

## BUREAU CERTIFIED INSTRUCTOR APPLICATION INSTRUCTIONS

Complete this application in accordance with the instructions below and include additional pages and documents as necessary. The Bureau of Automotive Repair (BAR) cannot consider an application for licensure unless all requested information is provided.

Check the appropriate box for either New Instructor Certification or Renewal of Instructor Certification. If this application is for renewal, enter the Certified Instructor (CI) number previously assigned by BAR.

*Please follow the instructions below to assist you in answering sections 1 - 11 on the application.*

### SECTION 1-11 (COMPLETE ALL SECTIONS).

1. **APPLICANTS NAME:** Provide the exact name as listed on your Smog Check Inspector (EO) and Smog Check Repair Technician (EI) licenses.
2. **HOME ADDRESS:** Provide your street address, city, state, and zip code as listed on your EI and EO licenses.
3. **ALTERNATE ADDRESS:** If you prefer to receive your mail at an address other than your home address, such as a PO Box, please complete section 3.
4. **HOME TELEPHONE NUMBER:** Provide your home area code and phone number.
5. **WORK TELEPHONE NUMBER:** Provide your work area code and phone number.
6. **EMAIL ADDRESS:** Provide your email address. The email address should be the same as that listed on the California Automotive Resources Center website at [www.bar.ca.gov/calarc](http://www.bar.ca.gov/calarc) to ensure that you receive all email notifications from BAR.
7. **SMOG CHECK LICENSE NUMBER AND EXPIRATION DATE:** List your EI/EO license number as well as the expiration date. Please attach copies of your EO and EI licenses in addition to copies of your National Institute for Automotive Service Excellence (ASE) A6, A8, and L1 certifications, and if providing diesel training, the A9 certification.
8. **INSTITUTION(S) OF EMPLOYMENT AND INSTITUTION NUMBER:** Provide the name of the BAR certified training institution(s) where you are employed and the institution number. If you teach at more than one institution, use additional pages to list all institutions. This ensures that BAR lists you as an instructor at each of the institutions listed on the application and ensures you can issue certificates of completion at any of the institutions.
9. **APPLICANT QUALIFICATIONS:** To qualify, a CI applicant must meet all of the following requirements:
  - Possess a current Smog check Inspector (EO) and Repair Technician (EI) license.
  - Does not have any BAR citations or any BAR administrative actions in the last 36 months.
  - Have relevant teaching experience/education in one or more of the following areas:
    - Teaching credential from the California Department of Education; or
    - Six semester college unit on the subject of vocational teaching; or
    - Letter of recommendation from a high school or community college administrator documenting a minimum of one-year teaching experience for the applicant.
10. **BACKGROUND INFORMATION:** Answer all questions a - f. Attach additional information to this application as required.

Expedited application assistance is available for current or former United States military personnel and spouses or domestic partners of active duty or reserve military personnel. A waiver of renewal requirements is available for active duty or reserve military personnel. To apply for expedited application assistance or a renewal requirement(s) waiver, you must submit required documentation as specified at [www.bar.ca.gov](http://www.bar.ca.gov). (See Health and Safety Code section 44031.5(d) and Business and Professions Code sections 114.3 and 115.5.)

Expedited application assistance is available for applicants who were admitted to the United States as a refugee under Section 1157 of Title 8 of the United States Code, applicants who have been granted asylum by the Secretary of Homeland Security or the Attorney General of the United States pursuant to Section 1158 of Title 8 of the United States Code, or applicants who have a special immigrant visa (SIV) that has been granted status under Section 1244 of Public Law 110-181, under Public Law 109-163, or under Section 602(b) of Title VI of Division F of Public Law 111-8. (Business and Professions Code section 135.4)

Acceptable refugee, asylee, and immigration documentation includes:

- Form I-94, Arrival/Departure Record, with an admission class code such as “RE” (Refugee) or “AY” (Asylee) or other information designating the person a refugee or asylee.
  - Special immigrant visa that includes the designators “SI” or “SQ.”
  - Permanent Resident Card (Form I-551), commonly known as a “Green Card,” with a category designation indicating that the person was admitted as a refugee or asylee.
  - An order from a court competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.
11. **CERTIFICATION:** Read, sign, and date section 11 of the application. Your signature affirms that all statements are true and correct. Any false statement made on this application may result in denial of the application or legal action later to revoke the certification.

