|  | **State Agency** | **Statute and Administrative Code** | **Instructor License Required or State Agency Approval** | **Age** | **CDL at or above Level of Instruction** | **Education** | **Continuing Education and**  **Training** | **Pass Licensing Agency Test** | **Experience**  **Hours** | | **Experience**  **Years** | **Background Investigation** | **Medical** | **Drug and Alcohol Test** | **Driving Record** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| AL | Alabama Department of Postsecondary Education. | Title 16, Chapter 46 Alabama Private School License Law, Act 2002  Guidelines for Policy720.01: Private School Licensure | NA | NA | Yes | Background and experience necessary to successfully fulfill the educational objectives. At least a high school diploma | NA | NA | NA | | NA | NA | NA | NA | NA |
|  |  |  |  |  |  |  | |  |  |  |  |  |
| AK | Alaska DMV | Title 28 Chapter 28.17 §28.17.010 et seq.  2 AAC 91 §91.990 et seq. | Yes | 25 Mus**t have held** CDL two years | Instructor must have a valid driver's license for 2 years for the class of vehicle in which the instructor is giving instruction | 40 hours of college level or equivalent in driving skills and classroom methods, transcript required as proof | NA | Pass DMV exam covering traffic laws, safe driving practices, operation of motor vehicles and commercial motor vehicles, driver-training teaching methods and techniques, the 49 C.F.R. Parts 390 - 391, and laws pertaining to driver training schools.  DMV may interview applicant | NA | | 5 years within past 7 years operating CMV. | Finger prints required for criminal justice information and a national criminal history record check. | Hold and maintain FMSCA medical card | NA | No convictions with such frequency of offenses against traffic regulations, ordinances, or statutes during the 2 years immediately preceding application that the DMV determines shows a disrespect or disregard for the safety of other persons  No conviction or charges pending for reckless driving, suspension or revocation of license during the five years immediately preceding application; |
| AZ | Dept. of Transportation, Motor Vehicles Division | ARS Title 32 Professions and Occupations Chapter 23 Professional Driver Training Schools §§32-2351 et seq.  17 AAC Article 3 Professional Truck Driving Schools, §§17-5-301 et seq.  Instructor Application Form 96-0329 | Yes | 21 | Applicant must specify license class(es) to which instructor license applies | High school diploma or GED  100 hours classroom and in car. (Truck driving and operator instructor on the same application). | NA | Written, performance or both | NA | | NA | 3 character references | Submit medical certificate attesting to satisfactory mental and physical fitness. | Report drug and alcohol convictions within 39 months of application results in denial of new or renewal of license | Report revocation of license within past 5 years in AZ or out- of state.  Grounds for denial: reckless or aggressive driving, racing and leaving scene of accident |
| AR | State Board of Private Career Education | Title 6 Subtitle 5 Postsecondary and Higher Education  State Board of Private Career Education  Form 3060 – Driver education instructor record of qualifications | Yes | 21 | NA | High school diploma or GED  Complete certified First Aid Class within 3 years prior to application   |  | | --- | |  | | NA | NA | 6 semester hrs. driver education, or 72 clock hours of documented driver training, or minimum of 7 years directly related experience directly related to the program being taught (such as, but not limited to: experience in law, enforcement investigating of accidents   |  | | --- | |  | | | | FBI criminal investigation for owners with 10 percent or more equity interest, covering past 5 years.  [Requirement would apply to instructors owning more than 10%equity] | NA | NA | License not suspended, canceled, revoked or denied within past 36 months.  No more than eight (8) point violations on driving record   |  | | --- | |  | |
|  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |
| CA | Dept. of Education, Bureau of Postsecondary Education (BPPE) | CA Private Postsecondary Education Act of 2009  Title 5 Division 7.5 BPPE Administration |  |  |  |  |  |  |  | |  |  |  |  |  |
| CO | Colorado Department of Education, Division of Occupational Schools | CRS Title 12 Article 59 Private Occupational Schools  8 CCR 1504-1  Instructor Application Form  INST-1 09.04.14 | Yes.  Annual recertification | NA | Yes | NA. | All instructional staff is expected to maintain continuing competency. | NA | Minimum of two years (4,000 hours) of acceptable full or part-time equivalent employment/work experience must be documented. Any licensure, certification(s), registration(s), journeyman’s card(s) or other similar regulatory credential(s) which must be continuously maintained and in good-standing shall be required. | | | Yes  School shall only employ instructors who are of good reputation and free of moral turpitude. Past felonies and crimes must bear a reasonable relationship to the activity of providing occupational education | NA | NA | NA |
| CT | Connecticut Board of Higher Education | Chapter 185 Sec. 10a-22a. Sec. 10-7a et seq. Private occupational schools.  Regulations for Review and Approval of Postsecondary Career Schools Sec. 10a-22k-1 et seq.  Instructor Application Page26-27InstructorForm  Disclosure Of Criminal Record Page 16-17 | Yes  Annually for at least 3 years. Up to 5 years beginning in fourth consecutive year of authorization | NA | Yes | School director must high school diploma or GED  Instructor must have high school diploma or GED | NA | NA | NA | | School director must have 5 years’ experience; or BA and 3 years’ relevant experience    Instructor must have 2 years of experience in the  skill or subject to be taught within ten (10) years  immediately preceding employment | School director must disclosure criminal record | NA | NA | NA |
