



Virginia Independent Automobile Dealers Association, Inc.

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To All Participants Taking the Motor Vehicle Dealer-Operator Course

1. If you are going to start a new dealership, please download a “New Dealer Package” from the Motor Vehicle Dealer Board (MVDB) website at:
mvdb.virginia.gov/wp-content/uploads/DocumentLibrary/H-T-B-DChecklist.pdf
For questions, call them in Richmond at 804-367-1100.
 - a. The above link will contain a Salesperson and a Dealer-Operator Study Guide for you to review. It will also have the paperwork needed to apply for a license and a step-by-step procedure for opening your dealership.
 - b. Practice exams and study guide manuals are available at this link:
https://www.dmv.virginia.gov/general/#ske_intro.asp
To go directly to the practice exam site, click this link:
<https://www.dmv.virginia.gov/ske/#/SampleKnowledgeExam>.
2. If you currently have a salesperson license and need to upgrade to a Dealer-Operator certificate of qualification, you can obtain the Dealer-Operator Study Guide from your local DMV Customer Service Center at the link in 1.b. above. After completing the Dealer-Operator course, you will not have to take the salesperson part of the exam at DMV – only the Dealer-Operator portion is required.
3. **Supplies each participant needs to bring to the dealer-operator course includes a calculator and pencils with erasers. Classes begin at 8:00 a.m. and end at 5:00 p.m. each day.** Students get one (1) hour for lunch with several venues located nearby.
4. The course test will be given at the end of instruction on the second day. You **MUST** pass this test with a grade of 80% BEFORE taking the final exam at a DMV Customer Service Center. Those who do not pass will be required to retake the course at their expense again at a future time.
5. For more information or questions, please contact VIADA staff or the MVDB staff at the above numbers.