will be issued when the audit verifies that all equipment is on the premises, in working order, and materials and software are up to date. The average processing time is 6-8 weeks from the receipt of your application, providing the application and/or institution does not have any deficiencies.

**CHANGE OF BUSINESS NAME OR ADDRESS:** If the business name or address changes, please inform the BAR Hardware Certification and Schools Unit within 14 days and a new audit will be scheduled.

**CHANGE IN OWNERSHIP:** An ownership change consists of any change in legal ownership of the licensed business, including the purchase of an existing business, addition or deletion of a partner, the transfer of any ownership interest between members of family, change of the business entity by incorporation of the business, or any other change in the corporate status that requires a new corporate number as issued by the Secretary of State. When a change in the business ownership takes place, you must cease operating as a BAR Certified Training Institution submit a new application.

**RENEWAL OF CERTIFICATION:** You must renew your license by submitting an Application for Renewal every two years. The Bureau of Automotive Repair may email you a courtesy notice approximately 60 days before expiration of your current certification. However, if you do not receive a renewal notice, you are still responsible for renewing your certification.

## **NOTICE ON COLLECTION OF PERSONAL INFORMATION**

### **COLLECTION AND USE OF PERSONAL INFORMATION**

The Bureau of Automotive Repair of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code sections 30, 9884, and 9887.2, Labor Code section 432.7, Civil Code section 1798 et seq. (Information Practices Act), and California Code of Regulations, title 16, section 3306. The Bureau of Automotive Repair uses this information principally to identify and evaluate applicants for certification, issue and renew certification, and enforce standards set by law and regulation. Pursuant to Business and Professions Code section 27, the school operator’s address of record is a public record and will be posted on BAR’s website.

## **MANDATORY SUBMISSION**

Submission of the requested information is mandatory. The Bureau of Automotive Repair cannot consider your application for certification or renewal unless you provide all requested information.

## **ACCESS TO PERSONAL INFORMATION**

You may review the records maintained by the Bureau of Automotive Repair that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

## **POSSIBLE DISCLOSURE OF PERSONAL INFORMATION**

The Bureau of Automotive Repair makes every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

In response to a Public Records Act (PRA) request (Government Code section 6250 et seq., as allowed by the Information Practices Act (Civil Code section 1798 et seq.);

- To another government agency as required by State or Federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

Effective July 1, 2012, the California Department of Tax and Fee Administration and the Franchise Tax Board may share taxpayer information with this agency.

## **CONTACT INFORMATION**

For questions about this notice or access to your records, you may contact the Bureau of Automotive Repair, Hardware Certification and Schools Unit at 10949 North Mather Boulevard, Rancho Cordova, CA 95670, by phone at (916) 403-0315, or by email at [bar.pra@dca.ca.gov](mailto:bar.pra@dca.ca.gov).

For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

For questions about the Information Practices Act, you may contact the Office of the Attorney General, California Department of Justice - Attention: Public Inquiry Unit, PO Box 944255, Sacramento, CA 94244, by phone at (800) 952-5225, or online at [www.oag.ca.gov](http://www.oag.ca.gov).



## APPLICATION FOR BUREAU CERTIFIED TRAINING INSTITUTION

New Institution Certification

Renewal of Institution Certification

Institution Number: 99

FOR BAR USE ONLY
Reviewed and Approved By:
Date Processed:
Audit Scheduled:

Please type or print legibly in ink. If not applicable, indicate N/A.

<b>1. NAME OF INSTITUTION</b>		
<b>2. ADDRESS OF INSTRUCTIONAL FACILITY</b>	Number and Street or PO Box	City State Zip Code
<b>3. MAILING ADDRESS</b>	Number and Street Suite or Unit #	City State Zip Code
<b>4. CONTACT FOR STUDENT CLASS SCHEDULES AND ENROLLMENT INFORMATION</b>		
<b>5. TELEPHONE NUMBER</b>	<b>6. WEBSITE</b>	
<b>7. IS THIS INSTITUTION A CALIFORNIA PUBLIC EDUCATIONAL INSTITUTION?</b> YES (If YES, skip to question 7). NO (If NO, answer question 6 below).		
<b>8. HAS YOUR INSTITUTION RECEIVED AN "APPROVAL TO OPERATE" NOTICE OR LETTER OF "APPROVED EXEMPTION" FROM THE DEPARTMENT OF CONSUMER AFFAIRS, BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)?</b> YES (Include a copy of letter of approval/exemption with this application). NO (Contact BPPE at (888) 370-7589 or visit www.bppe.ca.gov).		
<b>9. ADMINISTRATIVE CONTACT</b>		
<b>10. ADMINISTRATIVE CONTACT TELEPHONE NUMBER</b>	<b>11. ADMINISTRATIVE CONTACT EMAIL</b>	
<b>12. LIST ALL BUREAU CERTIFIED INSTRUCTORS</b> (attach additional pages if necessary)		
Name _____	CI Number _____	
Name _____	CI Number _____	
Name _____	CI Number _____	
<b>13. INSTITUTION'S BACKGROUND</b> Attach additional pages if necessary.		
<b>a. Has any person listed in this application ever been convicted of any offense for which a license may be revoked pursuant to section 490 of the Business and Professions Code?</b> If YES, provide a statement of explanation.	YES	NO
<b>b. Has any person listed on this application ever had a license that was issued, denied, suspended, revoked, or placed on probation or issued a citation by the Department of Consumer Affairs?</b> If YES, provide a statement of explanation.	YES	NO

<p><b>c. Has any person listed on this application ever served in the United States military or married to or in a domestic partnership or any other legal union with an active-duty member of the US military assigned to a duty station in California under official active-duty military orders?</b></p> <p>If YES, you must provide documentation. Refer to instructions page.</p>	<b>YES</b>	<b>NO</b>
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<p><b>d. Is any person listed in section 7 a refugee, asylee, or holder of a special immigration visa?</b></p> <p>If YES, you must provide documentation. Refer to instructions page.</p>	<b>YES</b>	<b>NO</b>
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<p><b>14. CERTIFICATION</b></p> <p>I certify under penalty of perjury under the laws of the state of California that all the statements I have made in this application and all attached supporting documents pertaining to this application are true and correct.</p> <p>SIGNATURE _____ TITLE _____ DATE _____</p>
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**NOTE:** Once submitted, your application for Bureau Certified Training Institution and supporting documentation become the property of BAR and will be kept as a matter of record. MAKE A COPY OF THIS COMPLETED AND SIGNED APPLICATION FOR YOUR RECORDS.