| DE | Department of Motor Vehicles | Title 21, Chapter 83  2200 Division of Motor Vehicle  Driver Services  2218 Commercial Driver Training Schools (CDTS) | Yes | 18 | Yes | High school diploma or GED  Complete two semester-hour,  college credit course for teachers or an equivalent course approved by DMV | NA | NA | Evidence of US DOT certification and qualify by experience or training, or both, to instruct students in the safe operation of truck-tractor trailer combination units | | | No instructors with felony record | 20/40 vision  Have both arms and legs unless waived | NA | Years prior to application:  1.No revocation within 2 years  2. Convictions not exceeding 8 points within 3 years  3. No DUI within in 5 years  4. No trial waiver within last 5 years |
| DC |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |
| FL | Commission on Independent Education  Dept. Highway Safety and Motor Vehicles, Bureau of Driver Education (authority limited to licensing instructors driving school vehicles) | Title XLVIII ,Ch. 1005 Nonpublic Postsecondary Ed  CIE Admin Code 6A-6.0573. Industry Certification Process  Title XXXII Chapter 488 Commercial Driving Schools  Chapter 15A-11 Driver Training School (Limited in application to 15A-11.009 through 11.010 regarding vehicles and instructors)  Instructor Application hsmv77073S  Florida Department of Education Curriculum Framework | Yes | 21 | Class A | NA | Instructor refresher every 5 years. Must retest if requirement is not met. | Complete examinations and road tests or the equivalent approved by Bureau of Driver Educ. prior to the instructor’s certificate | No | | 3 years with Class A CDL | Yes  Applicants with any convictions must wait at least 5 years after the conviction date to be considered. | No physical or mental condition that interferes with instructor providing training | DUI convictions or personal use drug convictions outside the five year period will not automatically disqualify an applicant if the applicant has served their revocation period and has a full unrestricted driver’s license. | Convictions that directly relates to commercial driver training school, including convictions that directly relate to the personal safety of a student will not be considered. |
| GA | Georgia Department of Driver Services (DDS) | Title 43 Chapter 13  GA Administrative Code Chapter 375  DT New Instructor Application | Yes  Renewed every 4 years | 21 | CDL must be equal to the level being taught  CDL not required for classroom instructor if approved by DDS | Transcript of college level credits required by law or pass DDS test | NA | Written test on CMV education and his ability to impact driving skills and safety to students. | NA | | NA | Consent to background investigation.  No felony convictions within 10 years prior to application | Within 30 days prior to application | Submit certified lab within 30 days prior to application | Motor Vehicle Report from other states where instructor in 5 years prior to application. |
| HI | Department of Education | HAR Title 8 Subtitle 2 Chap. 101 Licensing Private Trade and Technical Schools | Yes | NA | CDL must be equal to the level being taught | NA | NA | NA | NA | | 3 years practical driving | NA | NA | NA | NA |
| ID | Idaho State Board of Education | Chapter 24, Title 33, Idaho Code  IDAPA 08.01.11 - Registration of Post-Secondary Educational Institutions and Proprietary Schools |  |  |  | 4 years of high school or equivalent |  |  |  | |  |  |  |  |  |
| IL | Secretary of State Driver Services Department | 625 ILCS 5 Ch. 6 Art IV  IL Admin Code Title 92 Chapter11 part 1060  Instructor Physical Form dsd\_cdts57  Instructor Application dsd\_cdts58 | Yes  Renewed biennially | 21 | CDL and endorsements must be equal to the level being taught | 4 years of high school or equivalent | NA | ass exam  on (1) traffic laws, (2) safe driving practices, (3) operation of motor vehicles, and (4) qualifications of teacher  BTW instructors must pass written test.  Commercial school rules and regulations, and the CMVS of 1986 (49 SC 2704 and pass a practical test showing ability to drive a vehicle of CDL, endorsement and/or restriction classification. | NA | | Licensed for 3 consecutive years prior to application at CDL class at or above instruction level | Yes | Physically and mentally able to provide training  Physical performed by an Illinois licensed physician | Revocation of license for positive drug test | License may be denied or revoked for any violation of Illinois Motor Vehicle Code |
| IN | Bureau of Motor Vehicles  (Applicable to private and publicly funded schools) | Indiana Code 9-14-2  Indiana Administrative Code Rule 5 Truck Driver Training Schools  140 IAC 7-4-1 et seq.  140 IAC 4-1.2-1, 3.1, 3.2 and 5.2 | Yes  Renewed by May 1 of even years | 21 | NA | Demonstrate at least sixty (60) semester credit hours earned at the  postsecondary level that includes nine (9) hours of theoretical and BTW consistent with nationally accepted standards in traffic safety. | No continuing education required | NA | NA | | NA | Yes  License may be denied for arrests and/or conviction of felonies | Physical within 12 months prior to application. Not required from classroom only instructors  2/40 vision  At least 50 degree field of vision | Application rejected for positive drug test within 3 years prior to application | Application may be denied if license was suspended or revoked within 3 years prior to application.  Applications rejected for 10 more points |
