

How to Apply to the STAR Program

Beginning January 1, 2013, all directed and gross polluting vehicles must be certified by STAR-certified Smog Check stations. To become STAR-certified, stations must apply for certification and meet the specific inspection-based performance standards. This article explains the STAR Application process.

Step 1: Verify that your Station meets [STAR Eligibility Requirements](#)

Stations are eligible if they:

- have been in business for at least one quarter;
- do not have any applicable enforcement action against the station owners, partners, corporate officers, members, managers, or any employed inspectors; and
- pass the STAR performance measures:

Note that depending upon when you apply for certification, new scores may be published between the time your application was submitted and the time when the application is reviewed by BAR. The evaluation for all STAR applications will be made using the most recent calendar-quarter data available when BAR processes the application.

Step 2: Determine Your Station Type When Applying for STAR

Once you have verified that your station is eligible for STAR certification, you will need to determine which station type is appropriate for your station: Test-Only or Test-and-Repair.

If you wish to change your station's type from Test-Only to Test-and-Repair, or from Test-and-Repair, to Test-Only, or even want to become a Smog Check station for the first time, you must submit a Smog Check License application with the \$100 application fee and pass a station inspection. Read and complete all requirements as identified on the application.

If you do not want the station type change to go into effect until the STAR Program begins January 1, 2013, write the date you want the change to become effective on your Smog Check Station License application. Smog Check Station License applications that are not marked to delay the change-over date in station type will be processed and changed upon receipt of the application.

Step 3: Set an Appointment for Station Visit

After BAR processes your Smog Check License application, you will be contacted by a BAR field office. A BAR field representative will schedule an appointment to visit your station to verify compliance with all station requirements, as well as change the EIS units over to the new station type and license number. Stations may visit BAR's Web site for helpful station checklists by going to the Industry tab, click on *Forms* under the *Quick Hits*, and scroll down to the *Smog Check Station Checklists*.

Typically, this process takes a few days to complete, during which time you will be unable to perform Smog Check inspections. BAR will strive to minimize the inconvenience and downtime at the station and

make for as smooth a transition as possible. We will work with the station owner to schedule the downtime in such a way as to minimize the impact on the station's business.

Step 4: STAR Application

Once the [STAR Application](#) is completed, mail it to the address shown at the top of the application. There are no fees or station inspection associated with applying to the STAR Program, provided it is not a new Smog Check station or a change in station type.

Step 5: Notification from BAR

BAR will notify the applicant once the application has been evaluated. If an application has obvious deficiencies, the station owner will be notified.

If the application is approved, the station owner will need to order appropriate signage, stationery, and other necessary materials in time for program start-up. The sign specifications can be found under *Industry/Licensing* section on BAR's Web site at www.smogcheck.ca.gov. If the application is denied, appeal procedures will be mailed to you.

Step 6: Applying for the Consumer Assistance Program (STAR Test-and-Repair)

STAR Test-and-Repair stations are required to participate in the Consumer Assistance Program (CAP). For this reason, there are additional documents that must be completed by STAR Test-and-Repair station applicants. The documents will be mailed to applicants when BAR Licensing has approved a STAR Test-and-Repair station application. These documents, a *Station Questionnaire* and a *Payee Data Record*, must be completed and returned to CAP. CAP will use these forms to create a Standard Agreement. Once the Standard Agreement has been completed and required training has been verified, BAR will notify the station owner.

When applying to the STAR Program, please allow up to two weeks for BAR to process your application.