

Louisiana Department of Public Safety and Corrections

OFFICE OF MOTOR VEHICLES

Checklist with Instructions to Add a New Driver Education Instructor/Third Party Tester Examiner

Documents / Fees Required	Check
Application for Instructor – DPSMV2401 (school/owner keeps a copy)	
HS Diploma/GED/Higher Ed Cert	
Medical Form	
Certificate of Completion – Driver Education 30 hour course	
Instructor Fees \$10* per license year made payable to DPS (\$10 or \$20)*	
Background Check	
2 Finger Print Cards	
Authorization Form DPSSP6696 completed – see instruction for correct form	
Disclosure Form OMVC completed	
Disposition for any arrests	
Background check Fees – \$38.00 made payable to DPS*	
Driver's License Record of Instructor	
Class "D" or Higher for Behind The Wheel Instructor /Third Party Examiner	
5 years unrestricted licensed driving experience	
Acceptable Restrictions (see 8 hr BTW)	
Disqualifying Violations (see #8)	
Acceptable age – 21 years or older	
Examiner Requirements (to Administer Road Skills Tests)	
Third Party Tester Examiner Application – DPSMV2402	
TPE Fees submitted - \$25.00 per license year (\$25/\$50) made payable to DPS*	
TPE Training scheduled with Training & Certification Unit	
Passed Examiner Test at Training & Certification Unit	
TPE Training Completed	
*Money Order or Certified Check only (No personal or company checks)	

INSTRUCTIONS FOR ADDING AN INSTRUCTOR

Additional instructors may be added at any time during the current license period. Applicants desiring to become a driver education instructor must meet the following requirements based on the type of instructor license requested. For each instructor, submit a money order or certified check for \$10* (per license year) made payable to DPS.

Classroom Instructor

All applicants must meet the qualifications for a classroom instructor and shall:

1. be a person of good moral character and reputation;
2. Have met all applicable requirements of the Department of Public Safety and Corrections, Public Safety Services (DPS);
3. Be a citizen of the United States, resident of the State of Louisiana, and at least 21 years of age;
4. Hold at least a valid Class "E" Louisiana driver's license;
5. Have earned at least a High School Diploma or GED;
6. Currently holds a valid teaching certificate with the driver's education course required by the Department of Education or have completed the driver education certification program mandated and approved by the Department of Public Safety and Corrections, Public Safety Services (DPS);
7. Pass a background check; and
8. Maintain, during any consecutive three-year period, a driving record which does not include more than one chargeable accident. Any violation resulting in no insurance flags, suspension or revocation will automatically cause the cancellation of the instructor's license.

8 Hour Behind-the-Wheel Instructor shall also:

1. Hold at least a valid Class "D" Louisiana chauffeur's license;
2. Not be missing an eye, hand or foot;
3. Have visual acuity not worse than 20/40 in each eye, with or without corrective lenses;
4. Not have any mobility impairment restrictions on driver's license.

3rd Party Tester Examiner shall also:

1. Pass the Office of Motor Vehicle certified examiner training course and schedule a training session with the Training Certification Unit. An additional \$25.00 per license year is required for each 3rd Party Tester Examiner.

Application Process

Phase 1

The applicant must submit to a background check through Louisiana State Police. The following items must be submitted:

1. Initial application for Driving School Instructor (**DPSMV2401**);
2. Completed background forms (**Authorization and Disclosure Form**)
 - Only use the approved form – it will have the Training & Certification Unit's information and our signature on the Authorization Form.
 - Fill out both forms completely – all areas filled out and signed by the applicant.
3. Two (2) fingerprint cards for each instructor (**see Fingerprint Card guidelines below**);
4. Submit a money order or cashier's check for \$38.00 made payable to Dept of Public Safety. Fees include the State and Federal background check. Provide separate money order/certified checks for each instructor.
5. **Submit the fees and forms to our office at:**
 - Office of Motor Vehicles
 - Attn: Training & Certification Unit
 - P. O. Box 64886
 - Baton Rouge, LA 70896-4886

NOTE: All background checks are sent to Louisiana State Police (LSP) by the Training & Certification Unit for background check processing. **The processing time is approximately six weeks or more.**

Fingerprint Card Guidelines:

1. Each fingerprint card must have the signature of the new employee.
2. All informational areas completed on each card.
3. Check for applicant signature on each card. (This is requirement by LSP)
4. The applicants at a minimum must indicate M/F and Race.
5. Fingerprints must be of a good quality. Do not send in poorly printed fingerprints. State Police or the FBI will reject the prints.

The cards will be REJECTED:

- If the pattern (lines) for each finger can not be clearly seen;
- If the print quality is poor or blurry;
- If the prints are spotty or messy;
- If the prints are too dark or too light;

Potential problems to be aware of on the Authorization, Rap Disclosure forms, and Finger Print Cards:

- Incomplete information on the forms and fingerprint cards. Fill out both forms completely – **all** areas must be filled out. The applicant must sign the Authorization form.
- Recently the print quality of fingerprint cards has been poor, which causes LSP and/or the FBI to reject the fingerprint cards. The forms and fingerprint cards are returned to the Training & Certification Unit without the background check process completed for your employee. LSP will request new fingerprint cards. This will delay processing and results to our office for the new employee.

Review the forms and fingerprint cards before you submit them to our office. If you do not think the fingerprints are of a good quality, chances are, we in the Training & Certification Unit will reject the fingerprints. If the fingerprints are rejected, the Training & Certification Unit will send an email requesting new cards.

Phase 2

Upon completion of Phase 1, the following documentation will be reviewed:

1. A copy of valid teaching certificate showing driver education certification or certificate of completion from the driver education certification program mandated and approved by the Department of Public Safety and Corrections, Public Safety Services;
2. A photocopy of Louisiana driver's license. The license must be a Class D Chauffer's License, if the instructor will be a behind-the-wheel instructor for the 38 hour course or a third party tester;
3. \$20 (\$10 per license year) certified check or money order made payable to the Department of Public Safety and Corrections, Public Safety Services.
4. If the applicant applies to be a third party examiner, he will be trained upon receipt of all documents. All requirements must be met prior to license issuance.
5. **3rd Party Tester Examiner shall also pass** the Office of Motor Vehicle certified examiner training course. The school owner will schedule a training session with the Training Certification Unit. An additional \$50* (\$25.00 per license year) is required for each 3rd Party Tester Examiner.
6. **Mail documents and fees to**
Office of Motor Vehicles
Training and Certification Unit
P.O. Box 64886
Baton Rouge, LA 70896-4886

Please Do Not send in an incomplete Instructor Application. Review the application and documents before you submit the paperwork to the Training & Certification Unit. Please fill out all money orders or certified checks; do not send in a blank check.

A complete file will ease the processing of your instructor or examiner's application.