

## CHAPTER 7

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# MECHANIC CERTIFICATION REQUIREMENTS

### Section 7-1

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#### MOTOR VEHICLE MECHANICS

**7-1.1 Requirement.** The *Motor Vehicle Service and Repair Act* requires repair facilities to employ persons properly certified for the types of repairs performed by the facility. Holders of valid mechanic trainee permits must work under the supervision of a properly certified mechanic.

**7-1.2 Specific Types.** Persons who must be certified include:

- a) Those who diagnose or repair the operating condition of a motor vehicle;
- b) Those who perform bench repairs on motor vehicle component parts within a business required to be registered; or
- c) Those who estimate or repair unitized body structural component damage.

*NOTE: Service writers are not required to be certified if they greet customers, initiate paperwork and do not perform diagnosis or repair. Diagnosis and repairs must be performed by properly certified mechanics.*

**7-1.3 Fees.** The certification fee for motor vehicle mechanics and trainees is set by the *Motor Vehicle Service and Repair Act* as described below.

- a) The fees for motor vehicle mechanics are as follows:
  - 1) Certification test - \$6;
  - 2) Application for original certification - \$25;
  - 3) Renewal certificate - \$20;
  - 4) Replacement certificate - \$5.
- b) The fees for motor vehicle trainees are as follows:
  - 1) Application for trainee permit - \$20;

- 2) Replacement of trainee permit - \$5.

**7-1.4 Loss of Certification.** A mechanic certificate or trainee permit may be revoked, suspended or denied, if, after a hearing is offered, the Secretary of State determines that the person:

- a) Engaged in an unfair or deceptive act or practice or made an untrue statement of a material fact;
- b) Violated any provision of the *Motor Vehicle Service and Repair Act*;
- c) Violated a probation agreement;
- d) Made unnecessary repairs or repairs not authorized by a customer;
- e) Refused to honor a warranty given to a customer;
- f) Caused or permitted a customer to sign a blank document regarding a motor vehicle repair, such as an estimate, repair order or invoice;
- g) Was ordered by a court not to repair motor vehicles as a business or not to violate the *Motor Vehicle Service and Repair Act*;
- h) Was a stockholder, officer or director of a corporate licensee, and as an individual either did something or failed to do something which would be grounds for refusing to issue or suspending or revoking a license issued to that person as an individual;
- i) Failed to comply with a final cease and desist order;
- j) Was convicted of a criminal violation of the *Motor Vehicle Service and Repair Act*;
- k) Used the “Waiver of Liability” provision of the *Motor Vehicle Service and Repair Act* to avoid other requirements of the Act;
- l) Was convicted of violating the *Used Motor Vehicle Parts Act*;
- m) Was convicted of any of the following offenses:
  - 1) Unlawfully driving away a motor vehicle;
  - 2) Concealing or misrepresenting the identity of a motor vehicle;
  - 3) Buying, receiving, possessing, concealing or aiding in the concealment of stolen, embezzled or converted property;
  - 4) Owning, operating or conducting a chop shop;
  - 5) Obscuring, defacing, altering, obliterating, removing, destroying or otherwise concealing or disguising the identity of a registration, serial or identification number.

**7-1.5 Reporting Unlicensed Mechanics.** It is a violation of the *Motor Vehicle Service and Repair Act* to perform a motor vehicle repair without a valid certificate issued by the Michigan Department of State. Information regarding an uncertified mechanic can be provided anonymously to the Michigan Department of State by telephone, e-mail, fax, or in writing, as follows:

Michigan Department of State  
Business Licensing Section  
Lansing, MI 48918

Telephone: 1-888-SOS-MICH (1-888-767-6424)  
Fax: (517) 335-2810  
E-mail: Repair@Michigan.gov

## **Section 7-2**

### **REPAIR CATEGORIES**

**7-2.1 Automobile and Light Truck Certification Categories.** The repair categories requiring mechanic certification to repair vehicles under 10,000 pounds gross vehicle weight (G.V.W.) are:

- a) Engine Repair;
- b) Engine Tune-up/Performance;
- c) Front End, Suspension and Steering Systems;
- d) Brakes and Braking Systems;
- e) Automatic Transmission;
- f) Manual Transmission, Front and Rear Drive Axles;
- g) Electrical Systems;
- h) Heating and Air Conditioning;
- i) Collision-Related Mechanical Repair;
- j) Unitized Body Structural Repair;
- k) Pre-1973 Vehicle Repair;
- l) B A I I D Breath Alcohol Ignition Interlock Device

**7-2.2 Heavy-duty Truck Certification Categories.** The Heavy-duty Truck Repair categories requiring mechanic certification to repair vehicles over 10,000 pounds G.V.W. are:

- a) Engine Repair, Gasoline;
- b) Engine Repair, Diesel;
- c) Drive Trains;
- d) Brakes and Braking Systems;
- e) Suspension and Steering Systems;
- f) Electrical Systems;

**7-2.3 Other On-road Vehicle Certification Categories.** Repair categories for other on-road vehicles that require mechanic certification to perform repairs are:

- a) Motorcycle;
- b) Recreational Trailer.

