

County Vehicle Training Checklist

MVD Learning & Development

This checklist is intended for all county vehicle staff. Each topic is categorized by topic, and a list of training resources has been provided to act as a guide.

Please email all completed checklists to mvd.learninganddevelopment@iowadot.us.

Trainee Information:

| | | | |
|------------------|----------------|--------------|------------------------|
| Employee Name | County | Date of Hire | Employee Email Address |
| County Treasurer | County Phone # | | |

Reference Materials:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| <div>County Treasurer Website<ul style="list-style-type: none">Policy MemosCounty Treasurer Online Manual (CTM)Training and Documentation Section</div> <div>County Resources:<ul style="list-style-type: none">Peck's Title BookPolk's Motor Vehicle Registration Manual: Title, Registration, and Related Procedures for All States</div> | | | |

[Code of Iowa and Administrative Rules](#)

Registration Renewal:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|--|---------------|----------------------|---------------------|
| Daily Mail | | | |
| Renewal Notices – how do they get generated, who mails them, etc. | | | |
| Registration Fees – CTM Section 5 Fee by Vehicle Type | | | |
| Renewal Process – renew vehicles one at a time. ARTS: VRT/Title and Reg/Registration Renewal <ul style="list-style-type: none"> Address Changes Changing Registration Month – Only once per duration of ownership ARTS Fast Path: RR & EZRR Delinquent Renewals – Business date is date postmarked on envelope. Change of Address | | | |
| Renewal Correction Notices Renewal Correction Form – Used to send back renewals for additional info/money | | | |
| Void Registration ARTS: VRT/Title and Reg/Void Registration ARTS Fast Path: RVR | | | |

| | | | |
|--|--|--|--|
| Stops State Stops include: <ul style="list-style-type: none"> • Dept of Revenue 515.281.6944 • Clerk of Court per county • Contact Driver Services 515.244.9124 • Dept. of Human Services per county • Iowa Student College Aid Commission 800-383-4222 County Stops – per county City Stops – per city | | | |
|--|--|--|--|

Terminate/Suspension/Revocation/Reinstate Registration:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Susp or Rev of Registration – CTM Section 18, page 18.2, part 2 & 18.4 ARTS: VRT/Title and Reg/Terminate Registration | | | |
| Reinstate Registration due to suspension. ARTS: VRT/Title and Reg/Reinstate Registration ARTS Fast Path: RRI | | | |
| Reinstate Registration due to NSF/Returned Check ARTS: VRT/Title and Reg/Reinstate Registration ARTS Fast Path: RRI Plus – collect the initial payment under ARTs/Cash Drawer/Misc. Transaction | | | |
| Reinstate Registration – Use to reinstate a revoked or suspended vehicle. ARTS: VRT/Title and Reg/Reinstate Registration ARTS Fast Path: RRI | | | |

| | | | |
|--|--|--|--|
| Collect NSF – used when vehicle has NOT been revoked Finance/NSF/Collect NSF | | | |
|--|--|--|--|

Storage:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Store Vehicle Plates ARTS: /VRT/Title and Reg/Store Vehicle | | | |
| Requirements – CTM Section 7, page 7.17 and 7.18 | | | |
| Statement of Non-Use – CTM Section 7, page 7.17 and 7.18 | | | |
| Military Storage in Time of War - CTM Section 7, page 7.17 and 7.18 | | | |

Registration Penalty:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Original registration calculation – CTM Section 7 | | | |
| Renewal of registration calculation - CTM Section 7 | | | |
| Vehicle moved into Iowa calculation - CTM Section 7 | | | |
| Penalty beyond current year calculation - CTM Section 7 | | | |

Additional Registration Items:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|--|---------------|----------------------|---------------------|
| Reprint Registration – used for replacement Registration/Validations ARTS: VRT/Title and Reg/Reprint Registration ARTS Fast Path: RRP | | | |
| Update Registration/Replacement Plates used for address changes and replacement plates. ARTS: VRT/Title and Reg/Update Registration ARTS Fast Path: RU | | | |

