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Changes Coming to VSA's Salesperson Conditional Licence Policy

The current policy of awarding conditional salesperson licences for 90 days, a period during which the compulsory Salesperson Certification Course must be completed, will soon be shortened to 45 days. This change is the first step in a plan to eventually eliminate the practice of issuing conditional licenses. Also, the VSA is working on a policy that will ensure basic English language proficiency before a conditional licence will be issued.

In the meantime, the VSA is grateful to the vast majority of dealers and salespeople who are striving to follow proper licensing procedures.



For some, a reminder is in order. The above mentioned policy changes address a tendency of some dealers to try out new people in the showroom using words such as hosting, hospitality, or shadowing to describe their function, formalizing licensing procedures only after the individual demonstrates worth. If there is customer contact in pursuit of sales, there must be a licence.

The VSA rules are not unlike obtaining a driver's licence: apply for and receive a conditional licence, begin working for a maximum of 90 days during which the mandatory Salesperson Certification Course is successfully completed, and finally, obtain a regular salesperson licence. Those who fail to pass the VSA Salesperson Certification Course will have their conditional licence revoked. They then must successfully complete the course before resuming employment.

Salesperson licensing applies to everyone working in the following positions who deal with retail vehicle consumers: used and new vehicle sales, business office (finance and insurance), lease office, Internet sales, sales managers as well as general managers and dealer principals.

The current conditional licence policy

Licensing procedures outlined in detail along with the necessary forms are available on the VSA web site.

- Fill out the 5-page VSA Salesperson Application and forward it to the VSA office (cannot be faxed) along with \$195.00 payment.
- Supply copy of proof of legal status to work in Canada
- Supply copy of photo identification
- Supply passport size photo which is consistent with passport specifications (digital transmission is acceptable).

- Supply a satisfactory criminal record check. If the applicant has had any criminal convictions (this includes convictions such as impaired driving), they should contact the Licensing Department for instructions. Details will be analyzed. If satisfied that problems are in the past and that it is in the "public's interest", VSA has the discretion to issue a licence.

Incomplete or incorrect submissions will delay the issuance of conditional licences.

REMINDER - Registration in the VSA Salesperson Certification Course is not permitted until the licence application and payment (step one of the above list) are complete.