

Occupational Licensing Industry News OLIN 2025–02 Vehicle Dealer Type Modification

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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).

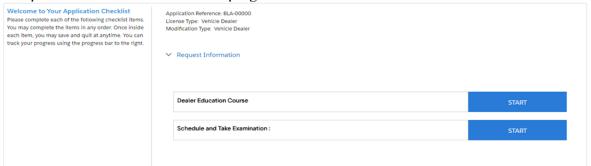
Procedures

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** 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**.

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.



Dealer Education Course Flex Card

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

Then
Select Start and locate your Dealer
Education Program Provider.
Select <i>Start</i> and upload a scanned copy of your Certificate of Completion.
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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.

OLIN 2025-02

Page 2 of 2

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.

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** 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."