

RULES AND REGULATIONS

These rules are the general regulations that are contained in Title 55 of the Louisiana administrative code. All schools are subject to reviews by OMV staff to ensure compliance with all of the rules. Before submitting an application, you should become familiar with these rules to ensure that you have a clear understanding of the requirements. Schools which do not comply with the rules are subject to penalties and license suspension or revocation.

A. All approved private driving schools shall operate from an office in the following manner.

1. A school shall have a primary location where records shall be kept in a secure manner. Records shall be available for inspection between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. Only schools which are currently licensed by June 30, 2012 and currently maintain records at the owner's residence are allowed to do so. If the physical location where records are kept is the owner's residence, the owner agrees to make the records available for inspection. All schools licensed from this point forward will be required to maintain a primary location for the records.
2. A classroom location may be obtained by renting space from hotels or other facilities in the form of a conference room or a meeting room for the conduction of classes. No classes are to be held in a hotel room that is designed for temporary residence. No facilities may be rented or leased from an establishment that restricts entrance by age (no minors). No driving school shall be allowed to conduct business or instruction from a private residence. Any classroom located on private property shall not be attached to a private residence.
3. DPS shall first approve any name to be used by a driving school. No school shall use the word "state" or "education" in a part of the school name.
4. A school shall not use any name other than its approved name for advertising or publicity purposes, nor shall a school make any false or misleading statements in any of its advertisements or publications. No school shall advertise or imply the school is "accredited" by any national or state organization for driving schools, when such accreditation does not exist.
5. No driving school shall advertise in any way until such time as the school is properly licensed by DPS.
6. The school's license shall be conspicuously displayed in the business during operational hours. In the case of rented or leased space, the license shall be displayed at that location while the space is being utilized by the driving school.
7. Prior approval is required for any classroom or business address change. OMV shall be notified 30 days prior to any change in address to allow for site inspection and verification.
8. A driving school applying to open a branch office in an additional location shall submit the prescribed forms set forth in the rules and regulations, with the application fee of \$25 for each additional location. Classes cannot be conducted at the new location until the new license is issued.
9. All instructors shall be approved by DPS and obtain an instructor's license prior to providing instruction.
10. In the event a school owner or instructor license is revoked, that person shall not be involved in the administrative duties of the school.
11. All schools shall post a sign within the classroom stating that anyone who wishes to file a complaint against the school may contact the Training and Certification Unit at the Office of Motor Vehicles, P.O. Box 64886, Baton Rouge, LA, 70896, Attn.: Training and Certification Unit.
12. Driving schools may employ instructors currently licensed by DPS without repeating the application process. A notification of employment of a currently licensed instructor (DPSMV 6711) form shall be completed and submitted along with an application fee of \$10, in lieu of the instructor application packet.

General Regulations

The rules and requirements listed in this section shall apply to both private driving schools and driver education programs administered by secondary and alternative schools.

1. No employee of DPS, whose duties relate in any way to the issuance of a driver's license, shall be connected with any driving school.
2. The school shall notify DPS by e-mail at ladrivingschools@dps.la.gov of any change of telephone number or e-mail address within 14 calendar days of such change.
3. Any additional instructors or substitute instructors hired during the license period shall be properly licensed prior to administering any instruction.
4. The school shall agree to permit DPS representatives to inspect the school and shall make available to DPS, when requested to do so, all information and records pertaining to the driver education program. Upon request, the school shall provide photo copies of the school records required by DPS.
5. The school shall not, by advertisement or otherwise, state or imply that upon completion of a course or the road skills test, the securing of a driver's license is guaranteed or assured.
6. The school shall maintain adequate standards of instruction, qualified instructors, and equipment sufficient to adequately maintain the school or classes.
7. No instructor will be permitted to accompany any student into any examining office rented, leased or owned by DPS, for the purpose of assisting student in taking a driver's license examination.
8. No instructor will be permitted to loiter, advertise or personally solicit any individual on the premises rented, leased or owned by DPS, and operated for the purpose of conducting state driver's license examinations.
9. No school instructor shall be permitted to use the space provided on the premises of any office rented, leased or owned by DPS, for parallel parking or any other behind the wheel instruction during normal OMV business hours.
10. Each school shall maintain a minimum of one instructor properly licensed and trained to administer road skills tests.
11. Classroom instruction shall be provided in an approved driving school. Home study is not permitted for any portion of the classroom instruction.
12. A school that is operating at a location without a current license may have its license revoked.
13. All grievances or complaints made against the school and/or instructor shall be addressed within 14 business days and the resolution shall be documented
14. The school shall notify OMV within 14 days of any licensed instructor who leaves the employment of the school. The instructor license shall be returned to OMV for cancellation.
15. A licensed owner or instructor who is formally charged or convicted for any offense which would disqualify him, shall notify OMV in writing within 14 days of arrest. Failure to notify OMV may result in suspension or revocation of the license.
16. Driver education instructors shall participate in and provide evidence of successful completion of at least two of the following to obtain credit for continuing education on an annual basis. Credit shall be given only for courses that were completed during the appropriate licensing period:
 - a. post-secondary course that pertains to driver education as provided by an accredited college or university. A passing grade is required;
 - b. an approved defensive driving instructor development course;
 - c. a course provided by national, state, or regionally sponsored in-service workshops, seminars, or conferences that pertain to subject matters that relate to the practice of driver education or teaching techniques;
 - d. a course that pertains to subject matters relative to driving safety;

