

Chapter 1

Registering for an Occupational Licensing Account



Here is a link to all the Occupational Licensing Offices in California:

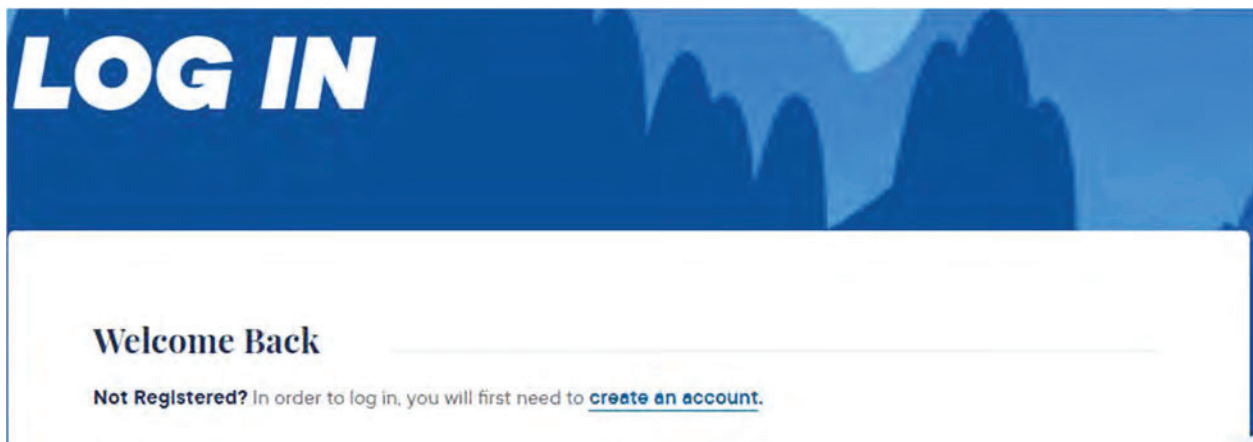
<https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/occupational-licensing-ol-inspector-offices/>

Keep in mind that all Occupational Licensing Offices operate by appointment only. Most offices are closed on Wednesday and operate within specified hours depending on if they are full-time or limited-service locations.

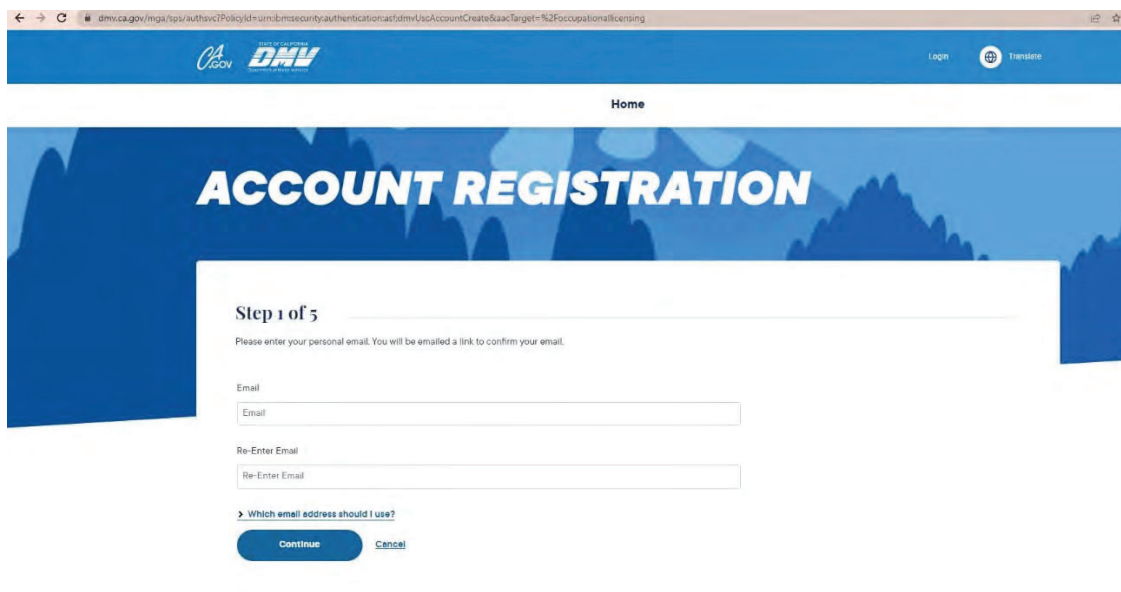
Due to the recent software updates in October 2022, all text requests are now done online through the online DMV portal.

