



Virginia Driver Training
ONLINE DRIVER EDUCATION
LICENSE APPLICATION AND AGREEMENT
Class B - Passenger Vehicle

Purpose: Use this form to apply for or renew an online driver training school license.

Instructions: Return completed form to the Commercial Licensing Work Center at the above address.

IMPORTANT NOTE: The expiration of the online school license shall coincide with the expiration of the standard driver training school license.

APPLICATION INFORMATION			
(check one)	<input type="checkbox"/> Original (first-time application)	<input type="checkbox"/> Renewal	ONE YEAR LICENSE FEE \$ 100

OWNER INFORMATION				
INDIVIDUAL OWNER NAME (print) (last, first, mi, suffix)				
DMV CUSTOMER NUMBER	HOME/BUSINESS ADDRESS	CITY	STATE	ZIP CODE
HOME TELEPHONE NUMBER	FAX NUMBER (if applicable)	EMAIL ADDRESS		

REPRESENTATIVE INFORMATION (authorized to act on behalf of the school)		
REPRESENTATIVE FULL NAME (print) (last, first, mi, suffix)	TITLE (if applicable)	TELEPHONE NUMBER

CURRICULUM VENDOR INFORMATION
NAME OF ONLINE CURRICULUM VENDOR

SCHOOL OPERATIONS INFORMATION							
SCHOOL FULL NAME							
MAILING ADDRESS				CITY	STATE	ZIP CODE	
SCHOOL LOCATION ADDRESS (if different from above)				CITY	STATE	ZIP CODE	
FEDERAL IDENTIFICATION NUMBER (FEIN/DMV customer number)				SCHOOL TELEPHONE NUMBER			
SCHOOL/OWNER CELL PHONE NUMBER				SCHOOL/OWNER FAX NUMBER			
WEBSITE ADDRESS TO DISPLAY				EMAIL ADDRESS TO DISPLAY			
HELP DESK HOURS	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	AM to PM	AM to PM	AM to PM	AM to PM	AM to PM	AM to PM	AM to PM

CERTIFICATION		
I/we are applying for an original or renewal Online Driver Training School License and certify that all facts contained in this application are true and valid. If licensed, it is understood that I/we are subject to current statutes and regulations pertaining to the operation of the school(s) and are subject to pre-licensing, initial, random and annual audits by DMV.		
I/we certify that I/we will use a curriculum approved by the Department of Education.		
I/we further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I/we make this certification and affirmation under penalty of perjury and I/we understand that knowingly making a false statement or representation on this form is a criminal violation.		
OWNER NAME (print)	OWNER SIGNATURE	DATE (mm/dd/yyyy)
REPRESENTATIVE NAME (print)	REPRESENTATIVE SIGNATURE	DATE (mm/dd/yyyy)

DMV USE ONLY			
CLERK STAMP	VERIFICATION OF: <input type="checkbox"/> \$100 Fee paid <input type="checkbox"/> Copy of Vendor Agreement	DECISION: School License # <input style="width: 50px;" type="text"/> School Code # <input style="width: 50px;" type="text"/> <input type="checkbox"/> Approved <input type="checkbox"/> Denied Licensed Date (mm/dd/yyyy) <input style="width: 50px;" type="text"/> License Expiration Date (mm/dd/yyyy) <input style="width: 50px;" type="text"/>	
REMARKS			

VIRGINIA DEPARTMENT OF MOTOR VEHICLES ONLINE DRIVER EDUCATION SCHOOL AGREEMENT

Upon submission of this signed application, the owner or authorized representative of the Online Driver Training School agrees to meet the following requirements.

Online Requirements

1. Submit annual application.
2. Pay annual license application fee.
3. Provide DMV with a copy of contract or agreement (showing expiration date) authorizing use of approved online driver education curriculum from vendor that has been approved by the Department of Education (DOE).
4. Provide approved classroom location for the administration of final examination.
5. Provide computer for each student, where applicable.
6. Comply with driver training school licensing requirements pursuant to Virginia Code Chapter 17 Driver Training Schools and Virginia Administrative Code (Chapter 121 Virginia Driver Training Schools Regulations).

Business Practices

1. Only use online curriculums approved by the Department of Education.
2. Maintain license as a Driver Training School throughout the licensure period.
3. Use name as shown on the license issued by the Department.
4. Test and monitor students at test sites approved by DMV.
5. The Department must be notified in writing, 30 days prior to a change of address for the licensed location of the business office or test site. The Department will issue a revised license reflecting such change. The school must return the current license to the Department when you receive the revised school license. All business office and test sites must be approved by the Department prior to use.
6. Provide DMV with written verification authorizing use of a facility to conduct testing and monitoring throughout license tenure and maintain a copy of verification.
7. Maintain a record of business and student test records for three years.
8. No public WiFi; must be a private Internet connection.

Web Site:

1. Display name of online driver training school.
2. Display working telephone number.
3. Display working email address.
4. Post DMV's toll-free number.
5. Display logo for approved Online Curriculum Vendors.
6. List addresses for all DMV-approved classroom location test sites.
7. Post the school's hours for testing in accordance with "Normal Business Hours" (9:00 a.m. - 5:00 p.m.) of the Department.
8. Post testing procedures.
9. Post valid DMV-issued school license.

