



A driving school that has been approved to participate in the Self-Certification Program may perform the following services for behind-the-wheel driving school instructor applicants:

- ❖ administer the written test, road sign and behind-the-wheel road tests
- ❖ conduct DMV's 30-hour Basic Instructor's Course
- ❖ collect vision test reports

Send all information required for the Self-Certification Program to the following address:

New York State Department of Motor Vehicles
Bureau of Driver Training Programs
Certification & Oversight Unit
6 Empire State Plaza, Room 327
Albany, NY 12228

SELF-CERTIFYING DRIVING SCHOOL

I. ELIGIBILITY TO APPLY

In order to be considered for approval to operate as a self-certifying driving school, your driving school must first:

- ♦ **have been licensed** as a driving school for at least **five years preceding** the date of application without suspension or revocation of its license by the Department of Motor Vehicles (DMV); and
- ♦ **have conducted** the Pre-licensing Course at least ten times in each of the **five years preceding** the date of application.

Additionally, your school must employ **at least one instructor** who has a valid *Driving School Instructor Certificate* (form **MV-524**) and:

A. Meets **all** of the following criteria:

1. has completed DMV's 30-hour Basic Instructor's Course;
2. has completed an advanced course in teaching techniques and methodology (30 hours); and,
3. has five years of experience as a driving instructor.

OR

B. Has two years of appropriate experience with a permanent *Driver Education Instructor Certificate* (form **MV-283B**)

II. APPLICATION PROCESS

A driving school that is applying to be authorized to operate as a self-certifying driving school must complete the *Self-Certification Program Application* (form **DTP-160**).

You must provide all required information requested on this form, including the names and driver license numbers of all instructors who will conduct DMV's 30-Hour Basic Instructor's Course and administer the written test and the road sign and behind-the-wheel tests.

III. DEPARTMENT-SUPPLIED TEST MATERIALS

The written tests and answer keys are security items, it is your responsibility to keep them in a secure place. They may not be reproduced. Supplies may be obtained by completing the *Request for Secure Documents* (form **DTP-450**) and sending it to the address shown on the form. You can copy the blank test answer sheet (form **MV-367**) and program materials (other than the tests and answer keys).

IMPORTANT: You must return all tests and answer keys to the Bureau of Driver Training Programs if: your driving school decides to withdraw from participating in this program; goes out of business; there is a change of ownership; or DMV rescinds your approval to self-certify your instructors.

IV. RECEIPT FOR MATERIALS

Form **DTP-420**, *Acknowledgement Form*, lists the materials sent to an approved school. It also includes an acknowledgement by the school that the materials listed were received and that the school will keep all test materials secure. After verifying that all the materials listed were received, the owner or authorized official of the school must sign the bottom of form **DTP-420** and return it to DMV's Driver Training Programs Certification and Oversight Unit. The owner or authorized official must immediately contact DMV's Bureau of Driver Training Programs (DTP) Certification & Oversight Unit at (518) 473-7174 if any listed materials were not received.

V. RECORD RETENTION

Self-Certifying Driving Schools must keep records of completion of the 30-Hour Basic Instructor's Course and all test results for three years. These records may be examined by DMV.

VI. RESCINDING AUTHORITY TO OPERATE AS A SELF-CERTIFYING DRIVING SCHOOL

DMV can rescind a driving school's approval to self-certify their instructors due to the failure of the school to meet any of the requirements governing the operation of driving schools or of the Self-Certification Program, including those outlined in this package, in the Commissioner's Rules and Regulations, or in the Vehicle and Traffic Law.

DMV requires that all schools participating in the Self-Certification Program must:

- A. submit all instructor applications (including those of applicants who were tested but failed to pass all tests) to DMV for processing within 30 days of testing;
- B. allow instructors from any driving school to take the 30-hour basic course;
- C. submit form DTP-421 (*Notice of Intent to Conduct DMV's 30-Hour Basic Instructor's Course*) to DMV at least 30 days prior to the actual conduct of the course;
- D. submit an amended DTP-160 (*Self-Certification Program Application*) to DMV whenever an instructor will be added or removed from the roster of approved testers of prospective driving school instructors;

- E. complete form DTP-422 (*Notice of Completed Students of DMV's 30-Hour Basic Instructor's Course*) indicating the date the applicants completed the course administered by the driving school;
- F. certify on form DTP-424 (*Certification of Driving School Instructor Test Results*) the accurate results of the instructor applicants' tests;
- G. maintain the necessary security of all test materials before, during, and after a test is administered;
- H. maintain at least one instructor certified by DMV to administer the necessary tests and to conduct the 30-hour Basic Instructor's Course;
- I. promptly submit all completed forms to the Bureau of Driver Training Programs.