Each student, once done with the course, will have to register online to start the application process and initiate the appointment for DMV.

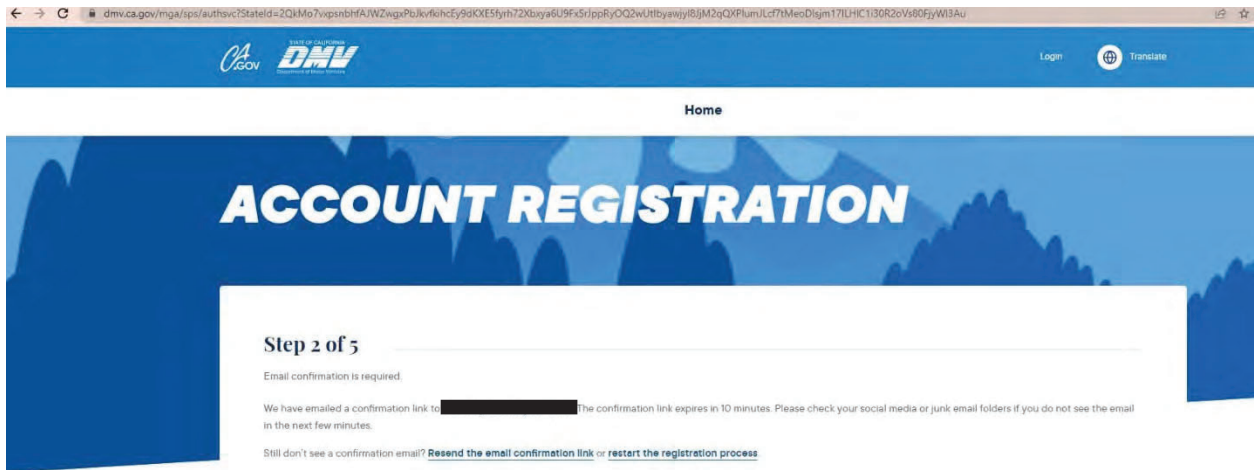
You start by going to <https://www.dmv.ca.gov/portal/mydmv>.



Click on the link to create an account.



Once prompted, you will enter the email that you want to use for your account.



This will prompt a confirmation link that will be emailed to you. It is important that you do that within a 10-minute time period.

The confirmation email will look like this:

Please click on the button below to confirm your email to continue with account registration. This link will expire in 10 minutes.

[Confirm your email](#)

Can't click the button in this email?

Copy this URL and enter it in your browser to complete the confirmation

https://www.dmv.ca.gov/mtga/sps/autbsvc?PolicyId=urn:ibm:security:authentication:asf.dmv:usc:AccountCreate2&nonce=2f93e18c-7a72-6749-bf80-44d1865de568&sig=CLCnykpx1JnkjQDpZ3RP1QGQofYeN764TRWYM042KYLH5VRaFQzmCOXpSQCv65uBmxtb1X_1fyby575vxf7SYy9imL08bnewd8cve80bwQ2ZwZgPuh8J516jXcG9880gL1SPJyWfP689w0_0H1Mm8E11YvZYSy1VvK98JqQ498u8ikWQZ2_ZGJ-guAzb0ispDAa3_pMJ18qpkHQWTAv2QdWTgsXQbn65P11fyZT6U2nXVO_5ZPx17MZEHISUjDvW9vCshFRUEmavuDo_1LbRZVshiv_L_CXZcRCVZLU0CvmZrcrjtsQUjedZvk76jH6LhQVNmRozz2Q==&aacTarget=%2Foccupationallicensing

If you have any questions, please call 1 877-563-5213.

This email was sent from an unattended mailbox. Please do not respond using the "Reply" button.

ACCOUNT REGISTRATION

Step 3 of 5

Register for a MyDMV account by completing the fields.

First Name

Last Name

Phone Number

Receive Code via Text (SMS)

Receive Code via Phone Call

[> Which name should I use?](#)

[> Which phone number should I use?](#)

Disclaimer



I agree to the current version of the DMV website [Conditions of Use](#) and [Privacy Policy](#).

Continue

Reset

Cancel

This will take you to a screen where you are able to put in your information as found on your ID or driver's license. Items like your first name, last name, phone number and allow you the opportunity to review the DMV's Conditions of Use and Privacy Policy.

