

ARD Registration Renewal Requirements

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Bureau of Automotive Repair

ARD Application Requirements 1 of 2

- In accordance with changes made to Business & Professions Code Section 9884 as a result of AB 471 (Low, Chapter 372, Statutes of 2021), the Bureau adopted ARD Registration Application Requirements regulations (CCR 3351), which became effective on July 1, 2023
- Those regulations:
 - Detail all information required on an ARD application
 - Requires the applicant to provide identifying information about the business including new requirements for:

ARD Application Requirements 2 of 2

- Email address
- License plate (mobile automotive repair)
- 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
- Allows applicants up to 30 days to notify the Bureau when there is a material change in the information provided on the application

ARD Registration Renewal Requirements

- To obtain the newly required information from BAR's existing ARD population:
 - ARD Registration **Renewal** Requirements (CCR 3351.2) regulations were adopted and become effective on April 1, 2024
 - Those regulations:
 - Require existing ARDs to provide BAR with written notice of any changes to the information required by CCR 3351, as a condition of renewal
 - Creates an opportunity for existing ARDs to provide the Bureau with educational certifications for the business and its employees

Email Address Requirement

- Collecting an email address from ARD applicants and existing ARDs will allow BAR to move from a paper to digital service model, allowing for:
 - Electronic notifications
 - Increased efficiency, such as reduction in:
 - Incomplete applications
 - Postage fees
 - ARD ability to electronically update information:
 - In accordance with 30-day notification requirement
 - On renewal
 - Improved ability to monitor application processing metrics

Educational Certifications 1 of 2

- The new regulations require BAR to accept educational certifications from existing ARDs. This will allow BAR to post that certification information on the Auto Shop Locator
- Acceptable Educational Certifications:
 - 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:
 - Vehicle manufacturers
 - Inter-Industry Conference on Auto Collision Repair (I-CAR)

Educational Certifications 2 of 2

- National Institute for Automotive Service Excellence (ASE)
- Educational institution, or trade school, accredited by an 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.

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