## **IMPORTANT ADDITIONAL INFORMATION**

Per California Civil Code Section 1798.17 (Information Practice Act), the Director of the Department of Consumer Affairs is responsible for maintaining the information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by Section 1798.40 of the Civil Code.

**APPLICATION FOR CERTIFICATION:** Complete the attached application. Give all applicable information, as requested in the instructions. Send the completed application to BAR’s Hardware Certification and Schools Unit listed on the application. After your certification is initially approved and processed, you will be notified of the written exam and oral presentation dates. The average processing time is 6-8 weeks from the receipt of your application depending on scheduling dates for testing and the oral presentation.

**RENEWAL OF CERTIFICATION:** You must renew your license by submitting an Application for Renewal every two years. The Bureau of Automotive Repair may email you a courtesy notice approximately 60 days before expiration of your current certification. However, if you do not receive a renewal notice, you are still responsible for renewing your certification.

## **NOTICE ON COLLECTION OF PERSONAL INFORMATION**

### **COLLECTION AND USE OF PERSONAL INFORMATION**

The Bureau of Automotive Repair of the Department of Consumer Affairs collects the personal information requested on this form as authorized by Business and Professions Code sections 30, 9884, and 9887.2, Labor Code section 432.7, Civil Code section 1798 et seq. (Information Practices Act), and California Code of Regulations, title 16, section 3306. The Bureau of Automotive Repair uses this information principally to identify and evaluate applicants for certification, issue and renew certification, and enforce standards set by law and regulation. Pursuant to Business and Professions Code section 27, the school operator’s address of record is a public record and will be posted on BAR’s website.

### **MANDATORY SUBMISSION**

Submission of the requested information is mandatory. The Bureau of Automotive Repair cannot consider your application for certification or renewal unless you provide all requested information.

### **ACCESS TO PERSONAL INFORMATION**

You may review the records maintained by the Bureau of Automotive Repair that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

## **POSSIBLE DISCLOSURE OF PERSONAL INFORMATION**

The Bureau of Automotive Repair makes every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in the following circumstances:

In response to a Public Records Act (PRA) request (Government Code section 6250 et seq., as allowed by the Information Practices Act (Civil Code section 1798 et seq.);

- To another government agency as required by State or Federal law; or
- In response to a court or administrative order, a subpoena, or a search warrant.

Effective July 1, 2012, the California Department of Tax and Fee Administration and the Franchise Tax Board may share taxpayer information with this agency.

## **CONTACT INFORMATION**

For questions about this notice or access to your records, you may contact the Bureau of Automotive Repair, Hardware Certification and Schools Unit at 10949 North Mather Boulevard, Rancho Cordova, CA 95670, by phone at (916) 403-0315, [bar.hcsu@dca.ca.gov](mailto:bar.hcsu@dca.ca.gov), or by email to the BAR PRA Unit at [bar.pra@dca.ca.gov](mailto:bar.pra@dca.ca.gov).

For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210, or by email at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

For questions about the Information Practices Act, you may contact the Office of the Attorney General, California Department of Justice - Attention: Public Inquiry Unit, PO Box 944255, Sacramento, CA 94244, by phone at (800) 952-5225, or online at [www.oag.ca.gov](http://www.oag.ca.gov).



## BUREAU CERTIFIED INSTRUCTOR APPLICATION

New Instructor Certification

Renewal of Instructor Certification

Instructor Number: CI

FOR BAR USE ONLY
Reviewed and Approved By:
Date Processed:

Please type or print legibly in ink. If not applicable, indicate N/A.