## **Section 7-3**

### **MECHANIC CERTIFICATION**

**7-3.1 Requirement.** A person who applies for mechanic certification must pass a written test administered by the Business Licensing Section. A separate test is required for each repair category in which the applicant is requesting certification (see Table 7-1, *Repair Categories Requiring Certification*). Tests are designed to determine the mechanic's competency to diagnose and repair motor vehicles.

- a) Tests are administered at selected Secretary of State branch offices throughout Michigan as well as the Business Licensing Section's principal office in Lansing;
- b) Special needs tests are available for immediate results pending a job offer or for persons with reading or language difficulties;
- c) A person who has passed a test administered by the National Institute for Automotive Service Excellence (ASE) may become eligible for Michigan certification by presenting evidence of passage, such as a copy of an ASE wallet card or wall certificate. In this case, the bureau's test is waived.

**7-3.2 Master Automobile Mechanic.** A person certified in all Automobile and Light Truck Repair categories (not including Collision-Related Mechanical Repair, Unitized Body Structural Repair, or Pre-1973 Vehicle Repair) will be classified as a Master Automobile Mechanic.

**7-3.3 Master Heavy-duty Truck Mechanic.** A person certified in all Heavy-duty Truck Repair categories (not including Collision-Related Mechanical Repair) will be classified as a Master Heavy-duty Truck Mechanic.

**7-3.4 Specialty Mechanic.** A mechanic who is certified in one or more repair categories but fewer than all repair categories is considered a Specialty Mechanic.

**Table 7-1**  
**Repair Categories Requiring Certification**

A & LT = Automobile & Light Truck    HDT = Heavy-duty Truck  
M = Motorcycle    RT = Recreational Trailer    PVR = Pre-1973 Vehicle Repair

| Repair Categories                             | Under 10,000 Pounds G.V.W. | Over 10,000 Pounds G.V.W. | Other On-road Vehicles |
|---|----------------------------|---------------------------|------------------------|
| Automatic Transmission                        | A & LT                     |                           |                        |
| Brakes and Braking Systems                    | A & LT                     | HDT                       |                        |
| Collision-Related Mechanical Repair           | A & LT                     | HDT                       |                        |
| Drive Train                                   |                            | HDT                       |                        |
| Electrical Systems                            | A & LT                     | HDT                       |                        |
| Engine Repair                                 | A & LT                     |                           |                        |
| Engine Repair, Diesel                         |                            | HDT                       |                        |
| Engine Repair, Gasoline                       |                            | HDT                       |                        |
| Engine Tune-up/Performance                    | A & LT                     |                           |                        |
| Front End, Suspension & Steering Systems      | A & LT                     |                           |                        |
| Heating and Air Conditioning                  | A & LT                     |                           |                        |
| Manual Transmission, Front & Rear Drive Axles | A & LT                     |                           |                        |
| Motorcycle                                    |                            |                           | M                      |
| Recreational Trailer                          |                            |                           | RT                     |
| Suspension and Steering Systems               |                            | HDT                       |                        |
| Unitized Body Structural Repair               | A & LT                     |                           |                        |
| Pre-1973 Vehicle Repair                       |                            |                           | PVR                    |
| BAIID   | A & LT                     |                           |                        |

## Section 7-4

### DISPLAY OF CERTIFICATE

**7-4.1 Requirement.** Each certified mechanic is required to display a valid mechanic certificate or trainee permit issued by the Michigan Department of State. The certificate or permit must be displayed at the place of business where the mechanic or trainee works and be readily accessible to the customer.

**7-4.2 Certificate Information on Final Invoice.** The name and State of Michigan certificate number of each mechanic who performs a diagnosis and/or repair must be listed on the repair facility's final invoice. If repair work is performed by a trainee under the supervision of a certified mechanic, the name and number of the certified mechanic must also be listed on the final invoice along with the name and permit number of the trainee.

## Section 7-5

### CERTIFICATION RENEWAL

**7-5.1 Effective Date.** Mechanic certification becomes effective on the date of application approval by the Michigan Department of State. The certificate expires one year from this date.

**7-5.2 Renewal Procedure.** A renewal application, Form AR-0094, *Michigan Mechanic Certification Renewal*, is mailed to all currently certified mechanics about 60 days before their current certifications expire. If a renewal notice has not been received within 30 days of certificate expiration, the mechanic should telephone the Licensing Unit at 1-888-SOS-MICH (1-888-767-6424). A mechanic certification must be renewed annually by making application and paying the renewal fee.

