

Driver Training School Instructor License Application

Completing the initial application

The instructor license is valid for 2 years.

The following items must accompany a completed application:

- Initial application must include \$125 application fee and \$25 testing fee
- A WSP/FBI fingerprint card and a separate \$35.25 fee for processing the background check, payable to DOL. (See page 2 for fingerprint directions)
- Verification of high school diploma or equivalent (GED)
- Driver training instructor log - This log will be filled out by a driver training school (DTS) certified trainer and meet the minimum requirements of WAC 308-108-090 (2)(iii) or submit your completed transcripts if training was conducted through a college

Allow a minimum of three weeks for application review and receipt of examination instructions.

Completing an application for instructor renewals

A renewal notice will be mailed to your residence 80 days prior to your expiration date. If this is not received, contact us immediately at dol.wa.gov or (360) 902-0110. Applications postmarked after the expiration date will not be processed. You will need to complete an initial application and pay the appropriate fees.

- Your renewal application must include the \$100 application fee
- Submit verification of 16 hours of continuing professional development (Visit our website for resources at www.dol.wa.gov/business.driveertraining)
- If this is your **5th year renewal**, submit fingerprint card(s) and \$35.25 with your renewal application and fees

Allow a minimum of three weeks for application review and receipt of your new license.

The knowledge test

Once your instructor application has been reviewed and approved for testing, we will mail you a letter authorizing testing. Take the letter to the licensing office. After successfully completing the knowledge test you can schedule a drive test.

To prepare for the test, study the following materials available on our website at **www.dol.wa.gov**:

- The Washington Driver Guide
- Program Policy and Procedures for Driver Training Schools
- Instructor Curriculum Requirements for Student Learning and Performance Goals
- Drive Right (available at most driver training schools)

RCW 46.20, RCW 46.61, RCW 46.82, RCW 46.82.325 and WAC 308.108.

Driver Training School Fingerprint and Background Check

If you are applying for a driver training school instructor license, or are an owner or staff that has unsupervised contact with students, you must get fingerprinted for state and national background checks. Background checks take 1 to 6 weeks to complete and are conducted by the Washington State Patrol (WSP) using the Federal Bureau of Investigation's Integrated Automated Fingerprint Identification System. WSP cannot respond to questions regarding background check status. If you have questions, please call us at (360) 902-0110.

You may send your fingerprint card and fee prior to your application. This allows your fingerprint results to be returned in a timely manner.

Get fingerprinted at a police department or by another authorized person/business

Show your driver license or at least one other form of photo identification and pay the fingerprint fee.

Be sure to fill out the fingerprint card properly. Cards with missing or incomplete information, incorrect wording, or bent or folded will be rejected.

The following information must be entered:

- Your name, any aliases, date of birth, citizenship, residence address, and other identifying information
- The name and address of the driving school where you will work in Employer and Address space
- For **instructor**, the exact words "Driver Training School Instructor/RCW 46.82.325" in Reason Fingerprinted
- For **staff/owners**, the exact words "Driver Training School Staff/Owner RCW 46.82.325" in Reason Fingerprinted
- Entering your social security number in the Social Security No. space is mandatory and for identification purposes only under RCW 46.82.325.
- The code "WA920390Z" in the ORI space

Driver Training School Instructor License Application

This application is for an instructor (*check one*):

- Initial application** with a \$125 application fee and a \$25 testing fee.
- Renewal application** with a \$100 application fee.
- 5th year renewal application** with a Fingerprint card and \$35.25 fee.

For validation only

Mail your application and required **nonrefundable** fee in check or money order to:
Department of Licensing, Driver Training Schools, PO Box 9048, Olympia, WA 98507-9048.

Applicant Information

Name <i>(Last, First, Middle initial)</i>			Social Security number	
Mailing address			Instructor license number (if available)	
City	State	ZIP code	email	
Residence address if different from mailing address				
Date of birth <i>(Mo-Day-Yr)</i>	(Area code) home telephone number	Washington driver license number		Expiration date
Name of driving school you will be employed by. Attach a list of all school locations where you will be instructing.			School license number	
Driving school street address				
City	State	ZIP code		

Background

Fingerprint check
 If this is your initial application or your five-year renewal, you must apply for a Washington State Patrol background/fingerprint check and pay the associated fees. RCW 46.82.325

Date your background/fingerprint check was submitted _____

Answer the following:

1. Have you been a licensed driver for at least five years? Yes No
2. Have you had more than one moving traffic violation within the preceding 12 months or more than two moving traffic violations within the preceding 24 months? Yes No
3. Have you had any traffic violations or suspensions within the preceding 12 months? Yes No
4. Have you had a driver license suspension, cancellation, revocation, or denial within the preceding three years? Yes No

For questions 5-6 "convicted" includes:

- all instances in which a plea of guilty or nolo contendere (no contest) is the basis of conviction.
- all proceedings in which a sentence has been suspended or deferred in all courts, including a military tribunal or bail forfeiture.

5. Have you ever been convicted of any crime (felony, gross misdemeanor, misdemeanor)? Yes No
6. Have you ever been convicted of a crime involving violence? Yes No
7. Have you ever held any professional license that was suspended or refused renewal in this state or any other jurisdiction? Yes No

Testing location

Answer if this is your initial application or your five-year renewal
 At which driver licensing office do you wish to take your written and driving tests? _____

Training

For initial licensing: If you have received the required training from a licensed and certified driver instructor trainer, have the school owner complete and sign this section. **For renewals:** Proof of 16 hours of continuing professional development is required. Attach additional sheets if necessary.

Date	Number of hours	Certified trainer name	Certificate number	Location of training	Continuing education

Has the above named trainee obtained all the required training? Yes No

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____ **X** _____
 Date and place Signature of school owner

Affidavit

Any misrepresentation or concealed material facts will be sufficient cause for denial or suspension of your license. Any conduct resulting in violation of the laws governing driver training schools or instructors will be just cause for revocation or suspension of your license or other sanctions. (RCW 18.235 and RCW 46.82)

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____ **X** _____
 Date and place Signature of applicant

For Department Use Only	
Attachments received:	<input type="checkbox"/> ADR <input type="checkbox"/> Diploma <input type="checkbox"/> G.E.D. certificate <input type="checkbox"/> Proof of TSE Course <input type="checkbox"/> Verification of training
Background/ Fingerprint check:	Received _____ <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory Testing: DT _____ KT _____
Status:	<input type="checkbox"/> Denied <input type="checkbox"/> Approved By _____
License number _____	Expiration _____