



Louisiana Department of Public Safety and Corrections
Office of Motor Vehicles
**New Driver Education Instructor/Third Party Tester Examiner
Checklist with Instructions**

Documents / Fees Required	✓
Driving School Instructor/Third Party Tester Examiner Application (school/owner keeps a copy)	<input type="checkbox"/>
HS Diploma/GED/Higher Education Certificate	<input type="checkbox"/>
Certificate of Completion – Driver Education 30-hour course	<input type="checkbox"/>
Proof of a Sexual Harassment Prevention Course	<input type="checkbox"/>
Instructor Training class with the Training and Certification Unit, which must be successfully passed	<input type="checkbox"/>
TPE training scheduled with Training & Certification Unit	<input type="checkbox"/>
Examiner applicant must pass the Third Party Tester training test (AbsorbLMS)	<input type="checkbox"/>
TPE Training Completed	<input type="checkbox"/>
Background Check	
Two (2) completed Finger Print Cards	<input type="checkbox"/>
Driving School Background Authorization Form (see instructions below)	<input type="checkbox"/>
Driving School Rapsheet Disclosure Form OMVC	<input type="checkbox"/>
Background check fees, payable to Louisiana State Police (LSP)	<input type="checkbox"/>
Disposition for any arrests	<input type="checkbox"/>
Driver's License Record of Instructor	
Class "D" or Higher for Instructor and Third Party Examiner	<input type="checkbox"/>
Five (5) years unrestricted licensed driving experience	<input type="checkbox"/>
Acceptable Restrictions – Restrictions on a driver license for safe operation of a motor vehicle	<input type="checkbox"/>
Applicant does not have history of disqualifying violations (see qualifications below)	<input type="checkbox"/>
Acceptable age of 21 years or older	<input type="checkbox"/>
Fees	
<p>Applicable Fees - Fees will be billed via an electronic invoice system. The fees will not be due until the school location is ready to be licensed. TCU will email an invoice to the school owner. Once the invoice is received, the owner will have two options for payment.</p> <ul style="list-style-type: none"> Electronic payment methods: (Additional fees apply) <ul style="list-style-type: none"> Debit/Credit Card Electronic funds transferred via checking account. Mail in money order or certified checks. <p>Instructor Fees - \$ 10.00 per license year (\$10.00 or \$20.00)</p> <p>Payments will not be accepted until an invoice has been generated.</p>	<input type="checkbox"/>

Instructions for Adding an Instructor

All documents for a new instructor/examiner shall be submitted to the Training & Certification Unit.

Mailing Address	Physical Address	Email Address
Office of Motor Vehicles Attn: Training & Certification Unit P. O. Box 64886 Baton Rouge, LA 70896-4886	Office of Motor Vehicles Attn: Training & Certification Unit 7979 Independence Blvd. Baton Rouge, LA 70806	ladrivingschools@dps.la.gov

All applicants shall meet all of the following requirements:

1. Be a citizen of the United States or be lawfully present in the United States, and be a resident of the state of Louisiana
2. Be at least 21 years of age and have at least five (5) years of unrestricted driving experience with an intermediate and/or full licensure
3. Have earned at least a high school diploma or GED
4. Not had driving privileges suspended/disqualified for a DUI/DWI or for impaired driving within the last ten (10) years
5. Within the last three (3) years, not had **any** of the convictions listed below:
 - a. Three or more moving violations on the driving record
 - b. Driving under suspension
 - c. Two or more citations for seatbelt violations
 - d. Two or more citations for following too closely
 - e. One or more citations for child restraint violations
 - f. Three or more exceeding the posted speed limit
 - g. One or more citations for texting while driving
 - h. Two or more citations for driving without insurance or security within three years
 - i. Two or more citations for reckless or careless operation or careless driving
6. Not have three (3) or more insurance cancellations within the last twelve (12) months on the applicant's driving record
7. Not been convicted of any offenses related to the operation of a driving school or other business regulated by DPS
8. Not previously been a licensed instructor whose instructor's license has been suspended or revoked
9. Not a current or previous owner of a driving school or any other business regulated by DPS whose license or contract has been revoked
10. Not been convicted of a crime involving violence, dishonesty, deceit, indecency, or an offense involving moral turpitude, and have not been convicted of any misdemeanor or felony offenses involving controlled dangerous substance(s) or driving while intoxicated within the last ten (10) years
11. Not be convicted of any crime enumerated in R.S. 15:587.1(C) (the Child Protection Act), R.S. 15:587.1 et seq.
12. Has not provided false information with the application or falsified or withheld documents or information from representatives of DPS