| IA |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |
| KS | Kansas Board of Regents | Chapter 74 Article 32 Section 162 et seq.  Kansas Postsecondary Private School rules and Regulations 88-28-1. Definitions. | Yes | NA | Yes  Shall be at least one degree-level above the degree being taught, unless other credentials are typically used in lieu of the academic degree in a particular field of study | Qualifications may be measured by technical certifications, relevant professional experience, professional certifications, creative activity, training, or licensure, or any combination of these. The institution shall provide documentation that all faculty appointments meet these standards | Instructors maintain continuous professional experience through one or more of the following activities: (A) Maintain membership in and participate in educational, business, technical, or professional organizations; (B) continue their education in their professional fields; or (C) have concurrent, related work experience. |  |  | |  |  |  |  |  |
| KY | Dept. of KY State Police (Licensing/Enforcement)  Commission on Proprietary Education/Kentucky Community and Technical College System  (curriculum) | KRS Chapter 332  KAR 502 Chapter 10  State police Licensing Requirements for CDL Schools  KRS Chapter 165A | Yes  Renewed annually | 21 | NA | High school diploma or GED |  | Written theoretical exam | NA | | 2 years over the road | All persons initially applying for a license to operate a CDL driver training  school or a license as a CDL driver training instructor shall be required to  undergo a state and national criminal history background check conducted by  Dept. of Kentucky State Police. | Yes  Vision 20/20 1 eye and at least 20/40 in other, or 20/30 both eyes | NA | Application denied if convicted of two (2) or more moving hazardous traffic violations within the two (2) year period immediately preceding the date of application |
| LA | Louisiana Board of Regents | LRS Title 17 Chapter 24-A  Title 28 Education Part III  Proprietary Schools  Form PSC-9 | Yes | NA | NA | High school diploma or with a license, or degree from a recognized institution or organization\* in the area taught | NA | NA | NA | | At least 4 years of documented evidence of occupational experience in the area taught | Affidavit disclosing guilty pleas or convictions of a felony or a crime of moral turpitude   |  | | --- | |  | | NA | NA | NA |
| ME | Dept. of State, Bureau of Motor Vehicles [[1]](#endnote-1) | Title 29-A Chap. 11 Subchapter 3, §1354  BVM Rules 29-250 Chap. 9  Instructor license application form | Yes | 21 | Class A instructor license allows classroom and BTW training can instruct  Class B instructor license allows BTW training | High school diploma or GED; plus  (1) Basic first aid course approved by the American Red Cross,  American Heart Association or National Safety Council within the last year.  (2) Bureau of Highway Safety driving dynamics or defensive driving course within the last  Year; and for  Class A Instructor license-3 years of college including classes in basic drivers education and teaching methods course at University of Maine system  Class B Instructor license-completion of driver education course | Driver education refresher course. The person must complete a refresher course in driver education at least once in each three year period.  Basic first aid course. The person must complete a basic first aid course approved by the American Red Cross or National Safety Council at least once in each three year period.  Driver education course at least once in each two year period following the issuance of the initial driver education license | Pass vision, knowledge and road tests | NA | | 4 years general driving  For CDL A instruction 2 years of BTW experience within 10 years prior to application, may be applied to 4 hours.  Successfully completed commercial drivers’ ed program within 3 years prior to application | No Class A,B, C felony convictions for the 10 years prior to application | No physical, emotion or mental impairment the interferes with instruction | No suspension or revocation of license for 0.04 blood alcohol test within 6 years prior to application | No criminal traffic violations for 3 years’ prior to application except for 5 years’ for operating without a license.  Licensed not suspended for last 6 years |
| MD | Maryland Higher Education Commission | Education Division III Title 11 Subtitle 2  CMR 13B.01.01  PCS New School Application\_wD\_20150309 | CDL consistent with level of instruction | NA | NA | School application requires applicant to submit instructor minimum qualifications | NA | NA | NA | | Minimum 2 years of occupational experience | Employment history | NA | School is required to  Submit plan for maintaining a drug and alcohol free workplace and educational institution | NA |
| MA | Office of Consumer Affairs & Business Regulation, Division of Professional Licensure (DPL)  Registry of Motor Vehicles (RMV) | Title XVI Section 263 DPL: 230 CMR 12 to 17  Title XIV Chap. 9 §§ 32g and 32g.5  RMV regs: 540 CMR 23.00  Driving Instructor Application | Must be approved by Div. of Professional Licensure  School must certify instructor qualifications.  Professional licensure condition or RMV approval  Renewed annually | 21 | NA | High school diploma  Successful completion of a 65 hour Driving Instructor Training Course | RMV may require the completion of continuing education or updated competency examinations for any driver education instructor. | Written test | NA | | 2 years’ occupational experience | Criminal background investigation | NA | Denied cited for DUI for drugs or alcohol within 5 years’ prior to application | No certificate issued if applicants license is suspended or revoked based on a moving violation within 2 years prior to application |