<b>1. FULL NAME</b>		
<b>2. STREET ADDRESS</b>	Number and Street	City State Zip Code
<b>3. MAILING ADDRESS</b>	Number and Street or PO Box Suite or Unit #	City State Zip Code
<b>4. HOME TELEPHONE NUMBER</b>	<b>5. WORK TELEPHONE NUMBER</b>	<b>6. EMAIL ADDRESS</b>
<b>7. SMOG CHECK EO/EI LICENSE NUMBERS AND EXPIRATION DATES</b>		
Smog Check EO License Number _____		Expiration Date _____
Smog Check EI License Number _____		Expiration Date _____
Attach a copy of both Smog Check licenses along with your current certifications from the National Institute for Automotive Service Excellence (ASE) in the certification categories of Electrical/Electronic Systems (A6), Engine Performance (A8), Advanced Engine Specialist (L1), and, if providing diesel training, the Light Vehicle Diesel Engines (A9) certification.		
<b>8. INSTITUTION OF EMPLOYMENT</b>		
Institution Name _____		Institution Number _____
<b>9. APPLICANT QUALIFICATIONS</b> (All applicants must meet the following requirements)		
Possess a current Smog Check Inspector (EO) and Repair Technician (EI) License		
Does not have any BAR citations or any BAR administrative actions in the last 36 months		
Have relevant teaching experience/education in one or more of the following areas (check all that apply and provide documentation with application):		
Teaching credential from the California Department of Education; or		
Six semester college units on the subject of vocational teaching; or		
Letter of recommendation from a high school or community college administrator documenting a minimum of one-year teaching experience for the applicant.		
<b>10. APPLICANT'S BACKGROUND</b> Attach additional pages if necessary.		
<b>a. Are you currently serving, or have you previously served, in the United States military?</b>	YES	NO
If YES, you must provide required documentation. Refer to instructions page.		
<b>b. Are you a refugee, asylee, or holder of a special immigration visa?</b>	YES	NO
If YES, you must provide required documentation. Refer to instructions page.		
<b>c. Has the Department of Consumer Affairs (DCA) or BAR ever issued you a license?</b>	YES	NO
If YES, provide the type of license(s) and license number(s) below.		
<b>d. Have you ever had a license, certificate, or registration denied, suspended, revoked, or placed on probation by DCA or BAR?</b>	YES	NO
If YES, provide a statement of explanation.		

<p><b>e. Has DCA or BAR ever issued you a citation?</b></p> <p>If YES, provide a statement of explanation.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>f. Pursuant to Business and Professions Code sections 480 and 490, have you ever been convicted of any offense or entered a plea of nolo contendere in the United States or a foreign country?</b></p> <p>This includes every citation, infraction, misdemeanor and/or felony, including traffic violations. Note: Convictions that were adjudicated in the juvenile court or convictions two years or older under California Health and Safety Code sections 11357(b), (c), (d), (e), or section 11360(b) should not be reported. Convictions that were later dismissed by the court or set aside pursuant to section 1203.4, 1203.4(a), 1203.41, or 1203.42 of the California Penal Code or equivalent non-California law MUST be disclosed.</p> <p>If YES, provide a statement of explanation, including the crime for which there was a conviction, the approximate date and location of the crime, and the sentence served, if any.</p>	<p><b>YES</b></p>	<p><b>NO</b></p>
<p><b>11. CERTIFICATION</b></p> <p>I certify under penalty of perjury under the laws of the state of California that all the statements I have made in this application and all attached supporting documents pertaining to this application are true and correct.</p> <p>SIGNATURE _____ DATE _____</p>		

**NOTE:** Once submitted, your application for Certified Instructor and supporting documentation become the property of BAR and will be kept as a matter of record. MAKE A COPY OF THIS COMPLETED AND SIGNED APPLICATION FOR YOUR RECORDS.