[Home](#)

ACCOUNT VERIFICATION

Confirm your Phone Number

As part of the account verification process, we need to confirm your phone number. We sent you a 6-digit code in a text (SMS) message to (***) ***-610.

You will receive a 6-digit phone verification code. This code expires in 10 minutes.

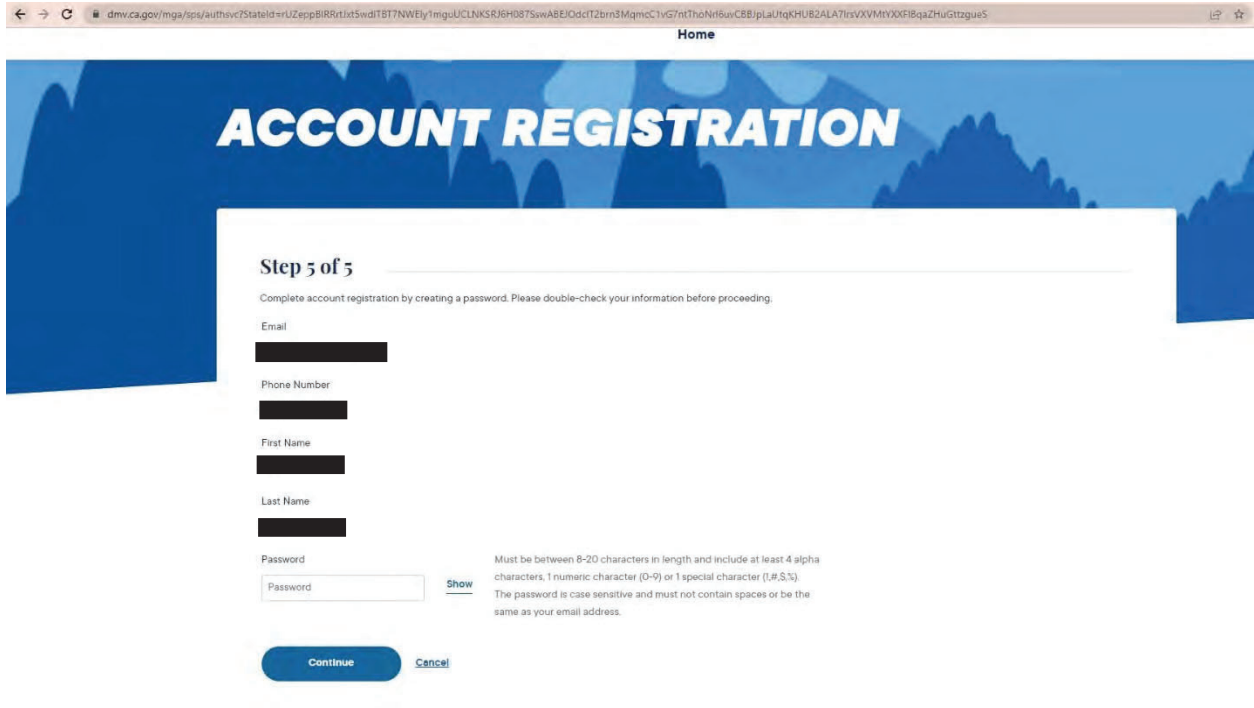


Check your text (SMS) messages and enter the verification code below.

Confirm Phone Number

Cancel

This will prompt a telephone confirmation that you will need to perform. You will get a one-time verification code that will be texted to you to confirm.



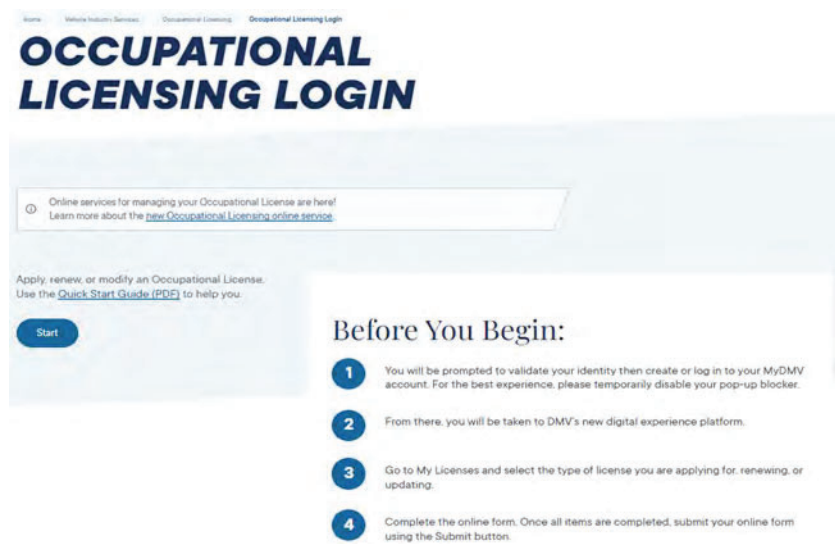
You will then be prompted to create a password that must be between 8-20 characters in length that has at least four letters, one number and one special character.