| MI | Secretary of State,  Driver Programs Division  Bureau of Driver and Vehicle Programs | Driver Education Provider Act and Instructor Act 384 of 2006  Driver Education and Provider Instruction Act MCL 256.64 | Yes | 21 | NA | NA | Biennial requirement may be fulfilled with courses at Michigan Center for Truck Safety | NA | NA | | NA | Bureau of Criminal Apprehension (BCA) record check  FBI check once every 4 years. License revoked or denied for criminal felonies (e.g., drug, sexual assault etc.) | Medically qualified based on physical performed no later than 90 days prior to application. Performed biennially | NA | Drivers’ license continuously in effect for 5 years’ prior to application |
|  |  |  |  |  |  |  |  |  |  | | |  |  |  |  |
| MN | Department of Public Safety | MN Code Chapter 171 Drivers Licenses and Schools  MAR Chapter 7411 Driver Education | Yes  Renewed annually | 21 | Yes | High school diploma or GED  Instructor training required for CDL A, B and C | Periodic driver and traffic safety education  when approved, provided, or supervised by the DPS | Written test on safety, theory and rules of road.  Written test on classroom instruction    Road test.  6 month waiting period to retest after 2 failures | 3,000 hours within the last five years of experience operating the class of vehicle for which instruction will be provided. | | | Criminal background test. Applicants with gross misdemeanor or felony are rejected absent waiver from DPS. | For good cause DPS may require a physical.  Medical report must be submitted to DPS within 30 days of notice to instructor.  Must meet Class D vision requirement with corrective glasses |  | Certified driving record provided with application.  Annual review of driving record.  Moving violations and accidents must be reported to school within 10 days |
| MS |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |
| MO | Department of Higher Education | MRS Title XI Chapter 173  Missouri Code of Regulations 6 CSR 10-5 | Instructional personnel, defined to include those who train or deliver instruction as well as any personnel that measure, assess, or evaluate student achievement, shall minimally meet the following qualifications:  A. A combination of educational and experiential qualifications in excess of the level of instruction on which they are instructing; and  B. Shall have relevant qualifications, training, and experience in the subject or discipline area in which they are instructing. (6 CRS 10-5)  Personnel Information and Resumés**.** This exhibit will be evaluated to assess the qualifications of school personnel, both administrative and instructional. Resumés must include both educational and experiential information for all personnel. Educational information must, at a minimum, include the names of institutions attended and the period of attendance and degree/certificates received and the date those awards were conferred. Experiential information must, at a minimum, include a continuous record of experience including the names of employers, the positions held, and the years of employment with each. They should also include any additional background information pertinent to the position that will be held at the school. If the school has not yet hired all personnel, please attach the job descriptions and the minimum educational and experiential expectations that will be used during the hiring process. ***Please be as specific as possible.*** (Instruction for Initial Application Form 500-A) | | | | | | | | | | | | |
| MT | Statute Repealed |  |  |  |  |  |  |  |  | |  |  |  |  |  |
| NE | Department of Motor Vehicles | Neb. Rev. Stat. §§ 60-4,173 through 60-4,179  Title 247 NAC, Chapter 2 | Must hold CDL for the 2 years’ prior to application.  Renewed annually | 21 |  | High school diploma or GED |  |  |  | |  |  |  |  | No violation on driving record for which 5 or more points might be assessed as set out in  Neb. Rev. Stat. § 60-4,182 for the prior 5 years.  No DWI (drug or alcohol within 5 years prior to application |
| NV | Department of Motor Vehicles (Regulations applicable to school director or designated employee or contractor) | Title 43 Chapter 483 Drivers’ Licenses, Driving Schools and Instructors  NAC 483 | Director or designated person must be a licensed instructor | 21 | Yes.  Level of instruction not specified | High school diploma or GED | NA | NA | 100 hours experience as instructor | | NA | Not convicted of felony in 5 years prior to application.  No convictions for fraud, dishonesty, moral turpitude or sexual offense | NA | NA | No traffic offenses or a gross misdormeanor within 2 years’ prior to application |
