



# Title Clerk Training At the NFADA

(1144 Wehrle Drive, Williamsville, NY 14221)



## Session # 1 – DMV 101: Basic/Beginner Skills

Thursday, June 12, 2025 ~ 8:30am – Noon

## Session # 2 – DMV Refresher: Intermediate/Advanced Skills

Thursday, June 12, 2025 ~ 1:00pm – 4:30pm

\$175 per person each session or \$250 for the **same person** attending both sessions.  
\$200 (includes tax) Title Clerk Manual: may share if there is more than one attendee from same dealership.

Registration Deadline: June 4, 2025

### **Thursday, June 12, 2025 ~ 8:30am – Noon** **DMV 101: Basic/Beginner Skills**

**Basic/Beginner Title Resource Training** Introduces procedures for daily transactions and knowledge of identification, insurance cards, MV Forms, ownership document requirements, rules, regulations, and laws. Plus plenty of time for Q & A. This course is designed for an entry-level title clerk. This session is ideal for the new employee, sales and F&I, and the person(s) who is backup to the Title Clerk position.

### **Thursday, June 12, 2025 ~ 1:00pm – 4:30pm** **DMV Refresher: Intermediate/Advanced Skills**

**DMV Refresher: Intermediate/Advanced Title Training** Attendees should have a working knowledge of basic skills and issues. This class drills in on the more intricate title procedures, transactions, fraud protection and gives a more in-depth look at Dept. of Motor Vehicle laws. There will also be discussion on organizing your Title Office to maximize your efficiency. Plus, plenty of time for Q & A.

**About our Presenter:** The instructor for this program is Genny Leone. Ms. Leone has been the DMV Title Trainer for NFADA for 25+ years and brings top notch DMV skills to our Title and Billing Clerks. Her in-depth knowledge will help train all attendees at these valuable training sessions.

**REGISTRATION (deadline June 4):** Please use the attached registration form or email [cindy@nfada.com](mailto:cindy@nfada.com)

**More Information:** Please contact Cindy Czaja at the NFADA:

Email: [cindy@nfada.com](mailto:cindy@nfada.com) or [dmv@nfada.com](mailto:dmv@nfada.com)

Fax: 716-631-0759