

## LICENSED SALESPERSON GUIDELINES

These guidelines are issued to assist all salespeople who are granted a Salesperson Licence from the Vehicle Sales Authority of BC (VSA).

### SALESPERSON LICENSING

Pursuant to Section 39 of the *Motor Dealer Act*, the Salesperson Licensing Regulation and Directive #12, all licensed motor dealers are required to ensure that all sales and management staff and other representatives involved in retail vehicle sales are licensed by the VSA.

The positions that are required to be licensed include:

- used and new vehicle sales
- business office
- lease office
- internet sales
- sales managers
- and other positions, including managers, dealer principals and other representatives, who are involved in activities and decisions affecting the retail vehicle sales process within a licensed dealership

### Obligations of a Licensed Salesperson:

- abide by all relevant legislation governing retail vehicle sales as well as all directives and guidelines issued by the VSA
- maintain a good standing with the VSA including:
  - ensuring there are no outstanding debts to the VSA or related organizations,
  - providing the VSA with your current mailing address,
  - and renewing your licence prior to expiry
- surrender your licence to the VSA and request cancellation of the licence when leaving the retail motor vehicle industry

Under the current legislation, the Registrar may refuse an application for a licence, or if a person is already licensed, cancel or suspend the licence for a period of time. Any such actions can only be taken following an investigation and hearing process providing all parties with an opportunity for fair representation.

### Term of a Salesperson Licence

The term of an initial salesperson licence is one year. Renewing online provides an option of a two-year licence term.

## Licence Start Date

Your Licence start date will be the first day of employment at a Licensed Motor Dealer.

## Conditions on Your Licence

You are required to successfully complete the required certification course within 45 days of your licence start date.

If the conditions are not met within the timeframe provided, your Conditional Licence will expire and **you will not be eligible to work in retail motor vehicle sales.**

## Salesperson Licence

A Salesperson Licence photo ID card(s) will be issued to you. A licence is valid for one year from your initial start date in the industry.

## Training & Certification

As a condition of licence, you must complete the Salesperson Licensing Course offered through the Vehicle Sales Authority within 45 days of starting employment at a dealership.

Please note that if you do not pass the VSA Salesperson Licensing Course with a 75% grade within the allotted conditional licence period, your licence will be suspended. **You will not be eligible to work in retail vehicle sales until you pass the course.**

## Renewing a Salesperson Licence

All licensed salespeople will receive an application for renewal package, emailed to them approximately four weeks prior to the expiry of their current licence. You are responsible for ensuring that renewal applications are completed online or submitted, in full, to the VSA prior to the expiry of your current licence. Late fees will apply for all late renewal applications. If you do not receive your renewal notice prior to your licence expiring, please contact the VSA Licensing Department at 604-574-7256.

## Changing Employers

Each salesperson licence includes the current dealer/employer's name. When you change employers, it is your responsibility to ensure that your new dealer/employer faxes a completed *Employment Authorization Form* to the VSA.

*Employment Authorization Forms* are available on the VSA website or by contacting the VSA office.

## When a Salesperson is Not Employed in the Industry

If you become unemployed for any amount of time, you must inform the VSA. The status of your licence will become "inactive." Your licence can remain "inactive" within the VSA system, as long as all other licensing conditions are met, including renewal, until you find a job in the industry and an ***Employment Authorization Form*** is submitted by your new employer/dealer.



### **Salesperson Licence Search on the VSA Website**

If you are unsure of your licence status, you can go to the VSA website and conduct a search using your name, your VSA Salesperson Licence number or the name of the dealership you are working for.

If you do not show up on any search results on our website search, please call the VSA Licensing Department at 604-574-7256 and a Licensing Officer can assist you.

### **Working for More Than One Dealership**

If you work for more than one dealership at the same time, you are required to provide a completed *Employment Authorization Form* for each employment agreement. A licence will be issued for each employer/dealership.

Your photo ID licence is only valid while you are employed at licensed dealership.

### **Medical Leave**

A licensed salesperson may effectively put their VSA licence "on hold" for medical leave reasons. Complete details of the Medical Leave Policy are available on the VSA website or by contacting the VSA office.

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#### **VSA Contact Information**

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