e. standard first aid or CPR certification.

17. In the event of a school closure, either by voluntary measures or by action of the Department of Public Safety and Corrections, Public Safety Services, refunds will be issued upon request. All refunds shall be processed within 30 days after the effective date of termination or request, whichever is sooner. Proof of refund shall be the refund document or copies of both sides of the cancelled check and shall be on file within 20 days of the effective date of refund action. All refund checks shall identify the student to whom the refund is assigned.

Licenses

1. Licenses shall be issued on a biennial basis. The initial license shall be valid from the date of issuance until December 31 of the following calendar year.
2. Licenses shall be nontransferable. In the event of a change of ownership, application for a new license shall be made and the old license shall be surrendered to the department before a new license will be issued to the new owner. The fee for the new license is \$50 for each school location and \$20 for each individual instructor payable as set forth and shall be submitted with the new application.
3. If a school license or instructor license is lost or destroyed, a duplicate will be issued for the application fee of \$10 upon proof of the fact or, in the case of mutilation, upon surrender of such license.

License Fees

1. Every application for license shall be accompanied by a non-refundable application fee of \$25 per year, collected biennially, per location and \$10 per year, collected biennially, for each individual instructor per location for the school and a \$26 background check fee per school employee/instructor involved in supervisory authority over the students.
2. Third Party Tester Fees – A non-refundable \$50 annual application fee for each tester location, which shall be collected biennially and a \$25 non-refundable annual application fee for each examiner, which shall be collected biennially, in the form of a money order, certified check or public school check made payable to DPS;
3. These fees will be charged each time the license is renewed.
4. Licenses shall be renewed by December 31 on the year stated. If the completed application including all fees is not received by December 31, the license shall expire.
5. All fees shall be submitted in the form of a certified check or money order made payable to DPS. No personal or business checks will be accepted.
6. All license fees are non-refundable.

Renewal

1. Application for renewal of a license shall be made on the prescribed form, 90 days prior to license expiration, and accompanied by the appropriate fees.
2. The fees shall be submitted in the form of a money order or a certified check made payable to DPS. All renewal applications for privately owned schools shall be submitted to OMV before the close of business, October 1 of the expiration year.
3. Applications received after October 1 will be deemed untimely and may cause delay in renewal of the license. A school which has submitted an untimely renewal application and whose renewed license is not issued prior to December 31, shall not be authorized to conduct any classes after December 31, until the license is renewed.
4. Incomplete renewal applications may result in the license renewal being delayed or denied.
5. Background checks on owners, instructors and all employees involved in the supervision of students will be conducted upon license renewal.

6. Proof of continuing education for each instructor as outlined in this subchapter shall be submitted with the renewal packet.
7. The following documents shall be submitted as part of the renewal packet.
 - a. completed application for each school location;
 - b. completed application for each instructor;
 - c. completed application packet for any new instructors added;
 - d. certificate of insurance in the company name stating that all vehicles utilized in the behind the wheel course are currently insured and that upon cancellation or expiration, the department will be notified. This certificate shall be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The limits shall be from a company authorized to do business in this state in the amount of at least the minimum amount required by R.S. 32:900;
 - e. proof of each instructor's successful completion of continuing education;
 - f. certified check or money order for appropriate fees;
 - g. each owner, instructor and any other employee involved in supervision of the students must successfully pass a fingerprint background check. The background check will be conducted in a manner set forth by DPS. Each applicant must pay the background check fee by a separate certified check or money order. The current fee is \$26.
 - h. Any driving school that fails to renew his license/contract within six months of expiration shall be required to begin the initial application process again.

