



OCCUPATIONAL LICENSING SECTION NOTIFICATION OF CLASS SCHEDULES

Department of Motor Vehicles
Traffic Violator School Unit
PO Box 932342 MS L224
Sacramento, CA 94232-3420

DMV USE ONLY

TVS NUMBER

NAME

IMPORTANT – READ CAREFULLY: This form must be completed in its entirety or it will be returned to you.

Instructions:

- Print clearly in black or blue ink or type.
- Select the appropriate box for class schedule requirements in Section B.
- Keep a copy of this form for your records.

Notice: A schedule of all classes shall be submitted through U.S. mail or posted on the school website a minimum of 15 days prior to any class being conducted by any new school or at any new classroom location being used by any school and prior to any class being conducted by any new school or at any new classroom location being used by any school, pursuant to Sections 345.40 (a) (b) California Code of Regulations.

Any school that fails to submit schedules shall have its name removed from all judicial districts on the department's Occupational Licensing Status Information System, pursuant to Vehicle Code Section 11205 (a) and Section 345.40 (d), California Code of Regulations.

SECTION A — BUSINESS INFORMATION

NAME OF SCHOOL

TVS NUMBER

AREA CODE/TELEPHONE NUMBER

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BUSINESS ADDRESS WHERE SCHOOL RECORDS ARE STORED

CITY

STATE

ZIP CODE

SECTION B — APPLICANT/LICENSEE ACKNOWLEDGMENT

- ☐ An Official Classroom Location Schedule, OL 854, will be submitted to the above Occupational Licensing address 15 days prior to any classes being conducted. Form is available at www.dmv.ca.gov/forms/ol/ol854.pdf
- ☐ A schedule of classroom locations will be posted on the school's website 15 days prior to any classes being conducted. School's website address: _____

Please Note: If the above option is changed the department must be notified by submitting an updated OL 854E.

Class Cancellations Requirements: If a school cancels any scheduled class, the school shall notify the department in writing or by telephone no later than 5:00 PM on the fifth business day preceding the scheduled class date. The school shall notify affected students a minimum of 4 days prior to the scheduled class in writing or by telephone. Schools with a website may elect to additionally post an alert message on their home page when a class is cancelled, pursuant to Section 345.41(a) California Code of Regulations. Class cancellations can be submitted on the Official School Class Cancellation for Standard/Emergency Notification, OL 749, available at www.dmv.ca.gov/forms/ol/ol749.pdf.

SECTION C — APPLICANT/LICENSEE CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PRINTED NAME OF OWNER OR OPERATOR

TITLE

SIGNATURE OF OWNER OR OPERATOR

DATE

X

