

# 6-Hour Agent Services Basic Training

## **PAA Now Offering Basic Training Online**

*Easy-to-use, self-paced format*

Course provides easy to follow content along with questions to test knowledge throughout the course. The final assessment at the end of the course determines your level of understanding of the required material.

This training is PennDOT-approved and meets the Agent Services Basic Training requirement.

**MEMBER PRICE:** \$149.00 per student  
**NON-MEMBER PRICE:** \$169.00 per student

Name \_\_\_\_\_ E-Mail Address (must include) \_\_\_\_\_

Company \_\_\_\_\_ Dealer Identification Number (DIN) \_\_\_\_\_

Company Address \_\_\_\_\_

Company City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Phone Number \_\_\_\_\_ Company Fax Number \_\_\_\_\_

Attendee Home Address \_\_\_\_\_

Attendee City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Check enclosed:** Check Number \_\_\_\_\_ Total Amount \$ \_\_\_\_\_  
 Make check payable to PAA Services, Inc.

**OR**

**Please bill my credit card:**

Cardholder Name \_\_\_\_\_ Cardholder Signature \_\_\_\_\_

Please indicate which card you would like to use:    VISA    MASTERCARD    AMEX    DISCOVER

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 (Please print legibly)

Total Amount Billed to Credit Card \$ \_\_\_\_\_

PAA Services, Inc.  
 Education Department  
 1925 North Front Street, PO Box 2955  
 Harrisburg, PA 17105-2955  
 Telephone Number 800-242-3745 Fax Number 717-213-0102

**Please also send a copy of  
 valid photo id, i.e., driver's  
 license.**

**Once we receive registration form, signed user agreement, affidavit, copy of valid photo identification, and payment, instructions and login information will be forwarded to you within 48 business hours. If you have any questions, please contact Becky Ross at 800-242-3745 ext. 3319.**

# Affidavit of Applicant's Identity

**In order to be authorized to obtain your required six-hours of PennDOT-certified Agent Services Basic Training by non-live interactive course, you must provide verification of your identity by signed affidavit.**

**INSTRUCTIONS:** Please read this affidavit carefully, complete the requested information and sign the document. **This affidavit must be submitted with a photocopy of your valid photo ID prior to taking the course.** Thank you.

I, \_\_\_\_\_ (print full name), do hereby attest that I am the person herein named, that the copy of the ID submitted herewith is mine and is genuine and true, and that I alone will undertake the six-hour Agent Services Basic Training Course and will do so with complete honesty. I further attest that the evaluation I complete at the end of the Pennsylvania Automotive Association's Agent Services Basic Training Course will be my own work product and mine alone. I attest that these statements are true and hereby sign this affidavit under the penalties of perjury as provided under 18 PA.C.S. 4902 this \_\_\_\_\_ (day, month, year).

\_\_\_\_\_  
*Signature*

## **User Agreement**

The following agreement describes the terms and conditions on which PAA Services, Inc. offers its services. You must agree to these terms and conditions before being provided with login information for the Online Agent Services Basic Training Course.

The purpose of this course is to provide students with a general overview of the subject matter and aimed at helping you and your employer comply with government training regulations. Ensuring that employees meet the training requirements is ultimately the employer's responsibility. It is the student's responsibility to complete a course in its entirety.

### **Certificate of Completion**

A "Certificate of Completion" from PAA Services, Inc. indicates that the student has completed the requirements of the course. A certificate from PAA Services, Inc. does not guarantee that a student possesses a minimum level of skills or knowledge regarding the subject matter. It is the employer's responsibility to assess the employee's level of skill or knowledge and determine whether an employee is qualified to perform a specific job or function.

### **Limit of Liability**

By registering for this course, the student and student's employer agree that PAA Services Inc. shall not be held liable for any type of loss or damage that could be construed as arising from this course. PAA Services, Inc. does not take responsibility and shall not be held liable for inappropriate use or application of information or instruction provided in this course.

### **Copyright**

All material contained on the PAA web site is protected by copyright law. The student and the student's employer agree not to copy or distribute any materials contained in the courses.

### **Honor Code**

PAA Services, Inc. trusts in the integrity of the student to observe the honor code. The honor code is based on the assumption that the student will be honest when taking any assessments or exams. The student agrees that only he or she will take the exams and complete required exercises and that he or she will not distribute or share exam questions or provide answers to other students enrolled in the course.

### **Passwords**

Students may not disclose or share their password with others, and will notify PAA Services, Inc. if he or she believes that his or her password has been compromised.

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Student Signature

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Date