

**WAC 308-66-290 General requirements for course approval. (1)**

The application for course approval must be submitted by an education provider that meets the definition of a vehicle industry organization.

(2) The course curriculum must provide for a minimum of either eight hours of initial classroom instruction or five hours of yearly update education, or both.

(3) The curriculum must include a comprehensive test, approved by the department, at the end of the initial eight hour instruction which covers the minimum course curriculum elements.

(4) The minimum course curriculum elements are related to vehicle industry practices in the following areas:

- (a) Types of vehicle dealer licenses;
- (b) Completing the vehicle dealer application;
- (c) Regulatory agencies involved in the vehicle dealer industry;
- (d) Federal Trade Commission (FTC) regulations;
- (e) Unlawful vehicle dealer activities;
- (f) Motor vehicle advertising laws;
- (g) Vehicle titling and registration, and use of the electronic vehicle permitting system;
- (h) Vehicle warranties;
- (i) Standard industry forms;
- (j) Trust accounts;
- (k) Use of vehicle dealer plates;
- (l) Selling vehicles on consignment;
- (m) Vehicle financing.

(5) The development of the course curriculum and the test will be a collaborative effort subject to periodic review by both the department and the education provider.

(6) The education provider is responsible for ensuring the curriculum reflects accurate, complete and current information regarding federal and state laws, industry standards and best practices. Changes or updates must occur within thirty days after the effective date of a change in federal, state, or local statutes or rules.

(7) The education provider is responsible for furnishing students with the instruction materials for the approved courses.

(8) The education provider must issue a certificate to the student upon successful completion of the course.

[Statutory Authority: RCW 46.70.170 and 46.70.79 [46.70.079]. WSR 12-24-041, § 308-66-290, filed 11/29/12, effective 1/1/13.]