

# OSPI Program Changes

Driver training schools can use this form to report personnel changes or to report program closure.

Online: <https://professions.dol.wa.gov>

Or mail this completed form to:

**Driver Training Schools**  
**Department of Licensing**  
**PO Box 9027**  
**Olympia WA 98507-9027**



For questions or language help email: [tse@dol.wa.gov](mailto:tse@dol.wa.gov)

## School information

PRINT or TYPE School name		Registration number
School street address, City, State, ZIP code <input type="checkbox"/> Check this box if new address		
Contact name		Contact title
(Area code) Phone number	Email	

## Add/Remove Instructors/Examiners—New instructors/examiners must first be approved by OSPI.

Email: [K12TSE@k12.wa.us](mailto:K12TSE@k12.wa.us) for approval.

Name exactly as it appears on their driver license/ID card ( <i>Last, First, Middle initial/name</i> )		OSPI use only <input type="checkbox"/> Approved
DOL certificate number	Date of birth ( <i>mm/dd/yyyy</i> )	
Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	Position <input type="checkbox"/> Instructor <input type="checkbox"/> Examiner <input type="checkbox"/> Knowledge only	
(Area code) Phone number	Email	

## TSE Coordinator/Superintendent

Name <b>exactly</b> as it appears on their driver license/ID card ( <i>Last, First, Middle initial/name</i> )	
DOL certificate number	Date of birth ( <i>mm/dd/yyyy</i> )
Status <input type="checkbox"/> Add <input type="checkbox"/> Delete	Position <input type="checkbox"/> TSE Coordinator <input type="checkbox"/> Superintendent
(Area code) Phone number	Email

## Program closure

Answer the following if the TSE program is closing

Have you:

- Confirmed that all course completions have been entered into SAW portal?  Yes  No
- Provided a list of any students that have not completed the course?  Yes  No
- Provided a student record for any student that has not completed the course?  Yes  No
- Verified that all test scores have been entered into the portal?  Yes  No
- If applicable, verified that all unused copies of the knowledge and skills exams have been destroyed?  Yes  No

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

Date and place	PRINT or TYPE Name <b>X</b> Signature
----------------	---