

Municipal Training Schedule

Spring/Summer Training - 2006

Date	Class	Time	Location
May 9, 2006	Limited New	9:00 to 4:00	West Paris Town Office
May 10, 2006	New	9:00 to 4:00	25 Kingsbury St., W. Paris, ME
May 23, 2006	Limited New	9:00 to 4:00	Dept. of Human Services
May 24, 2006	New	9:00 to 4:00	Conference Room A 208 Graham St., Biddeford, ME
June 6, 2006	Truck	9:00 to 1:00	Standish Town Office 175 Northeast Road, Standish, ME
June 13, 2006	Limited New	9:00 to 4:00	Presque Isle Town Office
June 14, 2006	New	9:00 to 4:00	12 Second St., Presque Isle, ME
June 15, 2006	Truck	9:00 to 1:00	
June 27, 2006	Limited New	9:00 to 4:00	Columbia Falls Town Office
June 28, 2006	New	9:00 to 4:00	205 Main St., Columbia Falls, ME
June 29, 2006	Truck	9:00 to 1:00	

Memorandum

**Bureau of Motor Vehicles
Dealer and Agent Services**

To: Municipal Agents and Tax Collectors
From: Susan Harris-Pomerleau, Section Manager, Dealer and Agent Services
CC: Catherine Curtis, Director, Vehicle Services
Subject: Municipal Agent Registration Spring/Summer Training Schedule - 2006

We are pleased to announce our Spring/Summer municipal training schedule for 2006. These training classes are required of all employees of a municipality who wish to process motor vehicle registrations through their town. Please keep this schedule for future reference.

Please complete the sign-up form below and fax to this office prior to the class. All of the class sizes are limited. In consideration of others, please sign up for the class that you are certain you will be able to attend. If circumstances change and you are unable to attend, please notify this office as soon as possible in order that a substitute may attend in your place. You may call this office to verify availability of seats for classes in emergency situations.

Materials to bring to class: A workbook is provided for the Limited New class only. **Please bring your Motor Vehicle Procedures Manual to the New registration and Truck/Permit classes.** Lunch is not provided, so please plan accordingly.

Sign-up Form

Please fax to (207) 624-9037 or call (207) 624-9000, EXT. 52163

Municipality _____ Phone _____

Training Class (please circle) Limited New New Truck

Date of Class: _____

Name(s) of Person(s) Attending _____

Please notify this office of any cancellations.