Driver Education Completion Certificate Requirements

1. The driver education completion certificate is designed by DPS, and issued by a licensed school upon successful completion of a 38 hour course or a six hour pre-licensing course. These certificates will expire five years after the completion date.
2. Every school approved by DPS, shall be required to serially number and complete the uniform driver education completion certificate. Each certificate shall display a distinguishing raised seal, consisting of the driving school's name, affixed to the specified area of the form, not to obscure any of the required signatures.
3. The original driver education completion certificate shall be identical to the form approved by OMV and shall be given to the student to present to DPS as proof of compliance with the driver training requirement for a driver's license or learner's permit. A second copy is to be provided to the student and the third copy is to be maintained by the school for a minimum of five years from the date of course completion.
4. Upon request, schools shall provide to the student, photocopies or duplicates of driver education completion certificate for a minimum of five years from the date of course completion. Such duplicates shall be certified (signed and dated) by owner of the driving school.
5. All unissued driver education completion certificate shall be safeguarded at all times. The certificates shall be kept in a secure place under lock and key and only available to those representatives of the driving school authorized to issue such certificates and DPS representatives.
6. Every school shall maintain an ascending numerical accounting record of all certificates issued. The records and all unissued certificates shall be open for inspection to DPS or any law enforcement agency during normal business hours.
7. The course completion date shall be the date of or later than the completion date of both the classroom course and the behind the wheel course.
8. No certificate shall be issued until such time that the classroom and behind the wheel course has been completed.

9. Unissued lost or stolen certificates of completion shall be reported to DPS immediately. If a theft or suspected theft has occurred, the local law enforcement agency shall also be notified and a police report sent to the Office of Motor Vehicles immediately.
10. Schools shall complete a student assessment including any comments relevant to the student's proficiency and shall attach the assessment to the driver education completion certificate to advise the parent(s) of the student's driving proficiency.

Behind the Wheel Driving & Permit Requirements

1. The temporary instruction permit shall be issued to each individual student by the driving school on a form approved and provided by DPS, and is valid only during the behind the wheel training.
2. The student shall provide correct information in legible form on the front of the permit application. Applications shall be completed under the supervision and with the assistance of the instructor.
3. The student's birthday shall be carefully checked, since it is unlawful to issue a school instruction permit to anyone who has not reached his/her fifteenth birthday. The form may be completed upon enrollment in the class; however, it may not be utilized until the student has reached the age of 15 and begins the behind the wheel course.
4. All questions on the front of the permit application shall be answered truthfully and correctly by the student. The student should sign with usual signature, not necessarily his/her full name. The application shall be completed in ink.
5. If the applicant is a minor, it is mandatory that the domiciliary parent sign the application in the presence of a notary public or the instructor/owner.
6. In case of a minor, if both parents are deceased, or have lost custody, the application shall be signed by the applicant's legal guardian. The instructor shall require proof that the person is the legal guardian.
7. If a student answers "yes" to medical questions number 1 and/or number 2 listed on the temporary instruction permit the student shall be referred to DPS to be given a DPSMV-2032 medical examination form which requires completion by the student's physician. The student shall be instructed to submit the completed form with the permit application to OMV, Training and Certification Unit. OMV will approve or deny the issuance of the temporary instruction permit.
8. Before initiating behind the wheel instruction, each instructor should take appropriate, practical action to assure that each student has no apparent visual or hearing condition which could impair his ability to safely operate a motor vehicle.
9. Anyone applying for a behind the wheel course who has a special need, because of a physical or mental impairment, shall be referred to a driver rehabilitation specialist as defined in R.S. 32:401.
10. The temporary instruction permit shall be in the possession of the instructor and carried in the vehicle at all times while behind the wheel driving instruction is given. The permit is valid only for the length of the driving instruction and shall be presented upon request to any law enforcement officer.