| NV | Department of Motor Vehicles (Regulations applicable to instructors not instructor trainees) | Title 43 Chapter 483 Drivers’ Licenses, Driving Schools and Instructors  NAC 483  Form OBL 279 Instructor Application | Yes | 21 | CDL classification necessary for the type of vehicle in which he/she will be giving instruction. | High school diploma or GED | Renewal of instructor’s license, provide evidence satisfactory to the department that, during the period of the license, he completed at least 4 credits of continuing ed | Score 80% or higher on  DMV written exam  BTW instructor must score 80% or higher on skills test | NA | | 5 years accumulated within 7 years’ prior to application | Finger prints submitted to FBI and Nevada Crime Depository | Certification of fitness | No convictions involving alcohol or controlled substances within the past three (3) years (Only BTW instructors ) | No more than 2 moving traffic violations in past 24 months, has not been suspended or revoked within the past 3 years (Only BTW instructors) |
| NC | NC DOT Motor Vehicles Division  (Not applicable to schools with instruction limited to seminars) | G.S. 20 Article 14 Driver Training School Law  19A NCAC Subchapter B and Subchapter J | Yes  Renewed biennially  At least 1 staff member must hold CDL | 21 | Class I Instructor (classroom field and road)  CDL Class A  Class II Instructor (Class and Field) | High school diploma or GED | NA | NA | NA | | At least 2 years of continuous CMV driving experience within the previous 5 years from the date of application. | Not have been convicted of a felony, or convicted of a misdemeanor involving moral turpitude, in the ten years immediately preceding the date of application. | Physical required and certification of fitness to drive | NA | Not have had a revocation or suspension of drivers license in the 2 years immediately preceding the date of application.  Class I only: No convictions for moving violations totaling seven or more cumulative points within three years of the date of application. |
| NH | Dept. of Public Safety, Division of Motor Vehicles | RSA Title XXI Motor Vehicles Chapter 263 Drivers’ Licenses  Chapter Saf-C 3121 | Yes | 21 | CDL classification necessary for the type of vehicle in which he/she will be giving instruction. | High school diploma or GED.  College transcript if applicable  Complete a program that covers theory, traffic safety, rule of the road, teaching techniques | Condition for license renewal:  (1) documentation of approved professional development and growth in accordance with Ed 512 during the previous 3 years  (2) documentation of approved college-level courses completed with a grade of C or 75 or higher during the previous 3 years | 90% or higher, on written test covering:  (1) The operation of a motor vehicle;  (2) NH driver’s manual;  (3) Motor vehicle statutes; and rules  Road Test | NA | | At least 5 consecutive years as a licensed truck/tractor-trailer driver immediately prior to date of application | Criminal history background check from any state where applicant resided. Provide history of NH and out-of-state felony convictions. Application rejected for felony convictions, sexual crimes. | FMCSA regulations at 49 CFR 391.43. | NA | Review of NH and out-of-state driving record. Application rejected for DUI, reckless driving and leaving accident scene within 10 years prior to application data |
| NJ | Motor Vehicle Commission Bureau of Business Licensing Services | NJRS Title 39 §39.12.1 to §39.12.15  NJAC Title 13 Law and Public Safety Chapter 23 Driving Schools )  Initial application | Yes  Renew annually. Limited to school where applicant is employed | 21 | NA | Supervisor must successfully completed 3 credit New Jersey driver education college course. offered by a college or university licensed by the New Jersey Commission on Higher Education. | NA | Knowledge and driving test | Supervisory Instructor must have provided 500 hours of BTW instruction | | 3 consecutive years with a basic license issued by New Jersey | Criminal history record check in accordance with State Police rules | Screening for visual acuity | NA | Yes. Must also provide abstract of history for out-of-state driving within the 3 consecutive years prior to application |
| NM | Department of Higher Education | NMS Chapter 21 State and Private Institutions  Article 23 Post-Secondary Educational Institution Act  5 NMAC 100.2 |  |  |  |  |  |  |  | |  |  |  |  |  |
| NY | New York Department of Motor Vehicles | New York State Vehicle and Traffic Law § 394 Driver’s School  Part 76 Commissioners’ Regulations Drivers’ School  New York Vehicle and Traffic law §§ 215 and 508(4)  Part 7 Commissioner’s Regulations Pre-Licensing Classroom and Highway Safety Instruction  Form MV521 Application for School License  Form MV523 Driving Instructor Application  Form 524 Driving School Instructor’s Certificate | Yes  Authorization limited to the school named on the license.  Classroom only endorsement requires 1 year BTW | 21 | CDL at class at or above the level of instruction. | High school diploma or GED  Completion of 30 hour course on traffic safety for instructors.  Completion of 30 hours of teaching techniques and methodology | Training may be required in the event of significant changes affecting either curriculum or program administration | Road Sign Test  Written test on NY CDL Manual  BTW test | 1,000 hrs. BTW instruction | | 2 years recent licensed driving experience in NY or in another state evidence by certified abstract. Experience must include driving the type of vehicle to be taught | Criminal background investigation felonies and convictions for violent and other listed crimes. | USDOT Medical Examiner's Certificate  20/40 corrected vision with both eyes. One eye may be certified subject to demonstration to license inspector |  | Review of traffic record including moving violations, revocation or suspension of license false statements related to NY Vehicle and Traffic Law |
