



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) The application must be submitted prior to performing the background check.	
HS Diploma/GED/Higher Education Certificate	
Certificate of Completion – Driver Education 30-hour course	
Proof of a Sexual Harassment Prevention Course	
Instructor Training class with the Training and Certification Unit, which must be successfully passed	
TPE training scheduled with Training & Certification Unit	
Examiner applicant must pass the Third Party Tester training test (AbsorbLMS)	
TPE Training Completed	
Background Check	
Receive background check code from TCU. Once the application has been submitted and received, a code will be emailed to the school owner. This code will be used to perform the background check.	
Disposition for any arrests	
Driver’s License Record of Instructor	
Class “E” or Higher for Instructor and Third Party Examiner	
Five (5) years unrestricted licensed driving experience	
Acceptable Restrictions – Restrictions on a driver license for safe operation of a motor vehicle	
Applicant does not have history of disqualifying violations (see qualifications below)	
Acceptable age of 21 years or older	
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>	

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:
 - Three or more moving violations on the driving record
 - Driving under suspension
 - Two or more citations for seatbelt violations
 - Two or more citations for following too closely
 - One or more citations for child restraint violations
 - Three or more exceeding the posted speed limit
 - One or more citations for texting while driving
 - Two or more citations for driving without insurance or security within three years
 - 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 "E" Louisiana driver's license
2. One of the following:
 - A certificate of completion of a driver education course at least equivalent to a 30-hour classroom course which has been approved by DPS

- 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:
 - General safety education course—three (3) hours
 - Basic information course in driver education course – three (3) hours
 - 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
 - First aid – one (1) hour
- 3. Not be missing an eye, hand or foot
- 4. Have visual acuity not worse than 20/40 in each eye, with or without corrective lenses
- 5. Not have any mobility impairment restrictions on driver's license
- 6. Pass the Office of Motor Vehicle certified examiner training course and schedule a training session with the Training Certification Unit.

Application Process

1. Mail or email a completed Driving School Instructor/Third Party Examiner Application package with all documents for the Training & Certification Unit. If the application is emailed, it must be electronically signed. If it has a wet signature, then it must be mailed in.
2. The applicant must submit to a background check through Louisiana State Police. The instructions and code will be emailed to the school upon receipt of the signed application from the applicant. All background checks shall be performed at an authorized location in and around Louisiana. **The school will receive the background check instructions and code from TCU, once the application has been submitted and received.**

Note: If a background check is performed by an applicant prior to OMV receiving the signed application, the background check will be voided and the applicant will have to perform another check at their own cost.

Instructor/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.