Odometer and Damage Disclosure:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|--|---------------|----------------------|---------------------|
| Odometer – CTM Section 10, page 10.9 and 10.10 | | | |
| Damage Disclosure – CTM Section 10, page 10.11 | | | |

New Vehicle – Iowa Title Transfer:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/Title and Reg ARTS Fast Path: TR | | | |
| Supporting Documents – CTM Section 10 | | | |
| Document Fees – CTM Section 4 | | | |
| Fee for new registration – Use Tax Manual | | | |
| Registration Fee – CTM Section 5 | | | |
| Registration Fee Credit Limitations – CTM Section 11 | | | |
| Registration Penalty – CTM Section 7 | | | |
| Vehicle Forms | | | |

Used Vehicle – Iowa Title Transfer:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/Title and Reg ARTS Fast Path: TR | | | |
| Supporting Documents – CTM Section 10 | | | |
| Document Fees – CTM Section 4 | | | |
| Fee for new registration – Use Tax Manual | | | |
| Registration Fee – CTM Section 5 | | | |
| Registration Fee Credit Limitations – CTM Section 11 | | | |
| Registration Penalty – CTM Section 7 | | | |
| Vehicle Forms | | | |

Foreign Title Transfer:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/Title and Reg ARTS Fast Path: TR | | | |
| Supporting Documents – CTM Section 10 | | | |
| Document Fees – CTM Section 4 | | | |
| Fee for new registration – Use Tax Manual | | | |
| Registration Fee – CTM Section 5 | | | |
| Registration Fee Credit Limitations – CTM Section 11 | | | |
| Registration Penalty – CTM Section 7 | | | |
| Vehicle Forms | | | |
| Vehicle Brands – CTM Section 15 | | | |

Salvage Title Transfer:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/Salvage Title ARTS Fast Path: TS | | | |
| Supporting Documents – CTM Section 15, page 15.2 | | | |
| Document Fees – CTM Section 4 | | | |
| Vehicle Forms | | | |

Additional Title Items:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Corrected Title – CTM Section 10, page 10.22 ARTS: VRT/Title and Reg/Corrected Title ARTS Fast Path: TCR | | | |
| Void Title – Previous Title was an IA Title Contact Vehicle Central Programs 515-237-315 | | | |
| Cancel Title – Use when the previous title is a MCO or Foreign Title ARTS: VRT/Title and Reg/Cancel Title ARTS Fast Path: TC | | | |
| Operation of Law Title Transfer – CTM Section 13 ARTS: VRT/Title and Reg/Title and Reg ARTS Fast Path: TR <ul style="list-style-type: none"> • Supporting Documents – CTM Section 13 • Document Fees – CTM Section 4 • Registration Fees – CTM Section 5 • Vehicle Forms • Vehicle County Continuous Learning Sessions | | | |
| Discretionary Edits <ul style="list-style-type: none"> • Discretionary Edits- CTM- Multiple Sections • JSI Edit and Enhanced Review- CTM Section 15 • Vehicle Forms • Vehicle County Site Training section • Vehicle County Continuous Learning Sessions | | | |

Trailers:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/Title and Reg ARTS Fast Path: TR | | | |
| Supporting Documents – CTM Section 10 | | | |
| Vehicle Forms | | | |
| Document Fees – CTM Section 4 | | | |
| Registration Fee – CTM Section 5 | | | |
| Registration Fee Credit Limitations – CTM Section 11 | | | |
| Registration Penalty – CTM Section 7 | | | |

Non-Transferable Registration:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|--|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/Non-Transferable Registration ARTS Fast Path: RNT | | | |
| Supporting Documents – CTM Section 10 | | | |
| Document Fees – CTM Section 4 | | | |
| Registration Fee – CTM Section 5 | | | |
| Vehicle Forms | | | |

