

Vehicle Training Checklist

NAME: _____ LOCATION: _____

TITLE: _____

Reference Materials:

Content to Cover:	Date Covered:	New Hire's Initials:	Trainer's Initials:
<p>County Treasurer Website</p> <ul style="list-style-type: none">• Policy Memos• County Treasurer Online Manual (CTM)• Training and Documentation Section <p>County Resources:</p> <ul style="list-style-type: none">• Peck's Title Book• Polk's Motor Vehicle Registration Manual: Title, Registration, and Related Procedures for All States <p>Code of Iowa and Administrative Rules</p>			

Vehicle Training Checklist

Last Updated: 11/10/2022

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 <ul style="list-style-type: none"> • 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			

Vehicle Training Checklist

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Collect NSF – used when vehicle has NOT been revoked Finance/NSF/Collect NSF			

Vehicle Training Checklist

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			

Vehicle Training Checklist

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			

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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			

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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 Transfers:

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			

Vehicle Training Checklist

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 			

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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			

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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			

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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			

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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			
Release Security Interest – Section 12 ARTS: VRT/Title and Reg/ Add/Release SI ARTS Fast Path: SI			
Vehicle Forms			
Supporting Documents – CTM Section 12			

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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			

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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 (DOTU 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 			