ARD APPLICATION REQUIREMENTS

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PUBLIC WORKSHOP
APRIL 20, 2022
• 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”
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)
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
• 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
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
• 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.”
• 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
QUESTIONS AND COMMENTS
Submit questions and/or comments to:

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