



Louisiana Department of Public Safety and Corrections
Public Safety Services
Office of Motor Vehicles

THIRD PARTY TESTER INFORMATION

Act 307 of the 2012 legislative session changed the law relative to skills test for Class D or E licenses. The change requires all driver education providers become certified to administer road skills test.

The law does not require all third party testers to be driver education providers.

Becoming certified to administer road skills test is now a part of becoming licensed to provide driver education. If you are applying to provide driver education or are currently licensed to provide driver education, you are not required to complete the Third Party Tester Only Application. If your facility wishes to have an additional third party examiner added you may complete the Third Party Only Examiner Application.

If you do not provide driver education and desire to be certified to give road skills test, read the information provided below and read the Regulations for third party testers.

Application Process and Fees for Third Party Testers/Examiners

- A. Each person requesting to be certified by and contract with DPS as a third party tester shall submit the following:
1. completed third party tester application for class D and E driver's license
 2. certificate of insurance as outlined in this Subchapter;
 3. completed application for examiner license;
 4. 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;
 5. If the applicant is not a currently licensed driving school owner or instructor, each applicant 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.
 6. If the applicant is not a currently licensed driving school owner, all documents required to verify that the applicant meets the qualifications for a driving school owner as outlined in this part, must be submitted.
- B. Examiners shall submit the following:
1. completed application for third party examiner certification;
 2. If the applicant is not a currently licensed driving school instructor, each applicant 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.
 3. If the applicant is not a currently licensed driving school instructor, all documents required to verify that the applicant meets the qualifications for a driving school owner as outlined in this part, must be submitted.

C. Renewal

1. The renewal schedule is December 31 each year for privately owned facilities and August 31 for secondary school facilities.
2. Application for renewal of certification shall be made on the prescribed form, accompanied by a non-refundable fee of \$100 for each location and \$50 for each individual examiner certificate, in the form of a money order or a certified check made payable to DPS. No personal or business checks will be accepted.
3. All renewal applications for privately owned schools shall be submitted to the Office of Motor Vehicles before the close of business, October 1, of the renewal year. All renewal applications for secondary and alternative schools shall be submitted to the Office of Motor Vehicles before the close of business, June 1, of the renewal year.
4. All renewal applications for third party testers and examiners which are licensed driver education providers shall be submitted in conjunction with the renewal for the driver education programs.
5. Applications received after the deadline, will be deemed untimely and may cause delay in renewal of the license. A third party tester which has submitted an untimely renewal application and who has not been certified prior to the expiration of the current certificate, shall not be authorized to conduct any road skills tests after that certificate expires, until the license is renewed.
6. Incomplete renewal applications may result in the license renewal being delayed or denied.
7. Background checks on owners and examiners will be conducted upon license renewal.
8. The following documents shall be submitted as part of the renewal packet:
 - a. completed application for each location;
 - b. completed application for each examiner;
 - c. certificate of insurance in the company name stating that all vehicles are currently insured and that upon cancellation or expiration, the Training and Certification Unit of Office of Motor Vehicles shall 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;
 - d. a non-refundable fee of \$50 for each location and \$25 for each individual examiner certificate, in the form of a money order or a certified check made payable to DPS. No personal or business checks will be accepted.
 - e. completed background check forms and certified check or money order for \$26 for each examiner and owner for facilities that are not driving schools.
9. Any facility that fails to renew his license/contract within six months of expiration shall be required to begin the initial application process again.