Instructor/Examiner

1. Hold at least a valid Class "D" Louisiana driver's license
2. One of the following:
 - a. A certificate of completion of a driver education course at least equivalent to a 30-hour classroom course which has been approved by DPS
 - b. Hold a 30-hour driver education course certificate of completion issued within the past five years or a valid teaching certificate from the Department of Education with the following specialized education courses: hold a current valid teaching certificate issued within the past five years with all of the following specialized education courses:
 - i. General safety education course—three (3) hours
 - ii. Basic information course in driver education course – three (3) hours
 - iii. Curriculum innovations and instructional devices course (three hours) in-depth study of driver education and traffic safety curricular materials and familiarization with related instructional device
 - iv. First aid – one (1) hour
3. Hold at least a valid Class "D" Louisiana chauffeur's license
4. Not be missing an eye, hand or foot
5. Have visual acuity not worse than 20/40 in each eye, with or without corrective lenses
6. Not have any mobility impairment restrictions on driver's license
7. Pass the Office of Motor Vehicle certified examiner training course and schedule a training session with the Training Certification Unit. An additional fee (see checklist) is required for each Third Party Tester Examiner.

Application Process

1. Mail or email a completed Driving School Instructor/Third Party Examiner Application package with all documents for the Training & Certification Unit.
2. The applicant must submit to a background check through Louisiana State Police. Include a completed background forms (**Authorization and Disclosure Form**).
 - a. The Training & Certification Unit's information and signature will be at the top of the Authorization Form/Disclosure forms. The applicant will fill out their information on both forms in the applicant area.
 - b. Two (2) fingerprint cards for each instructor (**see Fingerprint Card guidelines below**).
 - c. Money order or cashier's check made payable to Louisiana State Police or LSP. Fees include the State and Federal background check. Provide separate money order/certified checks for each instructor. For the correct fees, see the Authorization Form for background check fee and the FBI processing fees.

Note: All background check forms and fees mailed or submitted to the Training & Certification Unit will be forwarded to Louisiana State Police (LSP) for background check processing. **The processing time generally four to eight weeks.**

Fingerprint Card Guidelines:

1. Fingerprint cards must be less than one year old.
2. Each fingerprint card must have the signature of the applicant.
3. Fingerprint cards must be completed in its entirety.
4. Fingerprints must be of a good quality. Do not send in poorly printed fingerprints. State Police or the FBI may reject the fingerprints.

The Fingerprint cards may be **rejected** for:

- Fingerprint cards are older than one year
- Incomplete information
- If the pattern (lines) for each finger cannot 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

Review the forms and fingerprint cards before submitting them. If you do not think the fingerprints are of a good quality, chances are they may be rejected. If the fingerprint cards are rejected, the Training & Certification Unit will send an email requesting new fingerprint cards.

Applicants may go directly to Louisiana State Police Headquarters for their background check process. If the applicant goes to LSP for the background check process, then applicant's instructor application documents and fees must be submitted on same day to the Training & Certification Unit.

The applicants may go directly to Louisiana State Police Headquarter to submit to the background check with the correct documents and fees after stopping at TCU to drop off their application.

Louisiana State Police will require:

- A money order or credit/debit card for payment for the digital fingerprints
- A money order or credit/debit card for payment to process the State and Federal background check
- A convenience fee, which will be charged for using credit/debit cards
- The attached Authorization & Disclosure forms only. If the owners/instructors do not use the attached background check forms, then their background check may be delayed, lost, or rejected.

Examiner Training

The Training & Certification Unit will be in contact with the school to set up the training with the new instructor/examiner after a request or application has been received. Instructions will be sent in an email concerning the training sessions along with attachments for driver education and third party training.

Please **do not** send in an incomplete Instructor Application/Examiner package. Review the application and documents before you submit the paperwork to the Training & Certification Unit.

The Training & Certification Unit will process all applications, documents and information in the order that it is received.

The Training & Certification Unit will process an invoice and bill the school once all documents have been reviewed and the application is approved. Once the invoice is paid, either electronically or money order/certified check, the license for the applicant will be issued.

A complete instructor package/file will ease the processing of your instructor/examiner application.