



Employment Change Form

SECTION A Salesperson Information - please print clearly

Last name _____ Given names _____

Date of birth mm / dd / yyyy VSA licence # _____ Email address _____
(not a dealer email address)

The following sections need to be completed and signed by an authorized official of the dealership that you are or will be employed at.

SECTION B Motor Dealer Business Information - please print clearly

Dealership name(s) _____ VSA dealer #(s) _____

Phone number _____ Email address _____

SECTION C Designated Employment Authorization - please print clearly

Primary role of Licensee: ☐ Salesperson ☐ Lease Office ☐ Business Office ☐ Internet Sales ☐ Management ☐ Dealer Principal

Employment start date: mm / dd / yyyy

Print name - Authorized Official

Signature - Authorized Official

Dealer: Please complete Section D and return it to the VSA when employment is terminated.

SECTION D Cancellation of Employment - please print clearly

The salesperson identified in Section A above is no longer employed and is no longer an authorized designated salesperson of the business effective as of the date below.

Employment end date: mm / dd / yyyy

Print name - Authorized Official

Signature - Authorized Official

Important Salesperson Licensing Information

Motor dealers must ensure that all staff, management, and other representatives involved in retail vehicle sales hold a valid salesperson licence issued by the Vehicle Sales Authority of BC (VSA).

The VSA recommends dealerships designate someone in the organization to be responsible for salesperson licensing. This person needs to ensure that all employees involved in retail vehicles sales hold a valid salesperson licence issued by the VSA. Please forward this document to that person.

Checklist for a new salesperson starting at dealership:

1. Does the salesperson have a current VSA Salesperson ID Card? If the salesperson is unsure of their status, please phone the VSA licensing department at 604-575-7253 and a licensing officer can verify the status of the salesperson's licence. You can also search the [VSA website](#) for the salesperson and their status.
2. If the new salesperson has a valid VSA Salesperson Licence ID, email or fax in an Employment Change Form (see attached or download from [Employment Change Form](#)) with sections A, B, and C completed. Keep a copy of the completed form in the salesperson's employment file. Please note: The Employment Authorization Form must be signed by an authorized official of the dealership.
3. If the new salesperson is new to the industry or has never received a VSA Salesperson licence, he/she must apply for and receive a VSA conditional salesperson licence prior to starting work as a salesperson at the dealership. The application process is:
 - a. Download the most current [Salesperson Application Package](#) from Salesperson Licence Application or have the salesperson [apply online](#).
 - b. A checklist is included with the application package; use to avoid delays in obtaining a conditional licence.
 - c. Keep a complete copy of the application in the salesperson's employment file in case the original does not reach the VSA office.
 - d. Submit a complete salesperson application with payment.
 - e. Salesperson will receive a conditional licence from the VSA in the mail if the application is approved.
 - f. Salesperson will be automatically registered for the VSA Certified Salesperson Course when they apply for a salesperson licence. A passing grade of 75% for the course must be obtained by the salesperson within the designated conditional licence period (45 days from the first day the applicant starts working in retail motor vehicle sales) or their Conditional Licence will expire, and the individual will not be eligible to work in retail vehicle sales.
4. When a salesperson leaves the dealership or is transferred to a non-retail vehicle sales position within the dealership (e.g. service advisor), complete section D of the Employment Authorization Form (A, B, and C should have been completed when the salesperson first started). Email or fax to the VSA office. This will remove the salesperson as a licensed salesperson for the dealership.