



Colorado Automobile Dealers Association

# Title Processing Seminars

City	Date / Time*	Location
Lakewood	Thursday, July 19 <sup>th</sup> 9:30 am to 2:30 pm	Sheraton Denver West Hotel 360 Union Boulevard Lakewood, CO 80228, Phone: (303) 987-2000 <a href="http://www.Sheraton.com/DenverWest">www.Sheraton.com/DenverWest</a>
Denver	Wednesday, Aug. 22 <sup>nd</sup> 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 <sup>th</sup> 9:30 am to 2:30 pm	Marriott Denver Tech Center Hotel 4900 S. Syracuse St. Denver, CO 80237, Phone: 303.779.1100 <a href="http://marriott.com/property/propertypage/DENTC">http://marriott.com/property/propertypage/DENTC</a>

\* LUNCH WILL BE PROVIDED.

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

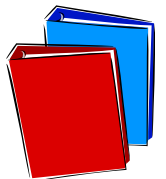
- County clerk staff will provide training. Various counties are planning to participate: Adams, Arapahoe, Douglas, Denver, Broomfield, Pueblo, El Paso, and others. [Not all counties will be represented at every seminar due to internal staff constraints].
- Key materials, forms, procedures/processes 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.

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**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.*

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**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 as CADA is made aware of them by the state or the respective counties.  
→ Updates for the remainder of this year will be provided as needed; *future years will require 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](mailto:tammi.mccoy@cadaonline.org).



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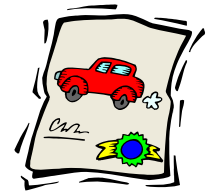
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## - REGISTRATION FORM -

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**COST:** \$199 - 1<sup>ST</sup> PERSON (INCLUDES ONE TITLE PROCESSING MANUAL)  
 \$119 - ADD'L PERSONS (PURCHASE OF ADDITIONAL MANUAL IS OPTIONAL)



### To REGISTER:

→ FAX/MAIL: PLEASE RETURN THIS FORM AND PAYMENT TO

CADA, 290 East Speer Blvd, Denver, CO 80203, FAX: 303.831.9100 [Checks payable to "CADA"]

→ ONLINE: At [www.cadaonline.org/registration](http://www.cadaonline.org/registration) (pay by credit card or request an invoice)

Dealership Name \_\_\_\_\_ City/Zip \_\_\_\_\_

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

(1) Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Select Location: \_\_\_\_\_ July 19<sup>th</sup>/Thursday \_\_\_\_\_ August 22<sup>nd</sup>/Wed. \_\_\_\_\_ Sept. 11<sup>th</sup>/Tuesday

(2) Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

\_\_\_\_\_ CHECK HERE if you would like an additional copy of the Title Processing Manual at \$75.00 for this attendee (one copy is included in the price for the FIRST attendee).

Select Location: \_\_\_\_\_ July 19<sup>th</sup>/Thursday \_\_\_\_\_ August 22<sup>nd</sup>/Wed. \_\_\_\_\_ Sept. 11<sup>th</sup>/Tuesday

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

### QUESTIONS:

Tim Jackson, 303.282.1448  
[tim.jackson@cadaonline.org](mailto:tim.jackson@cadaonline.org)

### QUESTIONS:

Tammi McCoy, 303.282.1449  
[tammi.mccoy@cadaonline.org](mailto:tammi.mccoy@cadaonline.org)

### REGISTRATION:

Lauren Stadler, 303.457.5123  
[lauren.stadler@cadaonline.org](mailto:lauren.stadler@cadaonline.org)