Once all of this is completed, you will have successfully created an account login.

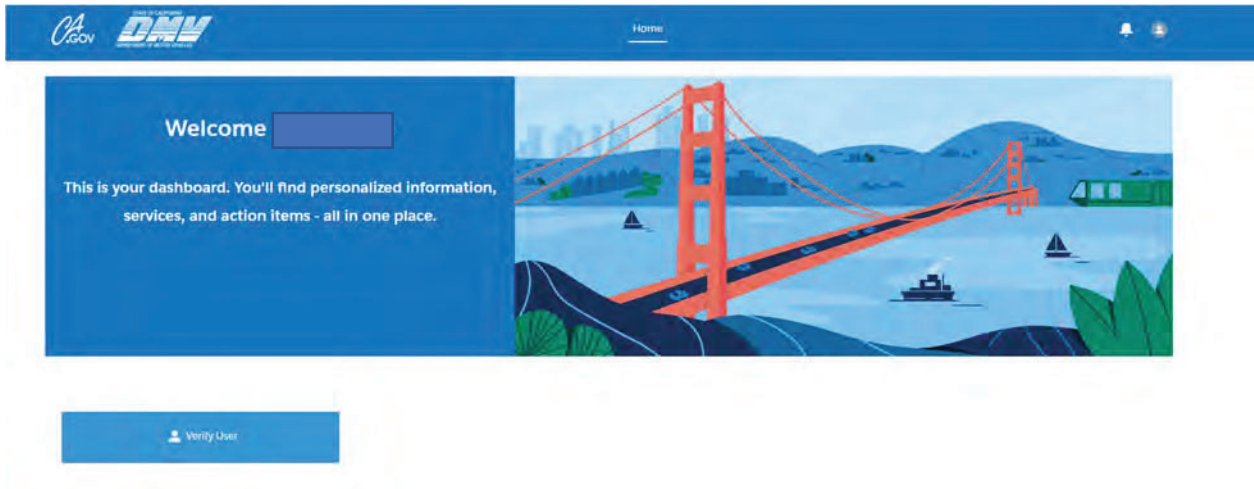
Once this is completed, go to the following link to go directly to the Occupational Licensing Login:

<https://www.dmv.ca.gov/portal/vehicle-industry-services/occupational-licensing/login/>

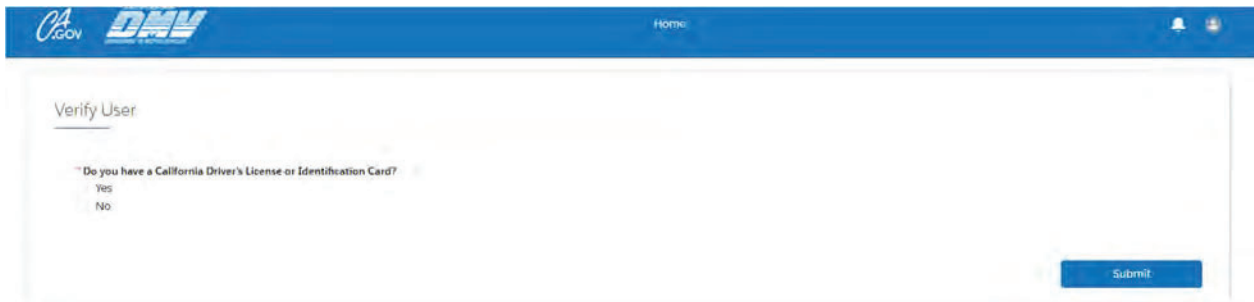
There is a helpful quick start guide as well just in case you need further instructions.



<https://www.dmv.ca.gov/portal/file/occupational-licensing-get-started-guide-pdf>



You will then be asked to verify the user on your account and then prompted if you have a California ID/Driver's license.