REGULATIONS FOR THIRD PARTY TESTERS

1. Upon approval of the application, all third party testers shall execute a contract with DPS authorizing them to administer the road skills test.
2. All third party examiners shall comply with and abide by all applicable statutes and regulations as well as all terms of the contract executed by the third party tester or third party examiner and DPS.
3. The school shall agree to permit DPS representatives to inspect the school and shall make available to DPS, when requested to do so, full information pertaining to any or all items of information pertaining to the testing operation. Upon request, the school shall provide photo copies of the school's records required by DPS.
4. A representative of the Federal Highway Administration and/or a DPS representative may conduct random examinations, inspections, and audits without prior notice.
5. The facility shall conspicuously display the issued certificate in the business during operational hours.
6. The tester and/or examiner shall not assist a person in obtaining a driver's license by deceptive practices.
7. The tester and/or examiner shall not state or imply, that upon completion of the road skills test, the securing of a driver's license is guaranteed or assured.
8. A DPS representative shall annually take a road skills test administered by the licensed third party examiner or test a sample of drivers who were examined by the third party to compare pass/fail results.
9. A third party tester/examiner shall not commence administering the road skills test until authorized to do so by DPS.
10. If at any time, a third party tester/examiner ceases to meet any requirement imposed by statute, the regulations, or the contract, the third party tester or the third party examiner shall immediately cease all testing.
11. Each student administered the road skills test shall be notified, prior to testing, that he is subject to being retested by the Office of Motor Vehicles at any time.
12. Private driving schools may administer road skills tests to the general public. Authorized Secondary School Driver education program providers shall administer road skills tests only to students enrolled in his school or his driver education program.
13. All third party examiners shall submit to and receive approval from DPS of a test route for use in the administration of skills testing to driver applicants for each location approved by DPS. The route shall be different from the routes used during any eight hour behind the wheel training.

Safety and Insurance

1. A certificate of insurance shall be filed with DPS in the business name stating that all vehicles utilized in the road skills test administration are currently insured and that upon cancellation or expiration, the training and Certification Unit, Office of Motor Vehicles will be notified. This certificate shall be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The limits shall be \$500,000 in auto liability and \$1,000,000 in general liability.
2. If the school is covered under a fleet policy and desires to add another vehicle to its fleet, it shall advise the insurance company to notify DPS, in writing that this unit (specifying the make, model and vehicle identification number) has been added.
3. The examiner may refuse to administer the test at any time he determines the condition of the applicant, roads, or weather to be unsafe.

Road Skills Test Certificate (DPSMV 2272) Requirements

1. Road skills test certificates shall be issued to applicants who successfully complete a road skills test as approved by the Office of Motor Vehicles.
2. No third party tester shall issue a certificate to a person who has not successfully completed the approved road skills test.
3. All blank road skills tests certificates shall be kept in a secure place under lock and key and only available to those representatives of the third party tester authorized to issue such certificates and DPS representatives.
4. Lost or stolen road skills test certificates shall be reported to DPS immediately. If a theft or suspected theft has occurred, the local law enforcement agency shall also be notified and a police report sent to OMV immediately.

Testing Preparation Policies

1. Each applicant shall be required to present proof of identity as outlined in the Office of Motor Vehicles policy along with the completed Test History form provided by the Office of Motor Vehicles.
2. The legal custodial/domiciliary parent/guardian of an applicant under the age of 18 shall sign a consent statement, provide proper identification and provide proof that he or she is the legal custodial/domiciliary parent/guardian.
3. All applicants shall sign the Disclosure of Terms form supplied by OMV. If the applicant is under the age of 18, the legal custodial/domiciliary parent/guardian shall also sign. This form shall be kept in the files.
4. The fee for a road skills tests shall not exceed \$40. This shall cover all expenses including the cost of the original and one additional copy of the road skills test certificate provided to each applicant.
5. A copy of the certificate shall be placed in the applicant's file and maintained by the tester for a minimum of five years.
6. Only examiners which are certified adaptive driver trainers shall administer road skills tests to applicants that require adaptive equipment, including bioptic telescopic lenses.

