STATE OF CALIFORNIA
DMV
Department of Motor Vehicles

DMV USE ONLY
OCCUPATIONAL LICENSING NUMBER

DRIVING SCHOOL INSTRUCTOR ORIGINAL APPLICATION CHECKLIST

Detailed information and instructions in completing and submitting applications are found on the Occupational Licensing webpage at *www.dmv.ca.gov*. Select: Organizations/Occupational Licensing/Driving School Instructor License.

All application forms may be completed online and printed, or they can be printed and completed manually in ink. All forms must be submitted with original signature. To be acceptable, they must be free from whiteout (fluid or tape). All information requested must be complete and accurate. **A state driver license or identification card will be required upon submission of application**.

SECTION 1 — FEES REQUIRED

$30 Non-Refundable Fee Application Fee (CVC §11105.2(c)(1))

$1 Family Support Fee (Family Code 17520(n))

SECTION 2 — FORMS REQUIRED ***Attach documents in the following order.***	✓
Application for an Occupational License (OL 16I) (CVC §11104.6)	☐
Driving School Instructor Occupational Licensing Application (OL 203) (CVC §11104.5)	☐
Physician's Health Report (DL 546A) (CVC §11104) (CCR §340.10) **NOTE**: *An original form must be submitted. Copies will not be accepted.* **Exception***: An applicant, who is required to have and maintain a current Medical Examination report, DL 51, will be excluded from this requirement.*	☐
Driving School Insurance Certificate (OL 207) (CVC §11103) *For Independent Instructor Only*	
Request for Live Scan Service [copy] (DMV 8016) (CCR §340.10) Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316) and Request for Exemption from Mandatory Electronic Fingerprint Submission Requirement (BCII 9004). **NOTE**: *Refer to Fingerprinting/Live Scan information on the Occupational Licensing webpage*.	☐
SECTION 3 — ADDITIONAL DOCUMENTS REQUIRED ***Attach documents in the following order.***	✓
Evidence of successful completion of the Driving School Instructor Written Examination. (CVC §11104(a)(2)) *Applicants will take the written examination with their local Occupational Licensing Inspector. The written examination must be passed within three attempts.*	☐
Proof of course completion in the teaching of driver education and driver training. (CVC §11104(a)(1)) *Must be a DMV approved 60 hour course (40 hours classroom/20 hours behind-the-wheel).*	☐
Proof of high school graduation or equivalent. (CVC §11104(a)(1)) **Equivalent***: GED, college diploma, transcripts that indicate completion or graduation date and college transcripts showing a minimum of 12 units.*	☐
SECTION 4 — IMPORTANT INFORMATION ***Incomplete applications will be returned.***	✓
Make and keep a copy of all documents for your records. *The department does not provide photocopies.*	☐

Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to the Occupational Licensing webpage. Pursuant to CVC §11106, states in part the temporary permit authorizes the operation of a school or the giving of instruction for a period not to exceed 120 days while the department is completing the investigation and determination of all facts relative to the qualifications of the applicant for the license.

Print Clear Form