Verify User

* Do you have a California Driver's License or Identification Card?

- Yes
- No

Please enter your details in the fields below. This information must be entered exactly as seen on your Driver's License / Identification Card.



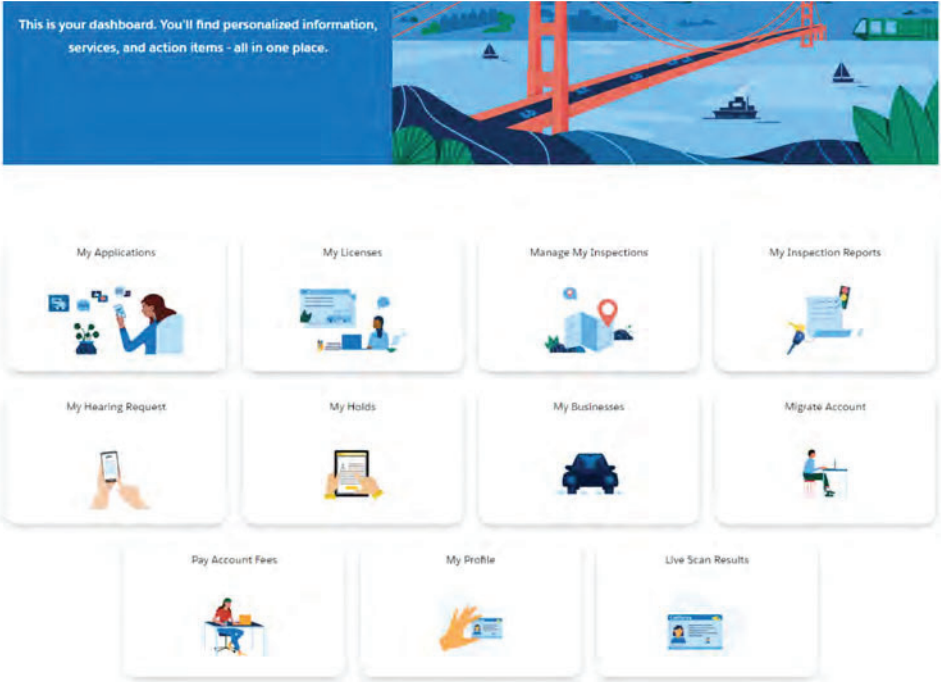
*Legal First Name	Legal Middle Name	<input type="checkbox"/> I do not have a Middle Name
<input type="text"/>	<input type="text"/>	
*Legal Last Name	Suffix	<input type="checkbox"/> I do not have a Suffix
<input type="text"/>	<input type="text"/>	
*Date of Birth	* Driver's License or Identification Card Number	
<input type="text"/>	<input type="text"/>	
*Social Security Number	<input type="text"/>	

[Submit](#)

You will then be asked to input everything found on your California ID/Driver's License.

This will get you to the main screen to proceed with all the elements necessary to initiate your test and prompt the initial processing of your application.

Click on My Applications to continue.



My Applications [Apply for New License](#)

Business License Applications
You have not started a business license application yet. Click "Apply New License" to start an application.

Individual Applications
You have not started an individual application yet. Click "Apply New License" to start an application.

Select to apply for a new license and then select what kind of business you are going to operate as.

License Selection

*What category of license would you like to apply for ?

Business
 Individual
 Agreements, Certifications, and Programs

Steps

License Selection

Pro Tip:

Most dealerships prefer to operate as a corporation or LLC due to the protection and tax liabilities that these kinds of entities provide. Please make sure that you contact an attorney or a licensed tax professional to go over the pros and cons of what kind of entity that you should form in order to conduct business at your California dealership. Here is a few things to keep in mind.

- If you decide that you want to initially operate as a sole proprietor that is doing business by a business name, you are potentially opening yourself up to liability.
 - If you decide you want to go from a sole proprietor to a corporation or LLC, you will have to go out of business and start this entire process from the beginning. Which includes repeating the class.
- If you are a business entity that has formed outside of the state of California and wish to open a California dealership, you will need to file a foreign corporation declaration with the Secretary of State in order to operate. This will mean that you will be responsible for Franchise State Tax in both California and the state that the entity was originally formed in.

License Selection

*What category of license would you like to apply for ?