Test Site

1. Have DMV-approved test site in the Commonwealth of Virginia.
2. Have at least one DMV licensed Instructor to monitor testing.
3. Testing must be conducted at the scheduled test site. Any changes in testing site must be mutually agreed upon by student, parent (if student is under age 18) and instructor.
4. Comply with all local business license and zoning regulations and with federal, state, and local health, fire, and building code requirements.
5. Seating arrangements and writing surfaces for each student attending at any given time.
6. Have working computer(s) with Internet connection.
7. No student owned computers.
8. Have working printer at each test site.
9. Have working electrical outlets for computer support.
10. Post the school's hours for testing in accordance with "Normal Business Hours" (9:00 a.m. - 5:00 p.m.) of the Department in a conspicuous location.
11. Post testing procedures in a conspicuous location inside the test site.
12. Post DMV-issued school license.
13. Post sign displaying DMV's toll-free number in a conspicuous location inside the test site.
14. Have clean and accessible restroom facilities.
15. Have adequate interior and exterior lighting and adequate parking spaces.

Monitoring Instructor:

1. Maintain DMV-issued license with driver training school throughout the school's licensure period.
2. Ensure that the test is only administered to students that signed up through the school that offered the online course.
3. Prior to testing, Instructor must verify the following:
 - a. Parental Consent for Online Driver Education Examination (DTS 62) granting permission for student to take the final examination online with appropriate signatures.
 - b. Proof that the student successfully completed the online driver education course.
 - c. Proof that student completed the 90-minute Parent/Teen course (**Students under age 18 in Planning District 8** (counties of Arlington, Fairfax, Loudoun and Prince William and the cities of Alexandria, Fairfax, Falls Church, Manassas and Manassas Park) along with a parent or guardian, must participate in an additional 90-minute driver education component as a part of the in-classroom portion of the driver education curriculum.
 - d. Verify student's identity through DMV-issued learner's permit, DMV-issued identification card, school issued identification card, valid passport or military identification.
4. Read DMV-issued testing instructions to students before beginning test.

Advertising/Notice to DMV Requirements

1. Use the words "Licensed by DMV" as the sole reference to the relationship between the online driver training school and DMV. Do not use the DMV logo on any form of advertising.
2. Online school advertisements cannot be placed in the DMV customer service centers.
3. School licenses are not transferable. The license cannot be sold, loaned, bartered or given by a licensee or an agent of a licensee to another school, individual, association, partnership or corporation.
4. A change in owner will require an application for an original license along with the documents and fees required under the Virginia Code, which must be submitted to the department at least 30 days in advance of the effective date of the change. The online school will not operate under the change in ownership until an original license has been issued by the department reflecting the new ownership.
5. In the event of cessation of business, the online school must submit a written statement indicating the business is closing, and forward to the department within 30 calendar days after cessation of business, the online license, all instructors' licenses, student records and any materials furnished to the online school by the department.

Conduct of Instructors

The online school owner shall be responsible for the acts of any instructors while performing within the scope of his/her duties. They shall not conduct themselves in a manner that is not suitable or compatible with school-related activities pursuant to 24VAC20-121-30 (12) of the Virginia Administrative Code (Regulations).

Scheduled and Unannounced Audits

1. Allow DMV to conduct audits with or without prior notice. At least one audit will be conducted per year.
2. Online driver training records must be open and available for inspection by any officer or employee of DMV or any law enforcement officer during normal business hours. DMV may secure and remove these records for the purpose of conducting audits or investigations. The department will return those records after review or at the conclusion of any DMV or related court action, when used for that purpose.
3. DMV will prepare a written report on the results of each inspection and audit, and provide a copy of the report to and review it with the owner or authorized representative of the online driver training school. At the conclusion of the review of the report, the owner or business must sign the documentation that indicates the school has received and reviewed the report.
4. Respond to and/or correct deficiencies/violations noted on audit report within 30 working days as directed.

CERTIFICATION

I/we hereby make application for an online driver training school and certify that all information contained on this application is true. I/we understand that if licensed I/we are subject to the current statutes pertaining to operation of the online driver training school. By signing this document, I certify that I am an owner or designated representative of the school and that I am authorized to enter into binding agreements on behalf of the online driver training school. I agree to abide by the terms and conditions specified above and the current statutes. This agreement shall become effective upon signing and shall expire on the date indicated below. Either party may terminate this agreement by giving written notice within 30 working days. I understand that failure to comply with any of the terms of this agreement or the submission of false or inaccurate information pursuant to this agreement or application may result in suspension, cancellation or revocation of the online school license.

APPLICANT NAME (print)	APPLICANT SIGNATURE	TITLE	DATE (mm/dd/yyyy)
REPRESENTATIVE NAME (print)	REPRESENTATIVE SIGNATURE	TITLE	DATE (mm/dd/yyyy)