

## Registration Form

### 1. Register me for the following course:

- Advanced Virtual/Webinar
- Advanced Classroom
- Basic Virtual/Webinar (2 half days - must attend both days to receive certificate)
- Titling & Registration Program (2 full days - must attend both days to receive certificate)

Course Date: \_\_\_\_\_

Advanced Classroom Location: \_\_\_\_\_

### 2. Dealership Information:

Employer Name: \_\_\_\_\_

DIN (must include) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

### 3. Attendee Information (Please register one person per form. Form may be photocopied.)

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

Email Address (Required): \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

### 4. Fees:

Advanced Virtual/Webinar - \$99 members; \$119 non-members  
Advanced Classroom - \$109 members; \$129 non-members  
Basic Virtual/Webinar - \$159 members; \$179 non-members  
Titling & Registration Program - \$295 members; \$400 non-members

### 5. Method of Payment (Check mailed to PAA or register online at [www.paa.org/seminars](http://www.paa.org/seminars) to pay via credit card

Total Amount Due \$ \_\_\_\_\_

Check# \_\_\_\_\_  
(Payable to PAA Services Inc.)

Mail to:  
PAA Services  
1925 N. Front St.  
Harrisburg, PA 17102

## Agent Services Training



**PennDOT contracts require training for anyone who is involved in completing motor vehicle transactions and/or is responsible for accuracy of paperwork.**



Also need **FRONT ONLY** copy of driver's license

Fax to 717-213-0102  
Or Email to  
bross@paa.org

## Affidavit of Applicant's Identity Page 1 of 2

**In order to be authorized to obtain your required six-hours of PennDOT-certified Agent Services Basic Training by non-live interactive course, you must provide verification of your identity by signed affidavit.**

**INSTRUCTIONS:** Please read this affidavit carefully, complete the requested information and sign the document. **This affidavit must be submitted with a photocopy of your valid photo ID prior to taking the course.** Thank you.

I, \_\_\_\_\_ (print full name), do hereby attest that I am the person herein named, that the copy of the ID submitted herewith is mine and is genuine and true, and that I alone will undertake the six-hour Agent Services Basic Training Course and will do so with complete honesty. I further attest that the evaluation I complete at the end of the Pennsylvania Automotive Association's Agent Services Basic Training Course will be my own work product and mine alone. I attest that these statements are true and hereby sign this affidavit under the penalties of perjury as provided under 18 P.A.C.S. 4902 this \_\_\_\_\_ (day, month, year).

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*Signature*

## **User Agreement Page 2 of 2**

The following agreement describes the terms and conditions on which PAA Services, Inc. offers its services. You must agree to these terms and conditions before being provided with login information for the Online Agent Services Basic Training Course.

The purpose of this course is to provide students with a general overview of the subject matter and aimed at helping you and your employer comply with government training regulations. Ensuring that employees meet the training requirements is ultimately the employer's responsibility. It is the student's responsibility to complete a course in its entirety.

### **Certificate of Completion**

A "Certificate of Completion" from PAA Services, Inc. indicates that the student has completed the requirements of the course. A certificate from PAA Services, Inc. does not guarantee that a student possesses a minimum level of skills or knowledge regarding the subject matter. It is the employer's responsibility to assess the employee's level of skill or knowledge and determine whether an employee is qualified to perform a specific job or function.

### **Limit of Liability**

By registering for this course, the student and student's employer agree that PAA Services Inc. shall not be held liable for any type of loss or damage that could be construed as arising from this course. PAA Services, Inc. does not take responsibility and shall not be held liable for inappropriate use or application of information or instruction provided in this course.

### **Copyright**

All material contained on the PAA web site is protected by copyright law. The student and the student's employer agree not to copy or distribute any materials contained in the courses.

### **Honor Code**

PAA Services, Inc. trusts in the integrity of the student to observe the honor code. The honor code is based on the assumption that the student will be honest when taking any assessments or exams. The student agrees that only he or she will take the exams and complete required exercises and that he or she will not distribute or share exam questions or provide answers to other students enrolled in the course.

### **Passwords**

Students may not disclose or share their password with others, and will notify PAA Services, Inc. if he or she believes that his or her password has been compromised.

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Student Signature

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Date