

## **Driver Training School Instructor License Application**

### **Fingerprint and Background Check**

If you are applying for a driver training school instructor license, you must get fingerprinted for state and national background checks. Background checks usually take 7-10 days 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**.

**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.
- Pay the fee.
- Make a cashier's check, money order, or a check drawn on a commercial business account payable for \$49.25 to the Department of Licensing and send it with your application to the P.O. box shown below.

**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 you will work at in EMPLOYER AND ADDRESS space.
- The exact words "Driver Training School Instructor/RCW 46.82.325" in REASON FINGERPRINTED.
- Entering your social security number is voluntary and for identification purposes only in the SOCIAL SECURITY NO. space for purposes of conducting a background check under RCW 46.82.325.
- The code "WA920390Z" in the ORI space.

### **Completing the Application**

These items **must** accompany the completed application:

1. The appropriate non-refundable fees in a check or money order payable to the Department of Licensing.  
An initial application must include a \$75 application fee and a \$25 testing fee.  
A renewal application must include a \$50 application fee.  
A 5th year renewal application must include both the \$50 application fee and the \$25 testing fee.  
Mail the fee and application to:  
**Department of Licensing**  
**PO Box 9048**  
**Olympia, WA 98507-9048**
2. Verification of education. Submit one of the following:
  - If you graduated from a high school or college, attach a copy of your certificate of graduation or transcript of diploma.
  - If you are not a high school graduate, attach a certificate indicating that you have passed the G.E.D. test.
3. Proof of satisfactory completion of driver instructor training through either college course work or instruction from a licensed and certified trainer of driving instructors. A minimum of 100 hours is required, including 50 hours of behind-the-wheel training, not less than 40 hours of classroom and 10 hours of instructor observation. See the subject list at WAC 308-108-090 (2)(b)(iii). Submit one of the following:
  - If you have completed a state approved college course in traffic safety education instruction, attach an official transcript showing completion of the course bearing the registrar's original seal and signature.
  - If you have received the required instruction from a licensed and certified trainer of driving instructors, complete the Verification of Driving School Instructor Training on page three.

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

### **The Knowledge Test**

To prepare for the test, study the following materials available on our website at **[www.dol.wa.gov](http://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
- RCW 46.20, RCW 46.61, RCW 46.82, and WAC 308.108
- Drive Right (available at most driver training schools)

Schedule a drive test at your local driver licensing office when you have satisfactorily completed the knowledge test.

RCW 46.82.325.

# Driver Training School Instructor License Application

This application is (*check one*):

- an **initial application** with a \$75 application fee and a \$25 testing fee.
- a **renewal application** with a \$50 application fee.
- a **5th renewal application** with a \$50 application fee and a \$25 testing fee.

For validation only

**All fees are non-refundable.**

## 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. <b>Attach a list of all school locations where you will be instructing.</b>				
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 **less than** 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 five 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 trainer of driving instructors, have the school owner complete and sign this section. **For renewals:** Proof of 8 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 as set in 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 _____