| ND | NDDOT/Motor Vehicle Division | NDCC Title 39 Chapter 39-25  ND Admin. Code Article 38-07  Commercial (CDL) Training Schools Curriculum- North Dakota (NDDOT web site)  Commercial Driver Trainer Check List (Form SFN 51884 | Yes | 21  (Read, write and speak English) | Yes | Complete an approved instructor preparation course for commercial (CDL) driver training approved by NDDOT(private schools licensed by ND DOT, or  CDL instructor course at an educational institution (ND community and technical colleges) | NA | NDDOT written and road test | 40 hours of classroom and 80 hours BTW practical training. | | 3 years at classification level of instruction | FBI criminal history check | USDOT Medical Examiner's Certificate  NDDOT may request doctor certification of fitness  Vision 20/40 exam required | Refusal or revocation of license for:  (1) Conviction of a violation of a criminal law or traffic  law, or both, including, but not limited to, driving a motor vehicle while  under the influence of intoxicating liquor or narcotic drugs, leaving the  scene of an accident, careless driving, or reckless driving.(  (2). When there is evidence that intoxicating beverages were present or  consumed on the school premises or in its training vehicles. | |
| OH | Ohio Department of Public Safety (DPS) | Title 45 Chapter 4508 Driver Training Schools  OAC 4501-7-01 et seq.  DPS 40-hour Training Format Guidelines  Commercial Truck Driving School  Instructor Training (OAC 4501-7) | Yes, renewed annually, plus:  Training managers shall be licensed instructors.  Restricted Instructors limited to classroom do not require license |  | CDL classification necessary for the type of vehicle in which he/she will be giving instruction.  No CDL requirement for Restricted Instructors | Take all tests/quizzes and turn in all assignments conducted in 40 hour classroom training  40 hours BTW covering a minimum of 14 skills at least 30 hours provided by one of four training entities: (1) College or university,  (2) teacher’s driving institute,  (3) a program approved by the department,  (4) a licensed driver training school under the direction of a licensed training  manager.  Prepare lesson plan and teach one 60 minute class session and 1 60 minute BTW session  Complete DPS sexual harassment training | Training manager and instructor must complete a pre-approved, advanced training course once every three years approved by DPS  Training manager and instructor shall complete the DPS online "Sexual Harassment Training" annually | Must pass knowledge test, BTW skills test. Restricted instructors must take skills test in regular auto. | NA | | 3 years for training managers | State and federal criminal background check within the 90 days prior to application | Physical and certification of fitness, or  49 C.F.R. 391.43 medical certificate completed no more than 1 year prior application. | Physical certification must be drug free | Driving record free of:  (1) 3 or more moving violation convictions in past 3 years (2)3 or more chargeable crashes in past 3 years (3) 6 or more points in past 3 years (4)12 point admin. Suspension in last 10 years |
| OK | Dept. of Public Safety | Title 595 Chapter 11, Subchapter 7 Truck Driver Training (Emergency Rule In Effect) | Yes  Renew annually | 21 | CDL classification necessary for the type of vehicle in which he/she will be giving instruction | High school diploma or GED. | NA | NA | NA | | Three (3) years verifiable driving experience in the type of vehicle or vehicles used by  the school for instructional purposes | Certified nationwide criminal history no more 30 days prior to application  if the applicant has not lived in  Oklahoma for the immediately preceding 5 years, a criminal background check from agencies in the state(s) of previous residence. | NA | No convictions for misdemeanor possession or use of alcohol or drugs within the past  twelve (12) months | Not more than five (5) point violations on the driving record |
| OR | Oregon Education Coordinating Commission  581-1768i-0-pcs-teacher-registration-form | ORS Chapter 345 Career Schools  OAR Division 45 Private Career Schools715-045-0001 | Hold credentials required to instruct in the field. | NA | NA | High school diploma or GED. | School must provide training for all instructional personnel and supervisors of instructional personnel in:  (a) Curriculum and Instruction  (b) Supervision and Evaluation of Students  (c) Ethics | NA | NA | | Two years of work experience or two years of education, or any combination of both, in the subject . | Full disclosure of any conviction or crime referenced under OAR 715-045-0012(12), fingerprint card to conduct a criminal background check as may be required | NA |  | NA |
| PA | Pennsylvania State Board of Private Schools | Act 174 of 1986 Private Licensed School Act Chapter 32  PA Administrative Code Title 22 Chapter 73 | Yes |  |  | Supervisory Instructor:  (1) Two years of teaching experience.  (2) Experience equivalent to 1 year’s employment as a supervisor.  (3i) A relevant post-BA  Instructor shall have one of the following:  (1) A BA degree field of instruction (2) At least 2 years’ work experience in the field (3) Two years’ teaching experience in the field  (4) journeyman’s license relevant to the specific field of instruction.  (5) Demonstrated competency in the field  (6) Vocational education certification | NA | NA | NA | | See education | Federal Criminal History Record and State Police criminal history Investigation required | NA |  | 3-Year Driving Abstract from the Pennsylvania DOT |