In-Transit Title/Permit:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/In-transit Title Permit ARTS Fast Path: PI | | | |
| Supporting Documents – CTM Section 10 | | | |
| Document Fees – CTM Section 4 | | | |
| Registration Fee – CTM Section 5 | | | |
| Vehicle Forms | | | |

30-Day Permit:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: /VRT/Title and Reg/Issue Permit ARTS Fast Path: PI | | | |
| Supporting Documents – CTM Section 10 | | | |
| Document Fees – CTM Section 4 | | | |
| Registration Fee – CTM Section 5 | | | |
| Vehicle Forms | | | |

Recreate Title:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/Recreate Title ARTS Fast Path: TRT | | | |

Manufacturer Buy Back:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/Manufacturer Buy Back ARTS Fast Path: TM | | | |
| Supporting Documents – CTM Section 15 | | | |
| Document Fees – CTM Section 4 | | | |
| Vehicle Forms | | | |

Refund Registration Fee:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Refund/Credits – CTM Section 11 ARTS: VRT/Title and Reg/Refund Vehicle Registration ARTS Fast Path: REF | | | |
| Vehicle Forms | | | |

Reinstate Credit Vehicle:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|--|---------------|----------------------|---------------------|
| Reinstate Credit Vehicle - CTM Section 11 ARTS: VRT/Title and Reg/Reinstate Credit Vehicle ARTS Fast Path: RCV | | | |

Junking/Unjunking Certificates:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|--|---------------|----------------------|---------------------|
| Demolisher Certificates and Titles ARTS: VRT/Title and Reg/Junking Certificate ARTS Fast Path: TJC | | | |
| Junking Supporting Documents – CTM Section 13, page 13.2 | | | |
| Unjunking Supporting Documents- CTM Section- Coming Soon | | | |
| Vehicle Forms | | | |

Add/Release Security Interest:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Lien Notation – CTM Section 12 ARTS: VRT/Title and Reg/ Add/Release SI ARTS Fast Path: SI | | | |
| Application for Security Interest – CTM Section 12 ARTS: VRT/Title and Reg/ Add/Release SI ARTS Fast Path: SI | | | |
| Vehicle Forms | | | |
| Supporting Documents – CTM Section 12 | | | |

Replacement Titles:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| ARTS: VRT/Title and Reg/ Replace Titles ARTS Fast Path: TRP | | | |
| Supporting Documents – CTM Section 10 | | | |
| Vehicle Forms | | | |
| Document Fees – CTM Section 4 | | | |
| Print Replacement Titles – 5 day waiting period Arts/VRT/Title and Reg/ Print Replacement Title | | | |

Dispose Plate:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Used to cancel a plate in ARTs. ARTS: VRT/Title and Reg/Dispose Plate ARTS Fast Path: TDP | | | |

Insert Plate:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|--|---------------|----------------------|---------------------|
| Plate not in ARTs ARTS: VRT/Title and Reg/ Insert Plate ARTS Fast Path: IP | | | |

Additional Fee for New Registration:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Used to collect additional fee for new registration. ARTS: VRT/Title and Reg/ Additional Fee for New Registration ARTS Fast Path: AUT | | | |

Death Transactions:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|--|---------------|----------------------|---------------------|
| Death Intestates – Intestates (no will) – CTM Section 13 | | | |
| Death Testate – Testate (with a will) – CTM Section 13 | | | |
| Probate – Probate (with a will) – CTM Section 13 | | | |
| Vehicle Forms | | | |

Privacy Act:

| Content to Cover: | Date Covered: | New Hire's Initials: | Trainer's Initials: |
|---|---------------|----------------------|---------------------|
| Private Information – Vehicle Driver Privacy Protection Act 1994 (Online Training) | | | |
| Privacy Forms | | | |
| Certified Copies ARTS: VRT/Cash Drawer/ Misc. Transactions ARTS Fast Path: MISC <ul style="list-style-type: none"> Collection of Fee \$1 per document | | | |