

# Occupational Licensing Industry News

## OLIN 2024-06

### Dealer Educational Program Updates

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**Issue Date: May 30, 2024**

#### New Information

This memo supersedes OLIN 2015-05 Identification for the Dealer Examination Class and provides the following dealer education program updates:

#### California Personal Identification Requirements

Pursuant to *California Code of Regulations* §268.06, those who wish to be admitted as students to certified Dealer Education Program Providers are required to present a current California driver's license (DL) or identification (ID) card as personal identification.

#### Reminder to Use Online Services

New and existing Dealer Education Program Providers are encouraged to visit [dmv.ca.gov/olonline](https://dmv.ca.gov/olonline) to submit evidence of program completion to streamline processing. Dealer Education Program Providers who are unable to create an account in the online portal can provide the student with a copy of the certificate of completion. Additional information regarding online services can be found in OLIN 2023-05 Online Dealer Education Provider Submissions.

#### Revised Certificate of Completion Forms

The Certificate of Completion Pre-Licensing (OL 256A) and Certificate of Completion Used Vehicle Dealer Continuing Education (OL 256) forms have been revised (see attachment). Providers will receive a supply of forms with revision date 04/2024, that include fields for the student's California DL/ID number, date of birth, and course start/completion dates. Providers **must** return all unused previous revision date forms to:

Department of Motor Vehicles  
2415 1<sup>st</sup> Avenue, MS C383  
Sacramento, CA 95818  
Attn: OL Compliance

**IMPORTANT:** Beginning July 15, 2024, the Department of Motor Vehicles (DMV) will **no** longer accept previous revisions of the OL 256A and OL 256 forms.

#### Background

Previously, students were admitted to Dealer Education Program Providers by providing personal identification other than a California DL or ID card. Additionally, current revisions of the OL 256 and OL 256A forms lack fields for specific information required by *California Code of Regulations* §268.08.

#### References

*Vehicle Code* §11704.5

*California Code of Regulations*, Title 13, Article 4.2 §§268.04, 268.06, and 268.08

OLIN 2023-05 Online Dealer Education Provider Submissions

#### Distribution

Notification of this memo (available at [dmv.ca.gov](https://dmv.ca.gov) under Vehicle Industry Services) was made via the California DMV Automated Email Alert System in May 2024 to:

- Dealers
- Dealer Education Program Providers

#### Contact

For questions regarding this memo call (800) 777-0133 and say, "Industry Memo."

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STATE OF CALIFORNIA  
**DMV**  
Department of Motor Vehicles

## Certificate of Completion

### Used Vehicle Dealer Pre-Licensing Education Program

\_\_\_\_\_

PARTICIPANT'S TRUE FULL NAME      CA DRIVER LICENSE NUMBER OR CDL NUMBER      DATE OF BIRTH

This certifies that the above named person has successfully completed a Used Vehicle Dealer Education Program, of not less than six (6) hours, in compliance with California Vehicle Code §11704.5.

\_\_\_\_\_

COURSE PROVIDER'S NAME      COURSE CURRICULUM CERTIFICATE NUMBER

\_\_\_\_\_

PROVIDER'S ADDRESS      COURSE START DATE      COURSE COMPLETION DATE

\_\_\_\_\_

CITY, STATE, ZIP CODE      AREA CODE/TELEPHONE NUMBER

\_\_\_\_\_

INSTRUCTOR'S PRINTED NAME      INSTRUCTOR'S SIGNATURE      DATE

Completion certificates issued for completion of approved dealer education programs will be valid for submission with original dealer license applications for a period of only one year from the date of program completion. (CCR §268.08(b))

*A Public Service Agency*

**SAMPLE**

DL 256A (REV. 3/2024) PROOF

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STATE OF CALIFORNIA  
**DMV**  
Department of Motor Vehicles

## Certificate of Completion

### Used Vehicle Dealer Continuing Education Program

\_\_\_\_\_

PARTICIPANT'S TRUE FULL NAME      DRIVER'S LICENSE NUMBER OR ID NUMBER      DATE OF BIRTH

\_\_\_\_\_

DEALER'S NAME/DEALER'S LICENSE NUMBER      ATTENDER'S POSITION IN DEALERSHIP

\_\_\_\_\_

DEALER'S ADDRESS      CITY      STATE      ZIP CODE

This certifies that the above named person has attended a Used Vehicle Dealer Educational Program, of not less than four (4) hours, in compliance with California Vehicle Code section 11704.5(c).

\_\_\_\_\_

COURSE PROVIDER'S NAME      COURSE CURRICULUM CERTIFICATE NUMBER

\_\_\_\_\_

PROVIDER'S ADDRESS      COURSE START DATE      COURSE COMPLETION DATE

\_\_\_\_\_

CITY      STATE      ZIP CODE      AREA CODE/TELEPHONE NUMBER

\_\_\_\_\_

INSTRUCTOR'S PRINTED NAME      INSTRUCTOR'S SIGNATURE      DATE

This original Certificate of Completion must accompany your Renewal Application.  
This Certificate is valid for two years from completion date. (CVC §11704.5(b))

*A Public Service Agency*

**SAMPLE**

DL 256 (REV. 3/2024) PROOF