IMPORTANT: *Approval for participation in the Self-Certification Program is not transferable.* The approval for self-certification will be rescinded if the driving school is sold and/or if ownership is transferred.

VII. SUSPENSION/REVOCAION OF A DRIVING SCHOOL LICENSE

Part 76.23(a)(5) of Commissioner's Regulations (CR-76) authorizes DMV to suspend or revoke a driving school license for:

“ the failure of the licensee or any partner, officer, agent or employee of the licensee to conduct the prescribed tests for instructor applicants in the manner authorized by this department and/or the failure of the licensee or any partner, officer, agent or employee of the licensee to conduct the 30 hour course to instructor applicants according to the curriculum supplied by this department and/or for the number of hours required by this department and this Part.”

DMV'S 30-HOUR COURSE AND TESTS

I. BASIC INSTRUCTOR'S COURSE

Your school must conduct the 30-hour course according to a curriculum supplied by the Department. *Only the Department's curriculum can be used for the instruction of this course.* The actual conduct of the course may be monitored by DMV.

A. Notice of Intent to Conduct DMV's 30-Hour Basic Instructor's Course (DTP-421)

At least 30 days prior to offering this course, you must notify DMV in writing of your intent to offer the course by sending us the *Notice of Intent to Conduct DMV's 30-Hour Basic Instructor's Course* (form **DTP-421**). The form must include:

1. The date, session number, time, and location of each session. It is recommended that the entire course be completed in not less than two weeks and not more than 14 weeks. The course schedule should include at least one make-up session.
2. The name and certification number of the instructor responsible for teaching the course. Instructors teaching the course must have:
 - (a) a valid *Driving School Instructor Certificate* (form **MV-524**),
 - (b) five (5) years recent experience as an actual driving school instructor, **and**
 - (c) completed the 30-Hour Basic Instructor's Course **and** a 30-hour approved advanced course in teaching techniques and methodology.

NOTE: Classroom endorsement evidenced by form **MV-283B**, a permanent *Driver Education Instructor's Certificate*, can be substituted for the requirements listed in (b) and (c) above.

3. The number of students enrolled. It is recommended that at least 5 and not more than 25 participants be scheduled for this course at any one time. If classes do not meet these standards, contact DTP Certification & Oversight Unit for approval.
4. The signature of the owner or authorized official of the driving school, and the title of the individual signing the form.

B. Notice of Students Who Completed the 30-Hour Basic Instructor's Course (form DTP-422)

Form **DTP-422** must be completed and submitted to the Bureau of Driver Training Programs within 30 days of course completion.

II. COURSE COMPLETION CERTIFICATION

The driving school must provide each student who completed the course with a document certifying that he or she completed the course. The certification may be in the form of a letter or a completion certificate, and must include the following:

- ♦ The name of the driving school that conducted the course;
- ♦ The name of the course instructor, and the instructor's **MV-524** certificate number;
- ♦ The student's name and driver license number;
- ♦ The name of the course;
- ♦ The date the course was completed.

A sample completion certificate is available from Driver Training Programs.

PROCESSING INSTRUCTOR APPLICATIONS

Although Self-Certified Driving Schools are authorized to collect Vision Test Reports and administer instructor tests to instructor applicants who will be hired by the school, the instructor applicant is not a certified instructor until DMV issues form **MV-524** (*Driving School Instructor Certificate*). It is strongly recommended that the school submit form **MV-523** (*Application for Driving School Instructor Certificate*), along with all required supporting documentation, immediately after the instructor applicant completes the testing.

When submitting the application for an individual to be approved as a behind-the-wheel driving school instructor, a self-certifying driving school must submit **ALL** of the required documents listed on the *Check List* (form **DTP-423**). If any required item is omitted from the application, DMV may return the entire application to the driving school and also notify the instructor applicant as to the reason why the review of the application will be delayed.

I. INSTRUCTOR DRIVING RECORD CRITERIA:

The driving record is reviewed for the **24-month period** preceding the **date of receipt** of the application. The **date of receipt** is the date stamped on the application upon receipt by the Bureau of Driver Training Programs' staff .

An applicant must meet all of the following requirements:

1. The driver license is valid for operation in the appropriate license class(es);
2. The license/driving privilege has not been suspended or revoked within the last 24 months, based on the date the license was cleared of the suspension or revocation;
3. The driver license record has fewer than 7 points accumulated within the last 24 months based on the date of the violation;

4. The driver license record has fewer than 3 reportable accidents within the last 24 months, based on the date of the accident.
5. The instructor applicant must have at least 2 years recent licensed experience in any class they intend to be certified to teach.