| RI | Rhode Island Board of Governors for Higher Education | TITLE 16 Education CHAPTER 16-40 Private Schools  Regulations Governing Proprietary Schools In Rhode Island  Personnel Information Form | Yes  Instructor must hold all licenses, certificates and ratings that are required by industry standards, the federal government or the state of Rhode Island, or any of its agencies, **to practice** in the field of employment. | NA | CDL requirement for instructor licensing | Copies of instructors’ degree, certificate or diploma must be submitted with school application  10 year employment history required | NA | NA | NA | | In absence of state requirement five years of education, training, and/or occupational experience | Instructors must execute affidavit with regard to criminal history | NA | NA | Instructors must execute affidavit with regard to minor traffic violations and convictions |
| SC | Department of Motor Vehicles | SC Code Title 56 Chapter 23  SC Code of Regulations Chapter 90 § 90-100 et seq. | Yes  With necessary endorsements.  Annual renewal for BTW instructor license  License not required for classroom only instructors | 21 | School owner or director must certify classroom only instructors on school letterhead why said instructor is qualified. | NA | NA | NA | At least three (3) years of behind-the-wheel truck driving experience and have logged at least 100,000 miles of over-the-road truck driving; or have completed a certified truck driver training school [consisting of a minimum of sixteen (16) hours of behind-the-wheel training; thirty-two (32) hours of observation; fifty (50) hours of field instruction; and fifty (50) hours of classroom instruction] | | | No convictions of a felony or any crime of moral turpitude preceding the date of application  Automatic disqualification for major felonies , listed in regulations (e.g., sexual crimes and capital crimes etc.) All other convictions will be taken and decided on a case-by-case basis.  SLED criminal background check at the time of application and annually thereafter. | Hold current DOT medical certificate.  Each instructor must also submit to the Department a valid DOT long form and submit a new DOT physical long form upon each renewal cycle of the physical. If a change of medical status, a new form must be submitted. | NA | No revocations, cancellations or suspensions of driving privileges in the 3 years prior to date of application; No convictions for offenses involving moving violations totaling six (6) points in the year immediately preceding the date of application |
| SD | No Statute |  |  |  |  |  |  |  |  | |  |  |  |  |  |
| TN | Tennessee Higher Education Commission (THEC) | T.C.A. §49-7-2001 et seq.,  THEC rules Chapter 1540-01-02 | Documented proficiency and practical experience (e.g., CDL) | 21 | Demonstrated experience higher than the level being taught | For diploma or certificate programs instructor must have  high school diploma or GED and a certificate of completion from a  postsecondary institution judged appropriate by THEC |  |  |  | | At least 3 years practical experience  within last 7 years in the subject area to be taught. |  |  |  |  |
| TX | Texas Workforce Commission | Title 3 Education, Subtitle G, Chapter 132 Career Colleges and Schools  Texas Administrative Code Title 40, Part 20 Texas Workforce Commission Chapter 807 Career Colleges and Schools  csc-002-instructor-application-twc | Yes | 21 |  | High school diploma or GED  Instructor must complete instructor development course with at least 40 hours of course time.[[2]](#footnote-1)  See also Experience requirements | School director, full-time instructor, and director of admissions shall complete a minimum of six hours of course time of continuing education applicable to the position | NA | NA | 3 years full-time tractor trailer driving experience within the ten years immediately preceding employment by the school. | | Criminal background investigation and review of employment history | NA | NA | NA |
| UT | Department of Commerce Division of Consumer Protection | Title 13 Chapter 34 Utah Postsecondary Proprietary School Act  Rule R152-34a. Utah Postsecondary School State Authorization Act Rule**s** | Yes | NA | Yes | NA | NA | NA | NA | | NA | Authorized officer shall disclosure instructors who violated laws, federal regulations or state rules as determined in a criminal, civil or administrative proceeding. | NA | NA | NA |
| VT | Department of Motor Vehicles | Title 23 Chapter 29 §701 et seq.  CVR 14-050-039 | Yes | 21 | CDL with passenger and school endorsement if providing school bus and passenger instruction | NA | NA | Must pass CDL written examinations: General, Air, Combination, Tank, Doubles and Triples, and Hazardous Materials  Must pass written test based on CDL driver training materials and state rules and regulations  Must pass complete CDL skills tests | NA | | 5 years | No conviction reported to the commissioner pursuant to subdivision 3905(a)(2) of this title within the three years prior to the date of application; | Physical exam showing fitness to provide instruction | NA | NA |
| VA | Department of Motor Vehicles | Title 46.2 Chapter 17 Driver Training Schools §1700 -1704  24 VAC 20-121-10 – 20-121-200  Instructor License Application Form dts34a | Yes  Instructors must be employed by a school. License renewed annually | 21 | Yes | High school diploma or GED. If not attained applicant must either have  Taught Class A course for 1 year  or  Completed employer’s 160 hour Class A training  Must speak English | One day mandatory training provided by DMV annually.  License suspended for 30 days for failure to attend | NA | NA | | 5 years documented experience with at least 2 years in US  1 | Criminal background investigation. Application may be refused for sex crimes, moral turpitude and other listed felonies. | Compliance with FMCSA physical requirement | Compliance with FMCSA drug and alcohol screening | Must provide driving record from all states currently or previously licensed no more than 30 days prior to application.  No more than 6 points prior to licensing. No more than 6 points in 12 months following receipt of license.  Licensed not issued (and in the case of licensed instructors) suspended or revoked) for DUI, reckless driving and involuntary manslaughter convictions. License may be issued or privileges restored after 5 year period |
