



Colorado Automobile Dealers Association

Title Processing Seminars

City	Date / Time*	Location
Lakewood	Thursday, July 19 th 9:30 am to 2:30 pm	Sheraton Denver West Hotel 360 Union Boulevard Lakewood, CO 80228 Phone: (303) 987-2000 www.Sheraton.com/DenverWest
Denver	Wednesday, Aug. 22 nd 9:30 am to 2:30 pm	William D. Barrow Building (CADA/MDADA Headquarters) 290 E. Speer Blvd (SW Corner of Grant/Speer) Denver, CO 80203 Phone: 303.831.1722
Denver	Tuesday, Sept. 11 th 9:30 am to 2:30 pm	Marriott Denver Tech Center Hotel 4900 S. Syracuse St. Denver, CO 80237 Phone: 303.779.1100 http://marriott.com/property/propertypage/DENTC

* LUNCH WILL BE PROVIDED.

Title personnel from major metro Denver and area counties will provide title process training for dealership personnel:

- County clerk staff will provide training. Various counties are planning to participate: Adams, Arapahoe, Douglas, Denver, Broomfield, Pueblo, El Paso, and others. [Not all counties will be at every seminar due to internal staff constraints].
- Key materials, forms, procedures/processes and more will be provided in a comprehensive **Title Processing Manual** – with some *state* materials and tabs for the various counties that elect to send forms/materials. All key resources for dealership title clerks that CADA staff can obtain are being compiled into one place; and will be updated on an ongoing basis.
- Session will cover various sources of common errors that lead to title rejections, resources and tips on how to avoid these errors (especially tax information), and procedural requirements that may vary between counties.
- An update on Secure and Verifiable ID (SVID) requirements will be provided, recent changes to title information request processes will be addressed, a detailed review of POAs will be provided, and recent form changes reviewed.

AGENDA: 9:00 am, check-in begins; **9:30 am session starts**; Lunch: Noon to 12:30 pm
Ample Q&A time will be provided throughout.

Title Processing Manual: CADA will provide a Title Processing Manual as part of this training seminar. The manual will be updated on an ongoing basis with changes from the various counties/states as CADA is made aware of them by the state and respective counties. Updates for the remainder of this year will be provided as needed; *future years will entail some annual maintenance cost that is not yet defined*.

➤ **SUBMIT QUESTIONS PRIOR TO THE TRAINING SESSION:** If you have title processing questions, issues or items that you think need clarification, please email Tammi.McCoy@CADAonline.org.

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TO REGISTER, PLEASE RETURN THIS FORM AND PAYMENT OF \$199 / 1ST PERSON (INCLUDES ONE TITLE PROCESSING MANUAL) AND \$119 / ADD'L PERSONS (OPTIONAL PURCHASE OF ADDITIONAL MANUAL)

CADA, 290 East Speer Blvd, Denver, CO 80203, Fax: 303.831.9100 [Checks payable to "CADA"]
or RSVP@cadaonline.org

Dealership Name _____ City/Zip _____

Credit Card # _____ EXP _____
(Visa / MasterCard / American Express accepted)

(1) Name _____ Title _____
E-mail _____ Phone _____ Fax _____
Select Location: ___ July 19 th /Thursday ___ August 22 nd /Wed. ___ Sept. 11 th /Tuesday

(2) Name _____ Title _____
E-mail _____ Phone _____ Fax _____
_____ CHECK HERE if you would also like a copy of the <u>Title Processing Manual</u> at \$75.00 each (one copy will be provided to the FIRST attendee) for this additional attendee.
Select Location: ___ July 19 th /Thursday ___ August 22 nd /Wed. ___ Sept. 11 th /Tuesday

CANCELLATIONS: MUST BE RECEIVED TWO DAYS PRIOR TO THE TRAINING SESSION

QUESTIONS:
Tim Jackson, 303.282.1448
tim.jackson@cadaonline.org

QUESTIONS:
Tammi McCoy, 303.282.1449
tammi.mccoy@cadaonline.org

REGISTRATION:
Lauren Stadler, 303.457.5123
lauren.stadler@cadaonline.org