



OSPI School District/ Instructor Registration



If your school district is registered under the Office of Superintendent of Public Instruction (OSPI), you can register with us to submit student permit waivers and completion certificates electronically. You must have access to a computer to enter certificates electronically.

Email this registration to OSPI Traffic Safety Education at K12TSE@k12.wa.us Or mail to: OSPI Traffic Safety Education, PO Box 47200, Olympia WA 98504-7200



When you receive the approved copy of this registration from OSPI Traffic Satey Education go to <https://professions.dol.wa.gov>. You will upload this document in the online process.

For questions or language help call (360) 902-3703 or email tse@dol.wa.gov. Allow two weeks for processing.

Registration type

- New
 Renewal

School district

TYPE or PRINT School district name		DOL certificate number
Physical address of school district (Address, City, State, ZIP code)		District (Area code) Phone number
Mailing address of school district, if different (Address, City, State, ZIP code)		
Contact name (Main point of contact for school district)		
Contact title	(Area code) Phone number	Email
TSE coordinator	(Area code) Phone number	Email
Superintendent	(Area code) Phone number	Email

High schools

1 High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (Address, City, State, ZIP code)		
Mailing address, if different (Address, City, State, ZIP code)		
Contact name	Contact title	
(Area code) Phone number	Email	
2 High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (Address, City, State, ZIP code)		
Mailing address, if different (Address, City, State, ZIP code)		
Contact name	Contact title	
(Area code) Phone number	Email	

Continue to page 2 if you need additional space for high schools.
Continue to page 3 Instructors if you don't.

Copy this page if you will need additional space for high schools.

High schools—continued

3	High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (<i>Address, City, State, ZIP code</i>)			
Mailing address, if different (<i>Address, City, State, ZIP code</i>)			
Contact name		Contact title	
(Area code) Phone number	Email		
4	High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (<i>Address, City, State, ZIP code</i>)			
Mailing address, if different (<i>Address, City, State, ZIP code</i>)			
Contact name		Contact title	
(Area code) Phone number	Email		
5	High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (<i>Address, City, State, ZIP code</i>)			
Mailing address, if different (<i>Address, City, State, ZIP code</i>)			
Contact name		Contact title	
(Area code) Phone number	Email		
6	High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (<i>Address, City, State, ZIP code</i>)			
Mailing address, if different (<i>Address, City, State, ZIP code</i>)			
Contact name		Contact title	
(Area code) Phone number	Email		
7	High school name	Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	DOL certificate number
Physical address (<i>Address, City, State, ZIP code</i>)			
Mailing address, if different (<i>Address, City, State, ZIP code</i>)			
Contact name		Contact title	
(Area code) Phone number	Email		

Continue to page 3 Instructors.

Copy this page if you will need additional space for instructors.

Instructors—Required for new and renewal applications. All classroom and behind-the-wheel instructors must register for access to our portal. **Attach additional pages if needed.**

1 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			
2 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			
3 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			
4 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			
5 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			
6 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			
7 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			
8 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			
9 Name exactly as it appears on their driver license/ID card (<i>Last, First, Middle initial/name</i>)		Date of birth (<i>mm/dd/yyyy</i>)	OSPI use only <input type="checkbox"/> Approved
DOL certificate number	(Area code) Phone number	Email	
Registration type <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only			

Certification

Answer the following

- 1. Is this school district operating a traffic safety education program that follows the approved/ required curriculum maintained by the Office of the Superintendent of Public Instruction and the Department of Licensing? Yes No
- 2. Does the program meet the course delivery standards approved by the Office of the Superintendent of Public Instruction? Yes No
- 3. Does the program have a record retention policy in place to meet the requirements of RCW 28A.220.030(5)? Yes No
- 4. Has the school district verified that all instructors are authorized by the Office of the Superintendent of Public Instruction to teach a driver training education course.? Yes No

I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.

TYPE or PRINT Name of Superintendent

X

Superintendent signature

Date and place signed

OSPI use only	
Application received (<i>date</i>)	Reviewed by (<i>OSP</i>)