

From: Jack Molodanof

Date: February 7, 2017 at 8:03:10 AM PST

This information below was a follow up from my questions at the BAR Advisory Committee meeting.

----- Forwarded Message -----

From: "El-Morshedy, Esam@DCA"

To: Jack Molodanof

Sent: Monday, February 6, 2017 11:29 AM

Subject: RE: BAR Online License Renewals

Hello Jack,

Here's what we gathered. Let me know if you have any additional questions.

1. How long before a license expires does a renewal notice get sent to licensees, and who sends that notice?

For ARDs and licensed smog/lamp/brake stations, the renewal notice is sent out 90 days prior to the expiration date. For smog inspectors, repair technicians and lamp/brake adjusters, the renewal notice is sent out 120 days prior to expiration date. The renewal notices are automatically generated by DCA/BAR's licensing system and mailed out by the Employment Development Department (EDD).

2. Moving forward, will those notices mention the online renewal option?

BAR's Licensing Unit developed an insert about the online renewal process to be included in the renewal notices sent to registrants/licenses. This is already in process.

3. Once renewal payment is received, roughly how long does it take for a license renewal to be processed?

Typically, it takes 2-3 days for a renewal to post to DCA/BAR's licensing system. However, if there are any holds, such as costs owed, bad checks etc., it could take longer as these have to be done manually after resolving the issue.

For smog inspectors and repair technicians, required update training has to be validated by BAR.

4. Once processed, how long until the new license is mailed out?

For ARDs and licensed smog/lamp/brake stations, the renewal license is typically mailed out within 7-10 business days. For smog inspectors, repair technicians and lamp/brake adjusters, the renewal license is sent within 14 business days.

Thanks,

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