

DRIVING SCHOOL OPERATOR 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 Owner or Operator 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. Applicant must be 21 years of age or older. (CVC §11102.5(a)(3)).

SECTION 1 — FEES REQUIRED

\$100 Non-Refundable Application Fee (CVC §11105.2(b)(1))

\$1 Family Support Fee

\$100 Examination Fee (CVC §11102.5 (a)(2))

SECTION 2 — FORMS REQUIRED *Attach documents in the following order.*

✓

Application for a Driving School Operator License (OL 217) (CVC §11104.6)

Application for Occupational License Personal History Questionnaire Part B (OL 29B) (CVC §11104.5)

Request for Live Scan Service [copy] (DMV 8016) (CCR §340.10)

SECTION 3 — ADDITIONAL DOCUMENTS REQUIRED *Attach documents in the following order.*

✓

Evidence of successful completion of the Driving School Operator Written Examination (CVC §11102.5 (a)(1))
Applicants will take the written examination with their local Occupational Licensing Inspector. The written examination must be passed within three attempts.

Evidence of successful completion of 2000 hours of actual behind-the-wheel teaching from a licensed California driving school (CVC §11102.5(a)(4)).

Evidence of successful completion of a course in the teaching of driver education and driver training acceptable to the department (CVC §11102.5(a)(4) and CCR §342.00 et. seq.).

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; until the department is satisfied that the applicant has met the requirements under this chapter, it may issue a temporary permit to any person applying for a license issued pursuant to this chapter. 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 its investigation and determination of all facts relative to the qualifications of the applicant for the license.