Test Administration Policies

1. Only examiners who have been approved and certified by DPS shall administer road skills tests.
2. Only the applicant, examiner, examiner's supervisor, DPS representative, or interpreter, if necessary, are allowed in the vehicle when a road skills test is being administered.
3. Each driving course layout shall include (as a minimum) the following for scoring purposes:
 - a. two stop signs (one with an obstructed view, if possible);
 - b. two traffic lights;
 - c. two lane changes;
 - d. two intersections, without a turn;
 - e. two reversal procedures—options:
 - i. into and out of a parking space;
 - ii. three point turn;
 - f. three left turns, one of which includes a left turn onto a multiple-lane roadway;
 - g. three right turns, one of which includes a right turn onto a multiple-lane roadway;
 - h. one parking maneuver.
4. In the administration of the road skills test, each third party examiner shall measure the performance of the applicant in each of the following operational skills:
 - a. observing;

- b. communicating;
 - c. speed adjustment;
 - d. vehicle positioning;
 - e. time and space judgment;
 - f. hazard perception.
5. Standardized instructions shall be utilized when conducting a road skills test.
 6. Approved scoring criteria shall be standardized, as determined and approved by DPS. If using a vehicle with a dual brake, it shall be an automatic failure of the test if the examiner has to use the brake for any reason.

SUSPENSION AND REVOCATION OF LICENSES

The following covers the current rules covering the suspension and revocation of the school and instructor licenses.

1. All regulations outlined in this Chapter shall be adhered to by the school and its employees. DPS may suspend or revoke any driving school license or instructor license issued under these rules and regulations upon discovery of satisfactory evidence of violations. If the violation involves the owner of the school or other management staff, then the driving school will be assessed penalties or the license may be suspended or revoked. If the violation involves the instructor, then the instructor may be fined or the instructor's license may be suspended or revoked, depending on the nature of the violation. Fines may be assessed up to \$500. If the fine is not paid, the license shall be revoked.
2. Any instructor whose driving privileges have been suspended or revoked is subject to having his instructor's license suspended or revoked.
3. The license of any instructor charged by indictment or bill of information for any crime enumerated in R. S. 15:587.1(C) (the Child Protection Act) shall immediately be suspended and shall remain suspended until such time as a final disposition of the charges are received by DPS.

Appeal Rights

1. Notice of License Denial and Appeal

a. An applicant who is denied a driving school or instructor license shall be notified in writing by DPS. Such notice shall comply with R.S. 49:955(B). Upon receipt of such notice, the applicant shall have two options.

i. Option 1-*Informal Review*. The applicant shall have 10 business days to request an informal review of documentation and evidence provided by the applicant setting out reasons the denial should be considered improper. Should the applicant remain dissatisfied with DPS' decision following this review process, the applicant may appeal this decision within 20 business days of receipt of DPS' decision by requesting an administrative hearing. Any such hearing requested by an applicant shall be scheduled and conducted in accordance with the Administrative Procedure Act pursuant to R.S. 49:950 et seq.

ii. Option 2-*Formal Appeal*. The applicant may appeal the denial by the department in writing within 30 days of receipt of DPS' decision by requesting an administrative hearing. Any such hearing requested by an applicant shall be scheduled and conducted in accordance with the Administrative Procedure Act pursuant to R.S. 49:950 et seq.

b. A request for an administrative hearing shall be made in writing to DPS. If the request for a hearing is not submitted timely, the denial shall become final.

Notice of Suspension, Revocation or Fine

a. An applicant whose permit is revoked, suspended, or who is issued a fine shall be notified in writing by DPS. Such notice shall be in compliance with R.S. 49:955(B). Any notice of immediate suspension or revocation shall be in accordance with R.S. 49:961.

b. Upon receipt of such notice, the applicant shall have 10 business days to request, in writing, an informal review of DPS' action. The applicant should provide DPS with relevant information which might have some bearing on the department's action. The applicant should include any documents or other evidence he wishes the department to consider.

General Provisions

a. Upon receipt of a request for any review, the deputy secretary or his designee shall review DPS' action considering the information submitted, and affirm, modify, or reverse DPS' action. Written notice of DPS' decision to affirm, modify or reverse DPS' action shall be provided to the applicant.

b. Except as otherwise provided by these rules, any notice shall be served by certified mail, return receipt requested, or hand delivered to the permanent address that is provided in the application, or latest amendment thereto, on file with DPS. If any incorrect or incomplete address has been supplied to DPS by the applicant or applicant, such that service cannot be successfully completed, or the applicant or applicant fails to accept properly addressed certified mail, notice shall be presumed to have been given.

c. Any fine levied by DPS which is adjudicated to a final administrative judgment shall be paid within 14 calendar days of said judgment becoming final. Failure to pay such a fine within 14 calendar days may serve as grounds to suspend or revoke any license or contract under this part.

d. In cases of serious violations of the law or these rules, or in situations in which the law calls for prompt suspension or revocation, or violations which present a danger to the public health, safety or welfare, DPS may provide notice in accordance with R.S. 49:961. Such notice shall be promptly documented and confirmation in writing shall be provided to the applicant.

e. Any request for an administrative hearing shall be made in writing and sent to DPS within 30 days. If no request for a hearing is timely made, the action and/or penalty shall become final.