If any of the above-noted conditions are not met, the application to be a driving school instructor will be **denied**.

II. SUBMISSION OF INSTRUCTOR APPLICANT FORMS TO DMV

You must send to DMV those documents listed on the *Check List* (form **DTP-423**), including:

1. A check or money order made payable to the “Commissioner of Motor Vehicles” in the amount of \$10 per application. Cash or “starter” checks will not be accepted.
2. An instructor applicant’s completed form **MV-523** (*Application for Driving School Instructor Certificate*).
3. Test Forms:
 - ♦ **MV-367** - The instructor applicant’s original answer sheets (not a photocopy) with test version indicated at the top. Only current versions of the test may be used.
 - ♦ **DTP-2004A**, *Road Sign Examination Chart Applicant’s Answer Sheet*.
 - ♦ **MV-501**, the instructor applicant’s original *Road Test Evaluation*.
 - ♦ **CDL-200**, *Commercial Driver License - Road Test Evaluation* if, at this time, the applicant is being certified to teach in commercial vehicles as well as passenger vehicles .
4. A completed certification form **DTP-424**, attesting to the test results for each instructor applicant.
5. Two passport-type photographs of the instructor applicant taken within the last 30 days.
6. A copy of the applicant’s High School Diploma or General Equivalence Diploma (GED).
Note: Diplomas or documents from another country must be translated by an organization approved by the NYS Department of Civil Service.
7. A *Vision Test Report* (form **MV-619**) or statement of visual acuity on letterhead or prescription stationary. **Please note:** A licensed physician, optometrist, ophthalmologist, optician, or registered nurse must administer the vision test. DMV issuing offices will not conduct vision tests for instructor applicants who are tested by the driving schools. Electronic submissions will not be accepted.

A statement of visual acuity must:

- ♦ be on pre-printed letterhead or prescription stationery with the name, address, and title of the individual making the certification;
- ♦ contain the patient’s full name, signature, address, date of birth, sex;
- ♦ state whether the test results were obtained with or without corrective lenses;
- ♦ include the date of the test; and
- ♦ include an affirmation that the person tested met the minimum visual acuity 20/40 (Snellen) in either or both eyes.

The date of the vision examination must be **less than six months** prior to the date of submission of the application documents.

The self-certifying driving school may download form **MV-619** from DMV’s web site at

<http://dmv.ny.gov/forms/mv619.pdf>

III. CERTIFYING TEST RESULTS OF INSTRUCTOR APPLICANTS

Your Self-Certifying Driving School must submit the *Certification of Driving School Instructor Test Results* (form **DTP-424**) and attach a completed form MV-523 for **each** instructor applicant you test.

In signing the form **DTP-424**, both the self-certifying driving school instructor who conducted the tests and owner or authorized official of the driving school affirm that all tests were conducted per DMV requirements.

- ♦ Written Test: The applicant is allowed up to 90 minutes to complete the test. The minimum passing score is 80%. *This is not an open-book test.*
- ♦ Road Sign Test: This must be the test provided by DMV. The applicant must correctly describe at least 13 of the 16 signs. *This is not an open-book test.*
- ♦ Behind-The-Wheel Test: The applicant must demonstrate his/her ability to safely operate the vehicle AND ability to teach students by explaining to the testers' satisfaction.

The applicant passed if:

- ✓ The applicant passed DMV's written test by achieving a passing score of at least 80%;
- ✓ The applicant passed DMV's 16-question road sign test by answering at least 13 correctly; and
- ✓ The applicant passed the behind-the-wheel road test.

If the applicant failed:

Any applicants who did not pass must be reported to DMV by submitting a completed form **MV-523** (*Application for Driving School Instructor Certificate*) along with the required fee and supporting documentation. See "Processing Instructor Applications" above.

All forms must be completely filled out. In addition to the name and driver license number of the applicant, the information must include:

- ♦ the dates of the tests;
- ♦ the vehicle type, including the license plate number, that was used for the road test;
- ♦ the name and address of the driving school;
- ♦ the name, signature, title and certificate number of the instructor who administered the tests;
- ♦ the name, signature, and title of the owner or authorized official of the driving school.

NOTE:

- (1) The instructor applicant will be permitted two chances to qualify on each of the required tests (the written test and the road sign test) on an application except for the road test. A failure on the road test will void the application.
- (2) An instructor applicant must have at least two years of recent licensed driving experience in the type of vehicle in which the instructor applicant wishes to teach students.
- (3) An instructor applicant's road test must be given in the type of vehicle which the applicant wishes to be certified to teach.

