

# Beginner Title Clerk Training-October 2018



**Dates/Locations:** (check one)

**OCTOBER 16, 2018 SAVANNAH**  
@ Hilton Garden Inn Midtown

**OCTOBER 25, 2018 KENNESAW**  
@ Hilton Garden Inn Town Center

**Time: 10:00 a.m.-4:00 p.m.**

**Cost-GADA Members:** \$100 1st person |  
\$50 ea. add'l person from same dealership

**Cost-Non-Members:** \$120 per person\*

\*Non-members MUST currently be employed by a dealership to take this course.

**Speaker:** Roseann Nichols  
Senior Director of Title Services, GADA

*Cost includes course materials, lunch, and a certificate of completion from GADA Services.*

**Who should attend:**

- New Title Clerks (less than one year on the job)
- Finance Personnel
- Office personnel (for cross-training)

**Topics covered:**

- Motor Vehicle GRATIS System
- Temporary Operating Permits (TOPs)
- Federal Truth-in-Mileage Act (Odometer Law)
- Tag & title Federal and State Laws
- Staggered Tag Laws and Procedures
- Completion of MSO, Georgia Titles & Out-of-State Titles
- Secure Power of Attorney

*\* ETR technical issues NOT covered in this seminar.*

**REGISTRATION INFORMATION**

Dealership/Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

**ATTENDEE(S)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PAYMENT**

Check ( # \_\_\_\_\_ ) *Make check payable to GADA Services*

Credit card: (Check one)     Visa     MasterCard     AmEx

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**TOTAL: \$** \_\_\_\_\_

**Payment, Substitution and Cancellation Policy**

Payment is due to GADA prior to the seminar. Once registration has been submitted to GADA, registrations are considered final and all payments are due in full. Someone may substitute for you at any time - just call and notify GADA of substitutions. If you notify GADA of a cancellation at least five (5) business days prior to the program, we will refund the amount paid less a \$25 administrative charge. If no cancellation is received less than five (5) business days before the seminar, no refund or credit will be given. You will receive a confirmation email with driving directions 1-2 weeks prior to seminar. Please contact GADA's Director of Education with any questions - [education@gada.com](mailto:education@gada.com).

**SEND COMPLETED REGISTRATION FORM BY MAIL, EMAIL OR FAX:**

**Mail:** GADA Services | 2060 Powers Ferry Rd. SE | Atlanta, GA 30339  
**Email:** [education@gada.com](mailto:education@gada.com)      **Fax:** 770.431.9341