RECORDS

Each driver education provider is required to maintain records for in provided and skills test administered. Below are the rules covering the records to be maintained.

Records for Driver Education

Every licensee shall maintain the following records:

1. All schools shall make available records and necessary data required for licensing for inspection by authorized DPS representatives.
2. All records and necessary data pertaining to the operation of the school shall be maintained in the office in chronological class order and shall be available for inspection upon request by any law enforcement officer or DPS representative. All records shall be maintained for a minimum of five years. Records shall include, but are not limited to:
 - a. a file including the name, address and contact information of all guest lecturers;
 - b. a file on all instructors containing the following documentation:
 - i. copy of instructor's license;
 - ii. employment records, including time and attendance records, address and contact information;
 - c. a permanent record of lesson plans and other resources utilized for classroom instruction. Written documentation of the lesson plan for the behind the wheel portion of the course;
 - d. class schedules and sign in rosters from classes held;
 - e. copies of all written complaints and grievances filed with the school along with written documentation of the resolution.
3. Every driving school shall maintain the following records on the individual student who is administered either the 38 hour driver's education or six hour pre-licensing course:
 - a. official name and address of the school shall be printed on all student documentation;
 - b. completed enrollment form which shall include, but is not limited to, the following:
 - i. student's legal name, date of birth as taken from the birth certificate or other acceptable primary document as defined by DPS, telephone number and physical address (other than P.O. Box);
 - ii. parental/guardian consent for minor applicants, including identification presented;
 - iii. date of enrollment;
 - iv. any funds received from, or on behalf of, a student;
 - v. dates of classroom instruction;
 - c. completed driving school temporary instruction permit which includes:
 - i. behind the wheel instruction schedule including the instructor's printed name and his instructor license number;
 - ii. beginning and completion dates of the course;
 - iii. vehicle (s) driven during the course;
 - iv. mileage accumulated during the student's course;
 - v. grades of tests administered;
 - vi. final grade earned;
 - d. date instruction terminated, if applicable;
 - e. copy of completion certificate.

4. Every driving school shall maintain a class schedule and shall notify DPS of the classes scheduled, including the type of course to be administered. This schedule may be submitted quarterly, bi-annually or annually. DPS shall be notified of any changes in the schedule after submission to DPS

Record Keeping for Road Skills Test

1. When the student requires the administration of a road skills test, the following information shall be maintained in the records, in date order, and shall be maintained for five years from the date of the road skills test:
 - a. completed application for road skills test (DPSMV2271);
 - b. completed disclosure of terms for applicants (DPSMV2273);
 - c. completed road skills driving test (DPSMV2005A);
 - d. completed test history form (DPSMV30059) furnished by DPS, if applicable;
 - e. completed road skills test certificate (DPSMV 2272), if applicable.
2. Every Third Party Tester shall maintain an ascending numerical accounting record of all certificates issued. The records and all unused road skills test certificates shall be opened for inspection by DPS during normal business hours.
3. The tester shall submit a monthly report of the skills test performed the previous month. The report shall list by week the number of skills tests given, the number of tests passed, the number of tests failed and total all categories listed above for the month. This report shall be submitted by the tenth of the month in the format and delivery method prescribed by OMV.

REPORTS

Driver education providers are required to submit information to the department on a regular basis. Each month the driving school must submit reports indicating how many skills test were administered each month, along with information identifying the applicant's for skills tests.

Providers are also required to furnish the department with a calendar of scheduled classes. Representatives of the department may drop in a class and observe. Calendars should be submitted as soon as the schedule is made. Calendars can be submitted monthly, quarterly and yearly.

Title 55 requires providers to maintain records on each class and the individual students in the class. Compliance reviews will be conducted on regular basis by the department to ensure compliance. This review can be conducted in different methods. Department staff may visit your location and ask for original or copies of documents maintained in the files. Office staff may contact the provider and require the submission of copies through the mail. Regardless of the method of retrieval, once the documents are reviewed for compliance, all original documents will be returned to the provider.