

## School and Instructor Application Packet for New and Renewal Applicants (Drivers License Division address is on page 4)

### New Driving School

- A. An individual or individuals applying to be a new driving school must first register with the North Dakota Secretary of States Office online at [www.nd.gov/sos](http://www.nd.gov/sos) or by telephone at 701-328-4284.
- B. Submit an application packet to the North Dakota Drivers License Division. The packet consists of:
  - 1. A completed Commercial Driver Training School License Application SFN 13961.
  - 2. A \$25 application fee made payable to the North Dakota Drivers License Division.
  - 3. Each of the items listed on the Commercial Driver Training Requirement Checklist SFN 51844 under the **School** Application & Fee heading.

### New Driving Instructor

- A. An individual applying to be an instructor for a driving school must submit an application packet to the North Dakota Drivers License Division. The packet consists of:
  - 1. A completed Commercial Driver Training Instructor License Application SFN 13960.
  - 2. A completed Medical Examination Report SFN 4569.
  - 3. A \$10 application fee made payable to the North Dakota Drivers License Division.
  - 4. Each of the items listed on the Commercial Driver Training Requirement Checklist SFN 51844 under the **Instructor** Application & Fee heading.
  - 5. The official results (original, no photocopies) of an FBI Fingerprint-based Background Check. **See pages 3 & 4 for Instructions on how to complete the background check process and Instructor Education Requirements.**

## **Renewal of Driving School License**

- A. An individual or individuals applying for the renewal of an approved driving school (required each calendar year) must submit a renewal application packet to the North Dakota Drivers License Division. The packet consists of:
1. A completed Commercial Driver Training School License Application SFN 13961.
  2. A \$25 application fee made payable to the North Dakota Drivers License Division.
  3. If you are going to change your fees for the next calendar year, please submit an updated copy of your student contract reflecting the changes.
  4. To remain in compliance with driving school and instructor regulations, be diligent to keep your vehicles in safe operating condition, currently registered, and insured. Vehicles older than **ten** model years must be replaced. As you purchase vehicles, they must be inspected by the North Dakota Drivers License Division prior to using them for training.
  5. Your surety bond and lease agreement (if applicable) must be current at all times.
  6. Your school financial statement for the past calendar year must be submitted to the North Dakota Drivers License Division by April 15th of the new calendar year.

## **Renewal of Driving Instructor License**

- A. An individual applying for renewal of a driving school instructor (required each calendar year) must submit a renewal application packet to the North Dakota Drivers License Division. The packet consists of:
1. A completed Commercial Driver Training Instructor License Application SFN 13960.
  2. A \$10 application fee made payable to the North Dakota Drivers License Division.
  3. The Drivers License Division will complete the required driving record checks.

## Instructions for FBI Fingerprint-based Background Check- required for all driving school instructors

1. The individual must access the FBI website.  
The FBI website is [www.fbi.gov](http://www.fbi.gov)
2. Scroll down to **FBI Homepage**.
3. On the Homepage, scroll down to Services, Click on Criminal Justice Information Services, click on Identity History at the top of the page.
4. Scroll down to “How to Submit a Request” and click on **Option 1**: Submit your request directly to the FBI (can take 6 to 12 weeks for the results);
5. Follow the Instructions for submitting the request. The website will have the required application (Applicant Information Form) and fingerprint form (Standard Fingerprint Form FD-258) as well as the method of payment and the FBI mailing address. The website will also have a list of FBI-approved Channelers to submit your request. *Note: on the Applicant Information Form, indicate ‘personal review’ as the reason for the background check.*
6. The individual will take the fingerprint form and application to their local law enforcement office to complete the fingerprint process.
7. The individual then mails the completed application and fingerprint form to the FBI to initiate the background check
8. The background check results will be mailed to the individual.

*(continued on next page)*

9. The individual needs to mail the background check results (original- no photocopies) to:

*Rachel Mount, Operation Manager  
Drivers License Division  
608 East Boulevard Avenue  
Bismarck, ND 58505-0750*

**OR**

10. You can have the background check results sent directly Rachel Mount the **Mail Results to Address** area on the Applicant Information Form.

