

# Beginner Title Clerk



**Date:** AUGUST 17, 2017  
**Time:** 10:00 a.m.-4:00 p.m.  
**Location:** Hyatt Regency Atlanta NW  
2999 Windy Hill Rd. | Marietta, GA 30067

**Cost-GADA Members:** \$100 1st person |  
\$50 ea. add'l person from same dealership  
**Cost-Non-Members:** \$120 per person\*

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

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

*Cost includes course materials, lunch, CEU credit from Northwood University and a certificate of completion from GADA Services, Inc.*

## Who should attend:

- New Title Clerks (less than 1 yr. experience)
- Finance Personnel
- Office personnel (for cross-training)

## Topics covered:

- Motor Vehicle GRATIS System
- Temporary Operating Permits (TOPs)
- Federal Truth-in-Mileage Act (i.e. Odometer Law)
- Federal and State Laws pertaining to tags and titles
- 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)** *Please copy form if registering additional attendees.*

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

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

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

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

## PAYMENT

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

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: \_\_\_\_\_

## 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 REGISTRATION BY MAIL, FAX OR EMAIL:

Mail: GADA Services, Inc.  
2060 Powers Ferry Rd. SE  
Atlanta, GA 30339

Fax: 770.431.9341

Email: [education@gada.com](mailto:education@gada.com)