| WA | Department of Licensing | RCW Chapter 45.25  RCW 46.82 Uniform Business Act  Chapter 308-108 WAC |  |  |  |  |  |  |  | |  |  |  |  |  |
| WI | Educational Approval Board | Chapter 38, Section 38.50 Educational Approval Board  Educational Approval Board EAB Chapters 1-11  School and Program Approval Guide | Yes | NA | Yes | Instructors must possess the appropriate combination of educational credential(s), specialized training and/or certification, work experience, and demonstrated teaching and classroom management skills, which qualifies them for their training assignments. Instructional personnel must meet all relevant accreditation, federal, state, local, and/or industry-specific requirements | Training plan to be submitted with application | NA | NA | | NA | NA | NA | NA | NA |
| WY | Wyoming Department of Education | W.S. 21-2-401 et seq.  Wyoming Department of Education Rules and Regulations Chap. 1 | NA | NA | NA | Education and experience qualifications of instructional  staff are such as will insure that students will receive educational services consistent with the 1-4  stated objectives for which the educational services were offered. | NA | NA | NA | | NA | Instructors have  not been convicted of fraud, moral turpitude, or other felonies, nor participated in behavior which lead to  revocation of the school’s license in another state or country. | NA | NA | NA |
| WV | Community and Technical College System (CTCS) | Code of WV Chap. 18B, Art. 2B, Sec. 9  Title 135 Legislative Rule Series 35 | Yes  School must demonstrate that personnel are in place capable of delivering curriculum | NA | NA | NA | NA | NA | NA | | NA | NA | NA | NA | NA |

1. [↑](#endnote-ref-1)
2. (1) Five hours shall cover techniques of instruction including: qualities of a competent instructor, the learning process, methods of teaching, development of efficient teaching habits, demonstration teaching, the use of instruction material and training aids, course preparation, lesson plans, testing and evaluation, and the duration and frequency of lessons.

   (2) Two hours shall cover personality factors affecting the driver and pedestrian including: natural abilities; senses; mind and nerves; bones and muscles; knowledge of vehicle, road, traffic, and self; attitudes and emotions; reaction time; and reactions to alcohol, carbon monoxide, over-the-counter drugs, prescription drugs, illegal drugs, heart ailments, epilepsy, diabetes, insanity, exhaustion, tension, and monotony.

   (3) Six hours shall cover state laws as located in the Texas Motor Vehicle Law book relating to the operation of motor vehicles including: driver's license, vehicle registration, certificate of title, operation of vehicles, uniform act, miscellaneous offenses, and safety responsibility.

   (4) Eight hours shall cover driving procedures including: handling--city, rural, night, mountain, and freeway driving; fog, rain, sandstorms, and other hazardous weather conditions; road hazards and recovery procedures for slick roads; blowout hazards and running off the road; traffic signs, markings, and signals; use of rearview mirrors; vehicle braking and stopping distances; following distances; right-of-way, when and how to yield it; vehicle acceleration and deceleration; yielding right-of-way to emergency vehicles; driver signals; proper passing procedures; procedures and problems for passing on two and three-lane roadways; and super-size motorized equipment.

   (5) Three hours shall cover physical forces affecting the motor vehicle in motion including: forces of gravity; friction; acceleration, mass, and force; inertia and centrifugal force; kinetic energy and momentum; kinetic energy and braking; and horsepower and acceleration.

   (6) Two hours shall cover highway characteristics including: primary, secondary, expressway, freeway, farm or ranch road, two-way two-lane, two-way three-lane, two-way multilane, two-way multilane divided, one-way multilane, parking, and traffic controls. Traffic control topics consist of the following:

   (A) sign topics including shape, color, location and importance;

   (B) traffic marking topics including center and lane lines, no passing zone, transition markings, turn lane marking, stop lines, crosswalk lines, etc.; and

   (C) signal topics including classification, location, type, timing.

   (7) Two hours shall cover automobile systems and maintenance including: electrical system--generator, alternator, battery, lighting, and electric-powered equipment; cooling system--lubrication and fuel systems; power train--engine, transmission, and differential; brake system--wheels and tires, caster, camber, toe-in, balance, inflation, tire condition, and care; exhaust system; instruments and gauges; compartment adjustments--seat, ventilation, mirrors, headrests, seat belts, and shoulder harness; starting the engine and warm-up procedures; safety devices--door locks, headrests; and miscellaneous features--windshield wipers, heater, and defroster. [↑](#footnote-ref-1)