C/O Drivers License Division  
ATTN Rachel Mount  
Address 608 E Boulevard Avenue  
City Bismarck State North Dakota  
Postal (Zip) Code 58505-0750 Country U.S.A.  
Phone Number 701-328-2600

## **Education & Training Requirements for Instructors/Schools**

Minimum **Education** Requirements to Qualify for a Regular (Class D) Driver Training School Instructor are:

1. Hold a Valid Drivers Education Certificate from the Department of Public Instruction.

**OR**

2. Successfully complete an approved instructor preparation course for regular (Class D) training instructors. Instructor preparation courses must be submitted to and approved by the director of the North Dakota Department of Transportation.
- Preparation courses conducted by a licensed commercial driver training school must consist of both classroom training and practical driving situations.

- At a minimum, **instructor** development training must consist of 30 hours of classroom and 30 hours of behind-the-wheel practical training.
- The behind the wheel practical training must consist of both actual driving and riding along and observing a licensed instructor during a student training session.

Approved Regular (Class D) Instructor Preparation Courses in North Dakota are:

*Note: Be sure to contact the school and confirm they provide instructor training*

- *1<sup>st</sup> Geer Driving School located in Bismarck 701-989-3707*
- *1<sup>st</sup> Geer Driving School Branch Office 218-242-9862*
- *ABC Minot Driving School located in Minot 701-500-9969*
- *Behind the Wheel located in Carrington 701-652-2984*
- *Dakota Driving School located in Williston 701-774-8442*
- *Dave's Dakota Driving School located in Bismarck 701-527-0785*
- *Don's Driving School located in Bismarck 701-223-5304*
- *Fork's Drive Right located in Grand Forks 701-740-9951*
- *Gotta Go Driving School located in Fargo 701-238-0236*
- *Gotta Go Driving School Branch Office in located in Dickinson 701-405-3108*
- *G's Driving School located in Minot 701-852-6036*
- *Krueger Driving Academy located in Fargo 701-367-8955*
- *The Right Way LLC located in Grand Forks 701-772-1133*
- *Xcell Driving School located in Fargo 701-232-1200*
- *Valley Driver Education, LLC located in Fargo 701-491-7170*
- *Fargo Driving Academy, LLC located in Fargo 612-618-3168*
- *Right-of-Way Driving School located in Bismarck 701-214-3620*
- *Heavy D Driving School located in Moorhead 701-446-1746*

**OR**

Successfully complete a series of Driver and Traffic Safety Online Courses through Minot State University.

1. Successfully complete *DTS 350 Advanced Driving* course to **initially** obtain your Class D Driving Instructor certification.
2. Within 3 years, successfully complete *DTS 230 Driver and Traffic Safety Education*, *DTS 260 Teenage Driving Behavior Problems*, and *DTS 450 Organization, Administration, & Supervision of Traffic Safety Education* courses in order to keep your Class D Driving Instructor certification.
3. At the end of the 3 years, complete annual refresher training by attending ED 500-ND Driver and Traffic Safety Education Association Conference Workshop.

Go to [http://www.minotstateu.edu/drivedr/dr\\_ed/offerings.shtml](http://www.minotstateu.edu/drivedr/dr_ed/offerings.shtml)

**If starting a NEW** Regular Class D Driving School, the first step for the owner is to acquire an Instructor who meets the Instructor Education Requirements described above.

Complete the School and Instructor Requirements found at [www.dot.nd.gov](http://www.dot.nd.gov) Under the **green Public** tab, click on **Driver**. Then click on the **Driver Information/Education** tab on the left side of the screen. Then click on **Driving School and Instructor Requirements**.

Minimum **Training Curriculum** Requirements to Qualify for a Regular (Class D) Driving School:

1. Must provide a minimum of 6 hours of actual Behind the Wheel Training.
2. Must use the North Dakota *Standard Behind the Wheel Training Curriculum*.
3. The student should be able to successfully demonstrate these driving behaviors:
  - Starting and stopping the vehicle
  - Proper driving posture
  - Proper use of vehicle controls
  - General observation skills and attention to the driving task
  - Controlling the vehicle
  - Speed control
  - Proper intersection speed
  - Intersection observance
  - Traffic lights, Stop Sign intersections, and Railroad crossings

- Adherence to other traffic signs
- Unsigned (uncontrolled) intersections
- Proper application of the right-of-way
  
- Proper lane positioning
- Safe lane changes
- Multi-lane and one-way streets
- Proper full stops
- Proper following distance
- Right turns and Left turns
- Proper signaling
- Backing, to include parallel parking without park assist technology
- Driving in residential, business, highway, and rural areas including gravel road surfaces