

**Virginia Driver Training
 INSTRUCTOR LICENSE APPLICATION**

Class B - Passenger Vehicle

Purpose: Use this form to apply for a driver training instructor license.
Instructions: Return completed form to the Commercial Licensing Work Center at the above address.

APPLICATION INFORMATION	
(check one) <input type="checkbox"/> Original (first-time application) <input type="checkbox"/> Renewal	Fee: \$50 - One-Year License Note: License must be concurrent with school license

INSTRUCTOR INFORMATION				
FULL LEGAL NAME OF INSTRUCTOR (last)	(first)	(mi)	(suffix)	
HOME ADDRESS	CITY	STATE	ZIP CODE	DMV CUSTOMER NUMBER
MAILING ADDRESS (if different from above)	CITY	STATE	ZIP CODE	HOME TELEPHONE NUMBER
EMAIL ADDRESS	INSTRUCTION LICENSE NUMBER (if previously licensed)		EXPIRATION DATE (mm/dd/yyyy)	

DRIVER TRAINING SCHOOL INFORMATION				
NAME OF DRIVER TRAINING SCHOOL WHERE EMPLOYED				SCHOOL TELEPHONE NUMBER
SCHOOL STREET ADDRESS	CITY	STATE	ZIP CODE	FAX NUMBER

INSTRUCTOR QUALIFICATIONS AND REQUIREMENTS
<p>Note: If not previously licensed, a certified transcript of courses or a copy of a valid Virginia teaching certificate with a driver education endorsement must accompany this application.</p> <p>1. All instructors providing classroom and/or in-vehicle instruction must possess five years of driving experience. Have you been properly licensed to drive a motor vehicle in Virginia for a minimum of five years? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, attach evidence of minimum driving experience requirements through licensure from another state.)</p> <p>2. Driving records of all instructors providing classroom and/or in-vehicle instruction must reflect no more than six demerit points. Does your record reflect more than six demerit points? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. All instructors must have successfully completed six semester hours in driver education approved by the Department of Motor Vehicles consisting of:</p> <p>a. 3 semester hours of Introduction to Driver Education: Driver Task Analysis and,</p> <p>b. 3 semester hours of Instructional Principles of Teaching Driver Education or have a valid Virginia teaching certificate with a driver education endorsement.</p> <p>NOTE: Documentation of the completion of this requirement must be submitted with application.</p>

EMPLOYER CERTIFICATION		
I certify that the above named individual is an employee or has applied to become an employee of this driver training school in a position that involves the training of individuals in the operation of motor vehicles.		
SCHOOL NAME (print)	OWNER/MANAGER SIGNATURE	DATE (mm/dd/yyyy)

INSTRUCTOR CERTIFICATION	
I understand that as an applicant seeking an original or a renewal of an instructor's license I must submit with my application a National Criminal Records check completed within 60 days of the submission date of this application.	
By my signature I authorize the Department of Motor Vehicles to verify that my Virginia driver's record fulfills the requirements for my licensing under current statute and regulations. I further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.	
INSTRUCTOR SIGNATURE	DATE (mm/dd/yyyy)

DMV USE ONLY			
CSR STAMP	VERIFICATION OF: <input type="checkbox"/> Fee(s) paid <input type="checkbox"/> Teaching Certificate <input type="checkbox"/> National Criminal Background Check <input type="checkbox"/> Course Transcript <input type="checkbox"/> Out-of-state driving record (if applicable) <input type="checkbox"/> Driver History Check	DECISION: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Instructor License # _____ Initial Licensed Date (mm/dd/yyyy) _____ License Expiration Date (mm/dd/yyyy) _____	REMARKS