



STATE OF MICHIGAN  
RUTH JOHNSON, SECRETARY OF STATE  
DEPARTMENT OF STATE  
LANSING

REPAIR FACILITY AND MECHANIC TRAINING BULLETIN

DATE: December 9, 2016

TO: Michigan Repair Facilities and Mechanics

FROM: Michigan Department of State  
Business Regulation Section

SUBJECT: 2017 Repair Facility and Mechanic Training

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The Business Compliance and Regulation Division offers training to help repair facilities and their employees with the basic requirements of the Motor Vehicle Service and Repair Act and to answer their questions. There are no course registration fees.

- Registration is first come, first served.
- Class size is limited – register early!
- Picture ID is required for entry into the buildings where training is held.
- Who should attend?
  - Repair facility owners, managers, service advisers and technicians.
- What will be covered?
  - The basics!
    - [Michigan.gov/sos](http://Michigan.gov/sos) Web site
    - Repair Facility Manual
    - Proper written estimates and final invoices
    - Record keeping requirements
    - Repair facility and mechanic responsibilities
    - Common mistakes to avoid
    - Other basic requirements
  - Your questions.

To register, please include your full name, address, telephone number, email address, mechanic number or facility registration number, class date of choice and two alternate dates. You will be contacted upon placement.

Submit your registration request to: [BLRD@Michigan.gov](mailto:BLRD@Michigan.gov)

### **Training Dates, Times and Locations:**

| Date:              | Day:      | Hours:        | Location:                                  |
|--------------------|-----------|---------------|--|
| February 01, 2017  | Wednesday | 9 am to 12 pm | <a href="#">Operations Center, Lansing</a> |
| March 01, 2017     | Wednesday | 1 pm to 4 pm  | <a href="#">Operations Center, Lansing</a> |
| April 12, 2017     | Wednesday | 1 pm to 4 pm  | <a href="#">Operations Center, Lansing</a> |
| May 03, 2017       | Wednesday | 1 pm to 4 pm  | <a href="#">Operations Center, Lansing</a> |
| June 15, 2017      | Thursday  | 1 pm to 4 pm  | <a href="#">Operations Center, Lansing</a> |
| August 09, 2017    | Wednesday | 9 am to 12 pm | <a href="#">Operations Center, Lansing</a> |
| September 14, 2017 | Thursday  | 1 pm to 4 pm  | <a href="#">Operations Center, Lansing</a> |
| October 03, 2017   | Tuesday   | 1 pm to 4 pm  | <a href="#">Operations Center, Lansing</a> |

Operations Center, 7285 Parsons Drive, Dimondale 48821 (**go to building #4, on map #2**)