Business
 Individual
 Agreements, Certifications, and Programs

*Select the license you would like to apply for:

Used Vehicle Dealer

*Does this include an Autobroker Endorsement?

Yes
 No

Select the New Vehicle Type:

Trailer (Letter of Authorization Required)
 Snowmobile

Select the Used Vehicle Type:

All-Terrain Vehicle
 Automobile/Commercial
 Motorcycle (Including Off-Highway)
 Motorhome
 Recreational Trailer
 Snowmobile
 Trailer (Letter of Authorization Required)

Select the Remanufactured Vehicle Type:

All-Terrain Vehicle
 Automobile/Commercial
 Motorcycle (Including Off-Highway)
 Motorhome
 Recreational Trailer
 Snowmobile
 Trailer (Letter of Authorization Required)

Steps

License Selection

Select or Create Business

Business Account Details

Business Ownership Details

Once you have determined what kind of license you'd like to apply for:

The most common are:

- Retail
 - You can also get an autobroker endorsement for this as well.
- Wholesale

You will then select if you will be selling any new vehicles. Most common item found will be trailers or snowmobiles that are outside of the traditional auto manufacturers like Ford or Toyota. This happens very rarely. If you do not have a letter from a manufacturer, please leave these check marks blank.

You will then select the type of vehicles that you are looking to sell. Keep in mind, the DMV will require that you have the proper signage and appropriate space to store vehicles.

Example:

If you are operating in a small office with two parking spaces, do not select motorhomes because the DMV will deny and delay the application because a standard parking spot is not large enough to hold a motorhome.

The picture above is an example of a retail dealer who has selected all of the options for a small office with two parking spots.

The screenshot shows a web form titled "Select or Create Business". The main question is "Do you want to submit this application under an existing business ownership structure that holds an occupational license, or create a new business?". There are two radio button options: "Create New Business" (which is selected) and "Use Existing Business". At the bottom left is a "Cancel" button, and at the bottom right are "Previous" and "Next" buttons. On the right side, there is a "Steps" sidebar with four items: "License Selection" (completed), "Select or Create Business" (current step), "Business Account Details", and "Business Ownership Details".

You will then select the option to create a new business.

The screenshot shows a web form titled "Business Account Details". It asks for information about the business structure. The first question is "What is the structure of your business?" with a dropdown menu set to "Corporation". Below this is a "Secretary of State Entity Number" field with a "Search" button. Further down are fields for "Secretary of State Entity Name", "State of Incorporation" (dropdown), and "Secretary of State Status". There is a checkbox for "I certify that the above information from the Secretary of State is correct." At the bottom, there is a question: "What will be the name of your Used Vehicle Dealer location? The name must match exactly as it appears on your business signage." with an input field. At the bottom left is a "Cancel" button, and at the bottom right are "Previous" and "Next" buttons. On the right side, there is a "Steps" sidebar with four items: "License Selection" (completed), "Select or Create Business" (completed), "Business Account Details" (current step), and "Business Ownership Details".

You will then select what the structure of your business is going to be. If you are a corporation or LLC, you will need to enter your information based on what you have registered with the Secretary of State.

You then need to indicate what name will be on the signs at your dealership. This can be accomplished in one of two ways:

- If you plan on just using your corporation or LLC name, copy the name exactly as it appears on the Secretary of State’s website. Important element to remember is that the punctuation and spacing need to be exact as well. If there are any discrepancies, there will be further cause of delay.
- If you are operating with a DBA (Doing Business As) or an FBN (Fictitious Business Name), this will have to be filed with the county in which the dealership is doing business.

Important Elements to Remember About a Fictitious Business Name:

- If you have an entity registered with the Secretary of State, your FBN application must match exactly with the information that you outlined through your Statement of Information. The county will reject your application if the information does not match.
- Once filed, the processed FBN application must be run through a county newspaper.

Pro tip

Shop the various newspapers that are located in the county that you filed the FBN in. The price for this service is not regulated so you could end up unnecessarily paying a premium for a service that another provider can do for a much cheaper price.

Once you have indicated all of the business information, the system will have you verify all of the owner’s information. If you have more than one owner, each owner will have to verify their information separately. If you have officers that are not currently participating in the dealership but remain on the ownership structure, this will have to be outlined as well.

Once you have successfully navigated this, it will prompt you with the application checklist, formally known as the OL 248, which will outline all of the information that will be necessary in order to finalize your application.

