

# Occupational Licensing Industry News

## OLIN 2025-02

# Vehicle Dealer Type Modification

DIGITAL CHANNELS BRANCH • DIGITAL SERVICES DIVISION • © 2025 STATE OF CALIFORNIA, DEPARTMENT OF MOTOR VEHICLES. ALL RIGHTS RESERVED.

**Issue Date: Immediately**

### New Information

Any individual modifying a new vehicle dealer license to a used or wholesaler dealer license **must** successfully complete a dealer educational program course (not less than four hours) and a written examination before being licensed by the Department of Motor Vehicles (DMV).

### Procedures

#### Reminder to Use Online Services

Use DMV online services to apply for or modify your dealer license to a used or wholesaler dealer license by visiting [dmv.ca.gov/olonline](https://dmv.ca.gov/olonline) and logging in or creating a new account. Step-by-step guides are available on the DMV website at [dmv.ca.gov/portal/file/occupational-licensing-get-started-guide-pdf](https://dmv.ca.gov/portal/file/occupational-licensing-get-started-guide-pdf).

#### Updated Application

The online application has been updated to include Flex Cards for dealer educational program courses and written examination completions for dealers modifying to used dealers. Additionally, a dealer modifying to a wholesale dealer must submit proof of completion of a dealer educational program course and a written examination.

Application Reference: BLA-00000  
 License Type: Vehicle Dealer  
 Modification Type: Vehicle Dealer

Request Information

Dealer Education Course START

Schedule and Take Examination : START

#### Dealer Education Course Flex Card

Follow the chart below to determine the type of Certificate of Completion submission:

<i><b>If the Dealer Education Program Provider</b></i>	<i><b>Then</b></i>
Submitted your Certificate of Completion online	Select <i>Start</i> and locate your Dealer Education Program Provider.
Provided you with a paper Certificate of Completion	Select <i>Start</i> and upload a scanned copy of your Certificate of Completion.

#### Schedule and Take Examination Flex Card

Once the course completion is verified, the applicant will need to schedule the appointment to take the exam. The *Schedule and Take Examination* Flex Card will update once a passing written examination completion is received.

### Procedures, *continued*

#### Submitting Your Application

Once all required flex cards are completed for the new or modified application, follow existing procedures to sign, pay, and submit your application. You can check the status of your application by logging into your account and selecting *My Applications*. A step-by-step guide is available on the DMV website at [dmv.ca.gov/portal/file/occupational-licensing-how-to-check-online-application-status-pdf](https://dmv.ca.gov/portal/file/occupational-licensing-how-to-check-online-application-status-pdf).

### Background

To align with statutory requirements, programming was changed to require existing new vehicle dealers, who are modifying their dealer license type to a used/wholesale vehicle dealer, to successfully complete a dealer educational program course and a written examination before being licensed by DMV.

### References

*Vehicle Code* §11704.5

OLIN 2024–06 Dealer Educational Program Updates

OLIN 2023–05 Online Dealer Education Provider Submissions

OLIN 2023–03 New Occupational License Online Services

### Distribution

Notification of this memo (available at [dmv.ca.gov](https://dmv.ca.gov) under Vehicle Industry Services) was made through the California DMV Automated Email Alert System in **February 2025** to:

- Dealers

### Contact

For questions regarding this memo, call **(877) 563-5213** and say, “Industry Memo.”