Checklist for Apprentice Application

- [ ] Documentation signed by the certified school that the applicant has successfully completed the required instructor certification courses approved by the Administration to be qualified for an apprentice instructor permit; *** Letter from school must state that the apprentice has complete basic driver's education and basic behind the wheel, and you now feel they are ready to take the apprentice test.

- [ ] A copy of the applicant's high school certificate, its equivalent, or college degree. If the diploma is from another country, the diploma must be translated by the embassy from which the diploma is from. The embassy must also verify that the diploma is that of an equivalency at least of a high school diploma.

- [ ] A dated official receipt verifying that fingerprinting has been completed and a criminal background check has been requested within the past 15 days

- [ ] A copy of the applicant's driving record for the past 3 years issued by the driving license authority of the applicant's state of licensure

- [ ] Written statement from the apprentice applicant certifying that the applicant does not have any reportable medical conditions. Must be signed by the applicant and dated.

- [ ] Written statement from the apprentice applicant certifying under penalty of perjury whether the applicant has ever had a driving instructor license or instructor certification revoked in Maryland or any other state.

COMAR 11.23.02

.17 Applying for Instructor Certification.

A. The school where the applicant for instructor certification is employed shall ensure that:

(1) The applicant meets the qualifications for instructor certification; and

(2) The application for instructor certification is complete and contains all the required documents and information.

B. The application for instructor certification shall be submitted to the Administration accompanied by:

(1) Documentation signed by the certified school that the applicant has successfully completed the required instructor certification courses approved by the Administration to be qualified for an apprentice instructor permit;

(2) A copy of the applicant's high school certificate, its equivalent, or college degree;

(3) A dated official receipt verifying that fingerprinting has been completed and a criminal background check has been requested within the past 15 days;

(4) A copy of the applicant's driving record for the past 3 years issued by the driving license authority of the applicant's state of licensure;

(5) Certification by the applicant that the applicant does not have any reportable medical conditions; and

(6) A statement certifying under penalty of perjury whether the applicant has ever had a driving instructor license or instructor certification revoked in Maryland or any other state.

C. Prior to scheduling the final skills evaluation for competency and proficiency, an applicant shall also submit to the Administration:

(1) Documentation signed by the certified school that the applicant has successfully completed the required instructor certification courses approved by the Administration to be qualified for instructor certification; and

(2) A copy of the logbook provided by the Administration documenting the learning activities during the time as an apprentice instructor.

*** Letter from school must state that the apprentice has complete basic driver's education and basic behind the wheel, and you now feel they are ready to take the apprentice test.

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

DE-002 (07-14)

Application For Approval

MUST PROVIDE SEPARATE FORM FOR EACH PROGRAM
(Please complete both sides of the application. Print in ink.)

- ☐ Apprentice Permit- $25.00
- ☐ Instructor License Renewal- $150.00
- ☐ Corrected Instructor/Apprentice License - $20.00
- ☐ Duplicate Instructor/Apprentice License - $20.00
- ☐ Permanent Instructor - $150.00
- ☐ DIP Instructor
- ☐ 3 Hour Alcohol & Drug Education Instructor
- ☐ OTHER: _____

Name of School or Provider | School ID or Provider # | Instructor Number if applicable | Exp date

Applicant Information: (Name & Address must match your Driver's License)

First Name | Middle Name | Last Name

Street Address

City | County | State | Zip Code

Email Address | Date of Birth (Month/Day/Year) | Phone Number

Driver's License Number | Exp Date | State Issued

Yes	No	
☐	☐	Has your driver license or privilege to operate a motor vehicle ever been revoked, suspended, cancelled or refused, in this or any other state or District of Columbia? If yes when (mm-dd-yy) _____ and where (state) _____ ?
☐	☐	Are you at least 21 years of age and have you held a driver's license for the last three (3) consecutive years?
☐	☐	Have you ever been convicted of any violation of the law, other than traffic violations? If yes, please explain in additional informational section or attach a separate sheet of paper.
☐	☐	Are you currently employed by the State of Maryland? If so, what agency? _____

RENEWAL APPLICANTS ONLY

Yes	No	
☐	☐	I certify that in the past two years that I have satisfactorily completed a minimum of 8 hours of professional development approved by the Administration. **Please provide supporting documentation from program that was completed.**
☐	☐	I certify that I have been observed and evaluated at least 2 times in the last two years by the owner of the school, or another school official.

Certification of School

☐ ☐ I certify that the aforementioned individual has in the last 2 years taught a minimum of 30 hours of programs courses.

Certifying School number | Certifying School Official Signature | (Printed) | Date

For more information, please call: **410-768-7000** (to speak with a customer agent).
TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

NEW FOREIGN LANGUAGE APPLICANTS ONLY

Yes No

☐ ☐ Are you applying to instruct Driver's Education in another language other than English?
If so, please check the appropriate box and supply the pertinent documents to certify that you are qualified to do so:

- ☐ Maryland Court Certified Translator- Must supply copy badge or other certification dated within the last 30 days.
- ☐ Maryland State Department of Education Certificate- Must supply copy of certificate stating in which language you are certified to teach.
- ☐ Driver Instructional Services Division Testing. Please contact DISD for scheduling.

If your request requires additional information, please supply here:_____

_____

_____

_____

_____

_____

_____

_____

_____

Certification of Signator(s)

It is illegal for anyone to give false or fictitious information for a Driver Instructors License, Apprentice Permit or a Remedial Program instructor's approval. Since the approval is considered part of the application, anyone who provides or certifies to a false or fictitious statement or information herein may be prosecuted and/or have his or her approval cancelled.

Applicant Certification

I certify, under penalty of perjury that the statements are true and correct. I am familiar with the Maryland Motor Vehicle certification laws and regulations concerning the conduct of remedial program instructors. I understand this approval is only valid while I am employed with an approved remedial program.

_____

Applicant's Signature Date

School or Program Owner's Certification

I acknowledge as owner, partner or department of education official of the licensed driver's school or Remedial Program listed that the information submitted by the applicant is true and that the applicant will be employed by me upon receipt of his/her approval.

I certify under penalty of perjury that the statements are true and correct.

_____

Owner's Signature Title Date

Apply to... Register to Vote Now!

Apply to register to vote with your driver's license transaction. For details ask your customer service representative.

Motor Vehicle Administration

Please complete the enclosed application and return with a Driving Record from each state in which you have held a Driver's license in the past three years other than Maryland. Accompanying the application you must also submit a receipt from the Criminal Justice Information System-Central Repository attesting that you have participated in the Live Scan fingerprint process to initiate a criminal background check of state and federal records. To assume that you are participating in the required process as outlined in COMAR 11.23.02, you must provide the following information at the Live Scan site when you report for fingerprinting.

Legislative Authority: TR§15-804, annotated code of Maryland.
ORI # MD920497Z (for federal records);
CJIS authorization #0800006034 (for state records).

Failure to provide this information at the time of fingerprinting will result in the incorrect reporting process, which will render the results of the background check invalid for the intended purpose. This will require that the process be repeated utilizing the above information. For this reason, it is strongly recommended that you take this page with you when you report for fingerprinting.

The application, driving record and criminal record check receipts must be completed and returned to the Driver Education Program at the Glen Burnie Motor Vehicle Administration room 207.

The phone number to set up an appointment for the fingerprinting and background checks is 1-888-795-0011

The locations are:

Bel Air MVA
Frederick MVA
Waldorf MVA
Salisbury MVA
Glen Burnie MVA

The following location has walk-in service and no appointment is needed:

CJIS Storefront Reisterstown Road Plaza

Using Live Scan, the turnaround time for a background check is 10 business days or less.