∨ Required Actions

Dealer Education Course	START
Schedule and Take Examination : N/A	START

The initial portion that must be managed first is the dealer education course, which you are completing now. Once you have finalized your class, upload a copy of the certificate directly onto the portal.

Schedule Education Course

Please upload the certificate of completion for your Dealer Education Course.

Upload Files Or drop files

Submit

Upload your certificate directly into the portal in order to be able to schedule your test.

After clicking the "Schedule Exam" button below, you will be prompted to select an exam location and time slot. Once a location and time slot are selected, you will be required to pay the exam scheduling fee to secure your time slot.

You may return to this page to reschedule or cancel your exam at any time PRIOR to your scheduled exam date. If you fail, you must return to this page to schedule another exam.

If you are taking an examination for a Vehicle Dealer license, you will have 50 minutes to complete the exam. You will have unlimited attempts to pass the exam, however, you must wait a minimum of one week between examinations and will be required to pay for each attempt.

If you are taking an examination for a Driving School or Traffic Violator School license, you will have 45 minutes to complete the exam. The required examination fee will allow you three exam attempts. If you fail all three attempts, you will be required to retake the training course in order to retake the exam.

Exam Type
Used Vehicle Dealer

Exam Attempt
#1

Schedule Exam

Important note

You must complete your personal history questionnaire first before you schedule your appointment to take your test.

Here is all the information regarding the various occupational licensing offices and the test parameters.

NOTICE

Before you apply for your retail or wholesale license, applicants must attend a dealer education program and pass a 40-question written examination that is given by Occupational Licensing DMV before submitting the application.

Occupational Licensing Inspector Offices

According to dmv.ca.gov, there are currently fourteen occupational licensing offices in California along with 2 designated servicing locations throughout California.

Below are the current hours at the Full-time service locations:

Monday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4:30 p.m.
Tuesday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4:30 p.m.
Wednesday: Closed
Thursday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4:30 p.m.
Friday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 4:30 p.m.
Saturday: Closed
Sunday: Closed

Here are the addresses for the Full-time Service Locations:

<p>Covina 1365 N. Grand Avenue, Suite 102 Covina, CA 91724 (626) 974-7140</p>	<p>Orange 790 The City Drive South, Suite 410 Orange, CA 92868 (714) 703-2632</p>
<p>Fresno 2510 S East Avenue, Suite 100A Fresno, CA 93706 (559) 445-5304</p>	<p>Sacramento 7226 Florin Mall Drive Sacramento, CA 95823 (916) 262-2563</p>
<p>Los Angeles 3615 S Hope Street Los Angeles, CA 90007 (Inspector Office co-located with a full-service Field Office) (213) 744-7563</p>	<p>San Bernardino 473 E. Carnegie Drive, Suite 150 San Bernardino, CA 92408 (909) 501-3175</p>
	<p>San Diego 1455 Frazee Road, Suite 420 San Diego, CA 92108 (619) 688-0124</p>

There are also limited-service locations as well. These offices have reduced availability and inspectors, so it is always recommended to call to schedule an appointment before showing up. Many of these locations are in DMV field offices. Here are the hours for limited-service locations:

Monday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 3:30 p.m.
Tuesday: Closed
Wednesday: 9 a.m. – 11:30 a.m. and 1 p.m. – 3:30 p.m.
Thursday: Closed
Friday: 8:30 a.m. – 11:30 a.m. and 1 p.m. – 3:30 p.m.
Saturday: Closed
Sunday: Closed

These are the locations for limited-service locations:

El Cerrito

6400 Manila Avenue
El Cerrito, CA 94530
(Inspector Office co-located with a full-service Field Office)
(510) 231-7818

Fairfield

4630 Westamerica Drive, Suite H
Fairfield, CA 94534
(707) 864-4759

Hayward

150 Jackson Street
Hayward, CA 94544
(Inspector Office co-located with a full-service Field Office)
(510) 293-1720

San Francisco

1377 Fell Street 2nd Floor
San Francisco, CA 94117
(Inspector Office co-located with a full-service Field Office)
(415) 431-6279

San Jose

90 Great Oaks, Suite 104
San Jose, CA 95119
(408) 229-7113

Santa Maria

523 S. McClelland Street
Santa Maria, CA 93454
(Inspector Office co-located with a full-service Field Office)
(805) 346-2192

Van Nuys

6150 Van Nuys Boulevard, Suite 250
Van Nuys, CA 91401
(818) 376-4201