



**SELF-CERTIFICATION PROGRAM APPLICATION**

www.nysdmv.com

To administer the driving school instructor's written test, road sign and behind-the-wheel road test, collect a visual acuity report, and offer the 30 Hour Basic Course, *your driving school must have:*

- ◆ been in business for at least five years without any suspension or revocation of its license by DMV; and
- ◆ conducted the five-hour Pre-licensing Course in each of the five years preceding the date of this application.

School Name		School License Number	
Street			
City		State	Zip Code
Name of Owner or Manager		Title	Phone # (    )
			Fax # (    )
E-Mail Address			
<b>OFFICE USE ONLY</b> ➔	Driving School Request is:		
	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DENIED	Date: _____

Please list the instructors who will conduct the program. Each instructor *must meet all of the following criteria:*

- ◆ have a Driving School Instructor's Certificate (MV-524); and
- ◆ have completed an advanced course in Teaching Techniques and Methodology; and
- ◆ have completed a 30 Hour Basic Instructor's Course (Method and Contents for In-Car Instruction); and
- ◆ have five years experience as a driving instructor, or two years experience with a Permanent Driver Education Instructor Certificate (MV-283B).

INSTRUCTOR	CLIENT ID #	OFFICE USE ONLY		IF DENIED - REASON
		INSTRUCTOR IS:	INSTRUCTOR IS:	
		Approved	Denied	
1)		<input type="checkbox"/>	<input type="checkbox"/>	
2)		<input type="checkbox"/>	<input type="checkbox"/>	
3)		<input type="checkbox"/>	<input type="checkbox"/>	
4)		<input type="checkbox"/>	<input type="checkbox"/>	
5)		<input type="checkbox"/>	<input type="checkbox"/>	

NOTE: Your driving school may receive approval to participate in the program. However, only approved instructors who meet the above criteria may administer the tests and training. This list of instructors must be amended whenever an instructor is added or removed from this program.

Signature of Owner or Manager ➔ \_\_\_\_\_

\_\_\_\_\_ (Date)



**Please return to:**  
New York State Department of Motor Vehicles  
Bureau of Driver Training Programs  
6 Empire State Plaza, Room 412  
Albany, New York 12228