**7-5.3 Performing Repairs After Expiration Date.** A certified mechanic may continue to perform motor vehicle repairs temporarily after the certification expiration date, pending approval of the renewal application. This only occurs if the renewal application has been received by the Michigan Department of State on or before the expiration date.

- a) If the renewal application is filed after the expiration date, a mechanic may temporarily engage in repairs without a certificate from the time the application is received, pending approval of the renewal application; or
- b) From the date on which the application is filed in person, pending approval of the renewal application.

**7-5.4 Late Fee.** A late renewal fee of 1-1/2 times the regular renewal fee will be imposed if the application is received after the certificate expiration date.

**7-5.5 Replacement Certificate.** If a certificate is lost or destroyed, the mechanic must immediately apply to the Michigan Department of State for a replacement. The following information must be mailed to the Business Licensing Section:

- a) The name and address of the mechanic;
- b) The mechanic certificate number;
- c) An explanation of the loss or destruction of the certificate;
- d) A \$5 replacement fee.

## **Section 7-6**

### **MECHANIC RECERTIFICATION**

**7-6.1 Requirement.** Automobile and light truck mechanics certified in the categories of Engine Tune-up/Performance, Electrical Systems, and Brakes and Braking Systems are required to meet one of the following requirements for continuing certification:

- a) Pass the latest state mechanic certification test, or
- b) Show proof of current and appropriate National Institute for Automotive Service Excellence (ASE) certification, or
- c) Successfully complete a state-approved training program.

**7-6.2 Expiration Date and Schedule.** Mechanics certified in these categories must comply with the recertification requirement before their certification expiration date according to the schedule in Table 7-2.

- a) Mechanics affected by recertification will be notified on their individual certification renewal application one year before each requirement takes effect;
- b) Mechanics with expired certifications will not be sent individual notification about the recertification requirements.

**Table 7-2  
Mechanic Recertification Schedule**

| <b>Mechanic Category</b>   | <b>Beginning Recertification Year</b> | <b>Ongoing Recertification Renewal</b> |
|----------------------------|---------------------------------------|--|
| Engine Tune-up/Performance | 1998                                  | 2003, 2008, 2013                       |
| Electrical Systems         | 1999                                  | 2004, 2009, 2014                       |
| Brakes and Braking Systems | 2000                                  | 2005, 2010, 2015                       |

For example, John Brown's mechanic certificate expires each year on July 16. John has until July 16, 2008, to meet the recertification requirement for Engine Tune-up/Performance, until July 16, 2009, to meet the recertification requirement for Electrical Systems, and until July 16, 2010, to meet the recertification requirement for Brakes and Braking Systems.

John's next requirements for recertification will be in 2013 for Engine Tune-up/Performance, 2014 for Electrical Systems, and 2015 for Brakes and Braking Systems.

## Section 7-7

### MECHANIC TRAINEE PERMITS

**7-7.1 Authorization.** Section 13 of the *Motor Vehicle Service and Repair Act* provides that any person who is unable to obtain a mechanic certificate may apply for a mechanic trainee permit to the Michigan Department of State's Business Licensing Section. The mechanic trainee permit makes it possible for a person who is unable to obtain mechanic certification to work and train under the direct supervision of a properly certified mechanic.

- a) **Permit Expiration.** The trainee permit is issued for specific repair categories and expires at the end of two years.
- b) **Reissue Procedures.** A trainee permit may be reissued to a person failing to meet recertification requirements in the areas of Engine Tune-up/Performance, Electrical Systems, and Brakes and Braking Systems provided the person has not held a trainee permit in the category during the previous three years.

**7-7.2 Application Procedures.** An application for a mechanic trainee permit is made by submitting Form AR-0135, *Application for Motor Vehicle Mechanic Trainee Permit*, to the Business Licensing Section. This form is available from the Licensing Unit.

*NOTE: Information on certification requirements, application fees, mechanic testing locations and special need test scheduling can also be obtained from the Business Licensing Section:*

Michigan Department of State  
Business Licensing Section  
Lansing, MI 48918

Telephone: 1-888-SOS-MICH (1-888-767-6424)  
Fax: (517) 335-2810

**7-7.3 Replacement Permit.** A replacement motor vehicle mechanic trainee permit may be issued by the Business Licensing Section in the event of loss or destruction. Mail the following information to the Licensing Unit at the address above:

- a) The name and address of the applicant;



- b) The applicant's trainee permit number;
- c) An explanation of the loss or destruction of the trainee permit;
- d) A \$5 replacement fee.

**7-7.4 Permit and Certificate Information on Final Invoice.** If repair work is performed by a trainee under the supervision of a certified mechanic, the name and number of the certified mechanic must be listed on the final invoice, along with the name and permit number of the trainee.

*NOTE: Each trainee is required to display a valid trainee permit issued by the Business Licensing Section. The permit must be displayed in the place of business and be readily accessible to the customer.*